



Government of India  
Department of Atomic Energy  
Nuclear Fuel Complex



ECIL Post  
Hyderabad – 500 062



**“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”**

(Website of NFC : [www.nfc.gov.in](http://www.nfc.gov.in))

**ADVERTISEMENT NO. NFC/01/2023**

|   |                           |
|---|---------------------------|
| Duration for submission of Online Applications        | 11.03.2023 to 10.04.2023  |
| Last date and time for receipt of Online Applications | 10.04.2023 upto 23:59 hrs |

Online applications are invited from eligible candidates for the following posts in various Units of Department of Atomic Energy. The selected candidates on appointment are liable to serve in any of the Constituent Units of Department of Atomic Energy located in different parts of the Country. Details and eligibility criteria for the posts are as given below:-

**1. DETAILS OF POSTS**

| Sl. No. | Name of the post                                | Post Code | Classification of post             | Pay Level   | Age Limit as on last date of receipt of application |
|---------|---|-----------|------------------------------------|---|---|
| 1       | Chief Fire Officer / A                          | 12301     | Group 'A' (Gazetted-Scientific)    | Rs. 67,700 in Level 11 of Pay Matrix + DA + allowances as admissible to Central Government servants.  | Not more than 40 years                              |
| 2       | Technical Officer / C (Computers)               | 12302     | Group 'A' (Gazetted-Scientific)    | Rs. 56,100 in Level 10 of Pay Matrix + DA + allowances as admissible to Central Government servants.  | Not more than 35 years                              |
| 3       | Deputy Chief Fire Officer / A                   | 12303     |                                    |   | Not more than 40 years                              |
| 4       | Station Officer / A                             | 12304     | Group 'B' (Gazetted-Scientific)    | Rs.47,600/- in Level 08 of Pay Matrix + DA + allowances as admissible to Central Government servants. | Not more than 40 years                              |
| 5       | Sub-Officer / B                                 | 12305     | Group 'B' (Non-Gazetted-Technical) | Rs.35,400/- in Level 06 of Pay Matrix + DA + allowances as admissible to Central Government servants. | Not more than 40 years                              |
| 6       | Driver-cum-Pump Operator-cum-Fireman/A (DPOF/A) | 12306     | Group 'C' (Non-Gazetted-Technical) | Rs.21,700/- in Level 03 of Pay Matrix + DA + allowances as admissible to Central Government servants. | Not more than 27 years                              |

**Note:**

- For Post Codes 12301 and 12303 to 12306, 05 years experience in Fire Fighting field is required for getting the advantage of 05 years relaxation in upper age.
- For Departmental candidates with 03 years continuous service in Central Government, the extent of age concession for post codes 12301 to 12305 (being Group 'A' and Group 'B' post) is 05 years and for post code 12306 (being Group 'C' post) is upto 40 years (45 years for SC/ST). A form of certificate is to be submitted by Central Government employees seeking age-relaxation (**Annexure- A**)

## 2. DETAILS OF VACANCIES AND CATEGORY-WISE RESERVATION

| Sl. No | Post Code | Post  | Category-wise reservation |    |    |     |     |       |
|--------|-----------|---|---------------------------|----|----|-----|-----|-------|
|        |           |   | UR                        | SC | ST | OBC | EWS | Total |
| 1      | 12301     | Chief Fire Officer/A                            | 01                        | -  | -  | -   | -   | 01    |
| 2      | 12302     | Technical Officer / C (Computers)               | 02                        | -  | -  | -   | 01  | 03    |
| 3      | 12303     | Deputy Chief Fire Officer/A                     | 02                        | -  | -  | -   | -   | 02    |
| 4      | 12304     | Station Officer/A                               | 03                        | 02 | 01 | 01  | -   | 07    |
| 5      | 12305     | Sub-Officer/B                                   | 15                        | 02 | 03 | 07  | 01  | 28    |
| 6      | 12306     | Driver-cum-Pump Operator-cum-Fireman/A (DPOF/A) | 47                        | 17 | 1  | 5   | 13  | 83    |

**Note:** Out of the 83 posts of Driver-cum-Pump Operator-cum-Fireman/A (Post Code 12306), 10 posts are reserved for Ex-Servicemen (ESM).

## 3. Essential Educational Qualification and Experience as on the closing date of Online Application:

| Post Code | Name of the Post     | Educational qualification   | No. of years of relevant experience |
|-----------|----------------------|---|-------------------------------------|
| 12301     | Chief Fire Officer/A | HSC (10+2) or equivalent with minimum 50% of marks + Passed Divisional Officer's Course from National Fire Service College, Nagpur. | 12 years<br>(06 years as DCFO)      |
|           |                      | B.E in Fire Engineering with minimum 60% marks.   | 8 years<br>(06 years as DCFO)       |

**Note:**

- Should possess a valid Heavy Vehicle Driving License and must be fully conversant with the operation and maintenance of Fire Engines, Fire Pumps and other fire fighting equipments.
- Experience in a post not below the rank of Station Officer in a well established whole time Fire Services organization is essential.

| Post Code | Name of the Post                 | Educational qualification   | No. of years of relevant experience   |
|-----------|----------------------------------|---|---|
| 12302     | Technical Officer /C (Computers) | <p>B.E / B.Tech from a recognized university in any of the following engineering branches with minimum 60% marks.</p> <p><b>A) Computer Science</b></p> <ol style="list-style-type: none"> <li>Computer Science/ Engineering/ Technology.</li> <li>Information Science/ Engineering/ Technology.</li> <li>Software Engineering/ Technology</li> <li>Computer &amp; Communication Engineering</li> <li>Computer Networking</li> <li>Computer Science &amp; Engineering/ Technology &amp; Info Tech.</li> <li>Computer Science &amp; System Engineering</li> <li>Computer Science &amp; Automation Engineering/ Technology</li> <li>Computer Science/ Engineering &amp; Informatics Engineering / Technology</li> </ol> | <p>Prior experience is not mandatory. However, candidates with experience in any one of the following areas/fields are preferred.</p> <ul style="list-style-type: none"> <li>Programming in Java/.Net/PHP/Python/ReactJS/Angular/NodeJS.</li> <li>Database/ Application Server Administration</li> <li>IT Infrastructure, Cyber Security/Computer Networking</li> <li>System Administration &amp; Shell Scripting.</li> </ul> |

|  |  |  |  |
|--|--|--|--|
|  |  | <p><b>B) <u>Electronics</u></b></p> <p>i. Electronics &amp; Communication Engg.<br/> ii. Electronics Engg.<br/> iii. Electronics &amp; Computer Engg.<br/> iv. Electronics &amp; Control Engg.<br/> v. Electronics &amp; Communication System Engg.<br/> vi. Electronics &amp; Instrumentation Engg.<br/> vii. Electronics &amp; Tele-Communication Engg.<br/> viii. Electronics &amp; Telematics Engg.<br/> ix. Industrial Electronics Engg.<br/> x. Telecommunication Engg.<br/> xi. Telecommunication &amp; Information Tech.<br/> xii. Applied Electronics &amp; Instrumentation Engg.<br/> xiii. Electronics &amp; Electrical Communication Engg.<br/> xiv. Electrical with Communication Engg.<br/> xv. Radio Physics &amp; Electronics<br/> xvi. Electrical Engg.<br/> xvii. Electrical &amp; Electronics Engg.<br/> xviii. Electronics &amp; communication Engg.(Avionics)</p> |  |
|--|--|--|--|

| Post Code | Name of the Post             | Educational qualification   | No. of years of relevant experience |
|-----------|------------------------------|---|-------------------------------------|
| 12303     | Deputy Chief Fire Officer /A | HSC (10+2) or equivalent with minimum 50% of marks + Passed Divisional Officer's Course from National Fire Service College, Nagpur. | 06 years<br>(as Station Officer )   |
|           |                              | B.E in Fire Engineering with minimum 60% marks.   | 02 years<br>(as Station Officer)    |

**Note:**

1. Notwithstanding the above experience, the candidates without BE (Fire) degree must have 3 years of relevant experience after obtaining the requisite qualification.
2. Should possess a valid Heavy Vehicle Driving License and must be fully conversant with the operation and maintenance of Fire Engines, Fire Pumps and other fire fighting equipments.
3. Experience in a post not below the rank of Station Officer in a well established whole time Fire Services organization is essential.

| Post Code | Name of the Post  | Educational qualification  | No. of years of relevant experience |
|-----------|-------------------|--|-------------------------------------|
| 12304     | Station Officer/A | HSC (10+2) or equivalent with minimum 50% marks + Valid Heavy vehicle Driving license + passed Station Officer's course from National Fire Service College, Nagpur | 05 years<br>(as Sub-Officer )       |
|           |                   | BE in Fire Engineering with minimum 60% marks  | Nil                                 |

**Note:**

1. Notwithstanding the above experience, the candidates must have 3 years of relevant experience after obtaining the requisite qualification.
2. Experience should be in a well-established Fire Service Organization.
3. Should be conversant with the Operation and Maintenance of Fire Engines, Fire Pumps and other fire fighting equipments.

| Post Code | Name of the Post | Educational qualification  | No. of years of relevant experience*  |
|-----------|------------------|--|---|
| 12305     | Sub-Officer/B    | HSC (10+2) or equivalent with minimum 50% of marks + Passed Sub-Officer's Course from National Fire Service College, Nagpur.<br><br>Persons having valid Heavy Vehicle Driving license will be given preference. | 12 years<br>(5 years as Leading Fireman)<br><br>OR<br><br>15 years<br>(as Fireman/Driver-cum-Operator/DPOF) |

\* Out of which two (02) years relevant experience must be after obtaining the requisite qualification

**Note:**

Experience as Fireman/Leading Fireman/Driver-cum-Pump Operator-cum-Fireman in a recognized Civil / Industrial Fire Service Station is essential.

| Post Code | Name of the Post                         | Educational qualification  | No. of years of relevant experience |
|-----------|--|--|-------------------------------------|
| 12306     | Driver-cum-Pump Operator-cum-Fireman / A | HSC (10+2) or equivalent with minimum 50% of marks + valid Heavy vehicle Driving license with minimum one year driving experience + certificate course in fire-fighting equipment such as Fire Extinguisher etc from the State Fire Training Centre. | NIL                                 |

4. **SELECTION CRITERIA**

| Post Codes : 12301 (Chief Fire Officer /A)-Level -11 of Pay Matrix and 12303 (Dy. Chief Fire Officer /A) - Level -10 of Pay Matrix   |
|--|
| <p>1. The applicants who fulfill the requirements will be called for Physical Standards as per Table – 1 below.</p> <p>2. Those candidates who meet the Physical Standards will be allowed to appear for Personal Interview.</p> <p><b>Final selection of the Candidates will be based on the performance of the candidates in Personal Interview alone.</b></p> |

| Post Code : 12302 (Technical Officer /C [Computers]) – Level-10 of Pay Matrix   |
|---|
| <p>Depending on the number of applications received, if necessary, a Screening/Written Test will be conducted for the eligible candidates in order to shortlist the number of candidates to be called for Interview.</p> <p><b>Final selection of the candidates will be based on the performance of the candidates in Interview alone.</b></p> |

| Post Codes 12304 (Station Officer/A) – Level-8 of Pay Matrix   |
|--|
| <p>1. The applicants who fulfill the requirements will be called for assessment of Physical Standards as per Table – 1 below.</p> <p>2. Those who meet the Physical Standards will be called for Physical Assessment Test and Command Test as per the criteria laid down in Table – 2 below.</p> <p>3. Those candidates, who qualify the above tests will be allowed to appear for Personal Interview.</p> <p><b>Final selection of the Candidates will be based on the performance of the candidates in Personal Interview alone.</b></p> |

**Post Codes : 12305 (Sub Officer / B) – Level-6 of Pay Matrix &  
12306 (Driver-cum-Pump Operator-cum-Fireman / A)- Level-3 of Pay Matrix**

**Stage – 1 :**

1. The applicants who fulfil the requirements will be called for Physical Standards as per Table – 1 below.
2. Those who meet the Physical Standards will be called for Physical Assessment Test as per the criteria laid down in Table – 2 below. In addition, Command Test will be conducted for the Post Code 12305.
3. Those who clear the Physical Assessment Test & Command Test for Post code 12305 and Physical Assessment Test for Post Code 12306 will only be allowed to appear in **Stage-2 (Preliminary Test)**.

**Stage-2 (Preliminary Test):**

1. Written test will comprise of 50 Multiple Choice Questions (choice of 4 answers) of 01 hour duration in the following proportion, which will be in bilingual (English and Hindi).

|                   |              |
|-------------------|--------------|
| Mathematics       | 20 questions |
| Science           | 20 questions |
| General Awareness | 10 questions |

2. Candidates will be awarded three (03) Marks for each correct answer and one (01) Mark will be deducted for each incorrect answer.
3. Candidates scoring less than 40% in UR and EWS categories will be screened out. Similarly, candidates scoring less than 30% in SC/ST/OBC categories will be screened out.
4. All candidates screened-in at Stage-2 (Preliminary Test) will be allowed to appear for Stage-3 (Advanced Test),

**Stage-3 (Advanced Test):**

1. The test will comprise of 50 Multiple Choice Questions (choice of 4 answers) of 02 hours duration, which will be in bilingual (English and Hindi). The level of questions will be based on their qualifying academic / professional / technical qualification.
2. Candidates will be awarded three (03) Marks for each correct answer and one (01) Mark will be deducted for each incorrect answer.
3. Candidates scoring less than 30% in UR and EWS categories will be screened out. Similarly, candidates scoring less than 20% in SC/ST/OBC categories will be screened out.
4. Merit list will be prepared after the Stage-3 (Advanced Test) based on the scores obtained in Stage-3 (Advanced Test) only.
5. In the event of a tie, the following criteria to be adopted in sequence for deciding position in the Merit List :
  - i) Candidate with lower negative marks in Stage -3 (Advanced Test) to be placed higher on the Merit list.
  - ii) Candidate with higher marks in Stage-2 (Preliminary Test) to be placed higher on the merit list
  - iii) Candidate with lower negative Marks in Stage-2 (Preliminary Test) to be placed higher on the merit list.
  - iv) Candidate with higher positive marks in Mathematics in Stage-2 (Preliminary Test) is placed higher.
  - v) Candidate with higher positive marks in Science in Stage-2 (Preliminary Test) is placed higher.

(TABLE-1)

| <b>PHYSICAL STANDARDS FOR ALL FIRE SERVICE (POST CODE 12301 and 12303 to 12306):</b> |   |
|--|---|
| •  | No Deformity  |
| •  | Height : 165 cms (Minimum)  |
| •  | Weight : : 50 Kgs (Minimum)   |
| •  | Chest : 81 cms (normal)   |
| •  | Chest : 86 cms (expansion)  |
| •  | Vision : (a) 6/6, without wearing glasses or any other aid<br>(b) Night or Color blindness shall be a disqualification. |

(TABLE-2)

| <b>CRITERIA FOR PHYSICAL ASSESSMENT TEST(PAT) FOR POST CODES 12304 to 12306 :</b> |   |                   |                         |                         |
|---|---|-------------------|-------------------------|-------------------------|
| Sl. No.   | Details of the Test   | Age upto 40 years | Age between 40-45 years | Age between 45-50 years |
| 01.   | Should be able to run 100 meters in   | 25 Seconds        | 28 Seconds              | 30 Seconds              |
| 02.   | Should be able to lay 4 lengths of hoses each 15 meters long from the appliance in                            | 3 min.            | 4 min.                  | 5 min.                  |
| 03.   | Should be able to climb on extension ladder of 10 meters length and come down twice in                        | 2 min.            | 3 min.                  | 4 min.                  |
| 04.   | Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters. | 3 min.            | 4 min.                  | 5 min.                  |
| 05.   | Should be able to do pushups continuously   | 20                | 15                      | 12                      |
| 06.   | Should be able to run 1.6 Km. in  | 10 min.           | 12 min.                 | 14 min.                 |
| 07.   | Rope/Vertical pipe climbing   | 3 meters          | NA                      | NA                      |

**Note :**

- In addition to the above tests, candidates for the Post Code 12304 and 12305 shall be able to conduct Physical Training, Squad drills, fire-fighting drills, fire-fighting/trailer pump operations.
- Driving Test is required for the Post Code 12306.
- Qualifying in Test at Sl. No. 1 of Table -2 is compulsory, failing which, the candidate will be unfit for recruitment and further tests will not be carried out.
- The qualifying percentage marks required for the tests from Sl.No.2 to 7 of Table – 2 (taking equal weightage) put together shall be 90% and above on an average.
- Candidates undergoing PAT should perform at their own risk and Department will not be responsible for any injuries sustained.

**5. Nature of Duties for post codes 12301 and 12306**

| Post Code | Post                  | Nature of duties   |
|-----------|-----------------------|--|
| 12301     | Chief Fire Officer /A | <p>I. Shall be responsible for the entire Fire Service Organization including Fire Prevention, Fire Protection &amp; Fire fighting (Operation &amp; Supervision) arrangements and procurement of equipments / accessories and will have control over all fire personnel.</p> <p>II. Shall be responsible for maintaining the fire service in a state of high efficiency, training, discipline, morale and preparedness at all times.</p> <p>III. Shall aid and advise the Management on all fire protection measures and assist in establishing close liaison with the local fire service/neighboring Fire Service to ensure that maximum help is made available in case of any serious fires.</p> |

|       |                                     |   |
|-------|-------------------------------------|---|
|       |                                     | <p>IV. Shall ensure to implement recommendations/observations brought out by various Authorities / Agencies.</p> <p>V. Shall perform all other duties as assigned from time to time by the superiors.</p>   |
| 12302 | Technical Officer /C<br>(Computers) | <p>Will be assigned one or more of the following jobs. However, it may be noted that the description is typical and not exhaustive.</p> <ol style="list-style-type: none"> <li>1. <u>Software Development</u> <ol style="list-style-type: none"> <li>a. Design, Development and Deployment of Enterprise IT applications.</li> <li>b. Upkeep and maintenance of In-house IT applications.</li> <li>c. Management of Database and Application server software.</li> </ol> </li> <li>2. <u>Infrastructure &amp; Networking</u> <ol style="list-style-type: none"> <li>a. Design and Deployment of enterprise class IT server, networking hardware.</li> <li>b. Upkeep and maintenance of client, server and network hardware.</li> <li>c. Hardening of server and network devices</li> <li>d. Configure/Tuning of network devices for performance and security improvements.</li> </ol> </li> <li>3. <u>Cyber Security</u> <ol style="list-style-type: none"> <li>a. Responsible for Design and implementing Organizations IT Security policy.</li> <li>b. Management and Monitoring of network traffic through security appliance and timely escalation/resolving of issues.</li> </ol> <p>The work also involves co-ordination with internal/external agencies for resolving the related issues.</p> </li> <li>4. Shall perform all other duties as assigned from time to time by the superiors.</li> </ol> |
| 12303 | Deputy Chief Fire Officer /A        | <ol style="list-style-type: none"> <li>I. Shall assist to the Chief Fire Officer in day-to-day activities being the second command in-charge.</li> <li>II. In the absence of Chief Fire Officer, shall be responsible for the entire Fire Service Organization including Fire Prevention, Fire Protection &amp; fire fighting (operation &amp; supervision) arrangements and procurement of equipments / accessories and will have control over all fire personnel.</li> <li>III. Shall be responsible for maintaining the fire service in a state of high efficiency, training, discipline, morale and preparedness at all times.</li> <li>IV. Shall aid and advise the Management on all fire protection measures and assist in establishing close liaison with the local fire service/neighboring Fire Service to ensure that maximum help is made available in case of any serious fires.</li> <li>V. Shall ensure to implement recommendations/observations brought out by various Authorities/Agencies.</li> <li>VI. Shall perform all other duties as assigned from time to time by the superiors.</li> </ol>  |

|       |  |  |
|-------|--|--|
| 12304 | Station Officer /A                       | <p>Shall assist to the Chief Fire Officer / Dy. Chief Fire Officer in day-to-day activities.</p> <p>In the absence of CFO / DCFO, shall be responsible for the entire Fire Service Organization including Fire Prevention, Fire Protection &amp; fire fighting (operation &amp; supervision) arrangements and procurement of equipments / accessories and will have administrative control over all fire personnel and will be responsible for :</p> <ol style="list-style-type: none"> <li>i. Fire fighting operations and arrangements for fire protection.</li> <li>ii. Maintaining the fire service in a state of high efficiency, training, discipline, morale and preparedness at all the times.</li> <li>iii. Acquaintance with the latest developments in fire protection and fire fighting techniques and arrange to impart such training to fire service personnel.</li> <li>iv. Fire drills, inspections, updation of legal documents.</li> <li>v. Liaisoning with the concerned section to ensure that water supply system for fire fighting is always adequate.</li> <li>vi. Automatic detection and extinguishing system are in healthy condition and aiding &amp; advising the Management on all fire protection measures and assist in administrative duties.</li> <li>vii. Shall perform all other duties as may be assigned from time to time by the superiors.</li> </ol> |
| 12305 | Sub-Officer/B                            | <ol style="list-style-type: none"> <li>i. Attending to the Fire emergencies, special calls received while on duty and to take charge and be responsible for all fire fighting equipments, appliances, pumps etc., in the fire station.</li> <li>ii. To ensure that fire communication system and fire safety system are in working condition at all time and instruct and conduct fire safety drill, squad drill under their charge. Arrange the maintenance of fire appliances and equipments.</li> <li>iii. To ensure that all log books, occurrence books, attendance roll books are maintained.</li> <li>iv. To ensure that staff placed in fire station are using proper uniform/safety gear and are well acquainted with the duties.</li> <li>v. To ensure that all the first aid fire fighting equipments are maintained as per the standard.</li> <li>vi. Shall perform all other duties as may be assigned from time to time by the superiors.</li> </ol>   |
| 12306 | Driver-cum-Pump Operator-cum-Fireman / A | <ol style="list-style-type: none"> <li>i. Attending to fire emergencies and special service calls in round the clock shift, execute the orders of superiors while attending fire emergencies and special service calls and to</li> <li>ii. To assist fire officers in station work, maintenance of various records in fire station.</li> <li>iii. To attend the work of maintenance / testing of first aid fire fighting equipments, fire communication system, fire fighting equipments and systems.</li> <li>iv. To maintain good housekeeping and participate in fire drills, squad drills, and physical training.</li> <li>v. Driving the fire appliance to the scene of fire and operate the pumps and safety operational duties as may be required by the superiors while attending fire emergencies.</li> <li>vi. To maintain fire appliances / pumps in perfect working order. Any defect should be reported to the Officer-in-Charge of Fire station for getting the defects rectified.</li> <li>vii. Shall perform all other duties as may be assigned from time to time by the superiors.</li> </ol>  |



## **6. GENERAL INSTRUCTIONS FOR CANDIDATES:**

- 6.1. Nationality / Citizenship: The candidate must be a Citizen of India.
- 6.2. Persons with Benchmark Disabilities (PwBD) in the category of OA, OL, BL, and OAL are only eligible to apply to the post of Technical Officer/C (Computers) - Post Code 12302.
- 6.3. Permissible relaxation in upper age limit for claiming age relaxation in the following categories as on closing date of receipt of Online application are as follows:

| <b>Sl. No</b>  | <b>Category</b>   | <b>Age-relaxation permissible beyond upper age limit</b>   |
|--|---|--|
| 01   | SC/ST   | 05 years   |
| 02   | OBC   | 03 years   |
| 03   | PwBD  | 10 years   |
| 04   | Ex-Servicemen (ESM)   | 3 years after deduction of the military service rendered from the actual age as on the closing date. |
| 05   | Central Govt. Employees who have rendered not less than 3 years continuous service (for Group 'A' and Group 'B' posts) as on closing date for receipt of application. | 05 years   |
| <b>Permissible relaxation in upper age limit for Group 'C' posts</b> |   |  |
| 06   | Central Govt. Employees who have rendered not less than 3 years continuous service as on closing date for receipt of application.                                     | Upto 40 years of age   |
| 07   | Central Govt. Employees (SC/ST) who have rendered not less than 3 years continuous service as on closing date for receipt of application.                             | Upto 45 years of age   |
| 08   | Widows / Divorced Women / Women judicially separated and who are not remarried  | Up to 35 years of age*   |
| 09   | Widows / Divorced Women / Women judicially separated and who are not remarried (SC/ST)  | Up to 40 years of age*   |
| 10   | Meritorious sportspersons are eligible for relaxation as per the Government of India orders   | 05 years   |

\* The said relaxation (w.r.t Sl No. 08 & 09 of the above table) is subject to production of a certified copy of the judgment / decree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be. There shall be no relaxation in educational qualification or method of recruitment.

- 6.4. Date of Birth filled by the candidate in the Online application form and the same recorded in the Matriculation / Secondary Examination Certificate will be accepted by this Department for determining the age and no subsequent request for change will be considered or granted.

### **PROVISIONS FOR EX-SERVICEMEN (ESM)**

- 6.5. An 'ex-serviceman' means a person :
- 6.5.1 Who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union, and
- 6.5.1.1 Who either has been retired or relieved or discharged from such service whether at his/her own request or being relieved by the employer after earning his pension; or
- 6.5.1.2 Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

- 6.5.1.3 Who has been released from such service as a result of reduction in establishment;
- 6.5.2 Who has been released from such service after completing the specific period of engagement, otherwise than at his/her own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;
- (OR)
- 6.5.3 Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;
- (OR)
- 6.5.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;
- (OR)
- 6.5.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;
- (OR)
- 6.5.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- 6.6 Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self- declaration/undertaking (**Annexure B**) to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
- 6.7 The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.
- 6.8 For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his/her application for the Post/ Service, the status of ex-serviceman or is in a position to establish his/her acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of applications.
- 6.9 A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for ESM in Group "C" posts. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible to apply for this examination. Such ESM candidates are not eligible for Group 'B' posts.
- 6.10 Age relaxation/ ESM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

## **ECONOMICALLY WEAKER SECTION (EWS) RESERVATION**

6.11 Candidates who are not covered under the scheme of reservation for SC/ ST/ OBC and whose family gross annual income is below Rs. 8,00,000/- (Rupees Eight Lakh only) are to be identified as EWS for availing the benefit of reservation under EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application i.e. 2021-22. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- (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 areas of notified municipalities;
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

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

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-C** shall be only accepted as proof of candidate's claim as belonging to EWS:

- (a) District magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1<sup>st</sup> Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra-Assistant Commissioner.
- (b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar and
- (d) Sub-Divisional Officer of the area where the candidate and/ or his/her family normally resides.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of receipt of application. These candidates need to produce valid Income and Asset Certificate during document verification. In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/ application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies only.

EWS status as on the closing date for online application for this advertisement shall only be considered for availing reservation benefits, if eligible. Any change in the community/ EWS status of the candidate thereafter shall not be entertained.

### **Process of Certification and Format of Certificates:**

6.12 Candidates who wish to be considered against reserved vacancies or seek age- relaxation must submit requisite certificate from the Competent Authority, in the prescribed format at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ ESM/PwBD category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this advertisement. Certificates in any other format are liable to be rejected.

6.13 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought at the time of document verification, failing which their candidature will be cancelled. If a candidate is rejected for non-furnishing of the requisite certificate in support of the category filled in the application

form, the candidate will be solely responsible for the same and this Department will not have any responsibility. Any grievance received in this regard in any form like Post, Email, by hand, etc. shall not be entertained by this Department and will be summarily rejected.

*For example, candidate X filled OBC in his/her application form. However, during document verification, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled by this Department.*

- 6.14 Crucial date for claim of SC/ ST/ OBC/ EWS/ ESM/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation etc., where not specified otherwise, will be the closing date for receipt of online application.
- 6.15 A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date i.e., closing date of receipt of online application.
- 6.16 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by this Department in case they fraudulently claim SC/ ST/ OBC/ EWS/ ESM / PwBD status or avail any other benefit.

**Payment of Application Fee**

- 6.17 The Application fee against each post as mentioned below shall be paid online only while submitting the application and no other means/ mode of payment will be accepted.

| Sl. No. | Post Code | Name of the Post                                | Application Fee |
|---------|-----------|---|-----------------|
| 01      | 12301     | Chief Fire Officer/A                            | Rs. 500/-       |
| 02      | 12302     | Technical Officer /C (Computers)                | Rs. 500/-       |
| 03      | 12303     | Deputy Chief Fire Officer/A                     | Rs. 500/-       |
| 04      | 12304     | Station Officer/A                               | Rs. 200/-       |
| 05      | 12305     | Sub-Officer/B                                   | Rs. 200/-       |
| 06      | 12306     | Driver-cum-Pump Operator-cum-Fireman/A (DPOF/A) | Rs. 100/-       |

- 6.18 Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark disabilities (PwBD) and Ex-Servicemen (ESM) are exempted from payment of Application fee. Fee once paid shall be non-refundable, non-transferrable and cannot be held in reserve for any other examination under any circumstances.

6.19 **INSTRUCTIONS FOR APPLYING ONLINE**

|        |  |
|--------|--|
| 6.19.1 | Candidates who do not acquire the minimum Age / Educational qualifications / experience as required, as on the last date of receipt of online application are not eligible to apply.   |
| 6.19.2 | Facility for submission of online application will be available from 11-03-2023 to 10-04-2023 on NFC website i.e. <a href="http://www.nfc.gov.in">www.nfc.gov.in</a> under the tab "Recruitment".  |
| 6.19.3 | Applications will be accepted only through online mode. Only one application should be submitted for one post. Candidates should submit separate application for each post, if they intend to apply for more than one post. Before submitting Online application, candidates are required to register themselves by clicking on One Time Registration (OTR) tab.   |
| 6.19.4 | Candidate should read the instructions in the Advertisement and Online Application form carefully before making any entry or selecting any option.   |
| 6.19.5 | Before filling Online Application form, candidates should be ready with the necessary documents / certificates required. Candidate is required to fill up personal details and details of post applied for etc. and upload recent front facing passport size photograph with Proper Plain Background.  |
| 6.19.6 | Candidates are required to have a valid email-ID and Mobile number. It should be kept active throughout the recruitment process. Necessary intimation about Admit Card for Written examination, Document verification etc. will be sent to the candidates through their registered email ID / registered mobile number only. Candidates are also advised to visit NFC website <a href="http://www.nfc.gov.in">www.nfc.gov.in</a> at regular intervals for latest updates / information on this recruitment process. No correspondence will be sent through post/courier. |

|         |  |
|---------|--|
| 6.19.7  | Candidate must ensure that their photo and signature is clearly visible in preview at the time of filling application in online mode. If photo/signature displayed is small or not visible in preview mode, it indicates that the photo/signature is not as per the required format and in that case, the application will be rejected summarily. Therefore, candidates must ensure that photo and signature are clearly visible.  |
| 6.19.8  | <b>Instruction for uploading Photo and Signature:</b><br>Photo: Image should be of size 165 x 125 pixels in jpg/jpeg format and should not exceed 50 KB.<br>Signature: Image should be of size 80 x 125 pixels in jpg/jpeg format and should not exceed 20 KB  |
| 6.19.9  | Before clicking the submit button, the candidate is advised to check that all the details filled in are correct. Candidate shall ensure that the name, date of birth, etc. are entered correctly in the application form as per Secondary School Certificate (SSC). Any incorrect information may disqualify candidature.  |
| 6.19.10 | After clicking on Submit button, a Unique Registration Number will be generated for each post, which the candidates should note for further reference.<br><br>The Candidates who are required to pay Application fee should then proceed for payment of Application fee using their Unique Registration Number. The candidates can complete their payment using different modes of payment i.e, Cards / UPI / Net Banking etc.<br><br>Upon the successful payment, the candidates can print / save copy of Online Application form.<br><br>Candidates who are exempted from payment of Application fee can directly print / save copy of Online application form without proceeding for payment. |
| 6.19.11 | Candidates are required to preserve the copy of Application form till the completion of Recruitment process.   |
| 6.19.12 | Candidates who are required to pay the Application fee must ensure to complete the payment process successfully; otherwise, their applications will be treated as invalid.   |
| 6.19.13 | After final submission of application, no request for change/correction in any of the information in the application form shall be entertained under any circumstances.  |
| 6.19.14 | Candidates must ensure that their Application Status is shown as 'Completed'.  |
| 6.19.15 | For any clarification, candidates may please contact the <b>Help desk No.:</b> <b>+91 6385160817, +91 6385160818</b> between 10.00AM and 6.30PM from Monday to Saturday (or) <b>e-mail: helpdesk1@onlinereg.in</b>   |

- 6.20 Candidates are advised in their own interest to submit the Online Application much before the closing date and not to wait until the last date to avoid the possibility of disconnection / inability or failure to login to the website on account of heavy load on the website during the closing days.
- 6.21 This Department will not be responsible for the candidates not being able to submit their applications within the last date on account of any reasons beyond the control of this Department.
- 6.22 There shall be no provision for re-evaluation / re-checking of the scores of any stage / Level(s) of the examination. No correspondence in this regard shall be entertained.
- 6.23 Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with Name, Date of Birth, Name of the post/examination etc. while addressing any communication to this Department. Communication from the candidate not furnishing these particulars will not be entertained.
- 6.24 Before applying for the Post, candidates should ensure that he / she fulfill all the eligibility norms. Candidates should possess the prescribed qualification from a recognized University / Educational Institution and required minimum years of experience after obtaining the requisite qualification as on the last date of applying for the post.
- 6.25 The minimum and maximum age limit prescribed will be reckoned as on the last date of receipt of online application mentioned in this advertisement i.e. 10.04.2023.
- 6.26 Period of experience as prescribed in the advertisement will be reckoned as on the last date of receipt of online application mentioned in this advertisement i.e 10.04.2023.

- 6.27 After validation of Applications, eligible candidates will be issued with Admit Card which can be downloaded by the candidate using their Registered Login ID. Candidate should preserve the Admit card issued by the Department throughout the recruitment process. No separate / duplicate Admit card will be issued at any cost.
- 6.28 Link to download Admit Card will be made available to the candidates well before the examination and the same will be communicated to their registered e-mail ID / mobile numbers mentioned at the time of filling up the application. Candidate must bring printout of the Admit card to the Examination Hall, failing which he/she will not be allowed to appear for the examination.
- 6.29 Candidates working under the Central / State Government / Public Sector Undertakings are required to submit a "NO OBJECTION CERTIFICATE" from their respective employer during the document verification at the time of PAT/Written Examination/Interview.
- 6.30 In addition to the Admit Card, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card, such as:
- a) Aadhaar Card/ Printout of E-Aadhaar,
  - b) Voter ID Card
  - c) Driving License
  - d) PAN Card
  - e) Passport
  - f) Employer ID Card (Govt./ PSU)
  - g) Ex-Serviceman Discharge Book issued by Ministry of Defence
  - h) Any other photo bearing ID card issued by Central/State Govt.
- 6.31 If the Photo Identity Card does not have the date of birth printed on it, then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admit Card and photo ID / Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
- 6.32 Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.
- 6.33 Applications with illegible / blurred photograph / signature will be rejected summarily.

**DOCUMENT VERIFICATION (DV):**

- 6.34 Candidates would be required to produce the relevant certificates in original along with a copy of online application and submit attested copies of the following certificates at the time of document verification as per the directions issued by the Department thereafter.
- a) Educational/Professional qualifications supported by appropriate mark sheets/certificates as proof of possessing the minimum educational qualification as on the closing date i.e. 10.04.2023 failing which the candidature of such candidate will be cancelled.
  - b) In case the Universities/Board award grades/CGPA/OGPA, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by that University/Board. In the absence of the same, the candidature will not be considered. Proof to this effect should be submitted by the candidates to the Department as and when required during the recruitment process.
  - c) Candidates belonging to SC/ST/OBC/EWS should clearly indicate their category in the application even though they apply against UR posts. Subsequent representations, if any, relating to community status will not be entertained. Candidates belonging to EWS should produce Income and Asset certificate issued by the Competent Authority as per the prescribed format attached. The crucial date of submitting the Income and Asset certificate is the last date of receipt of the online application i.e. 10.04.2023.
  - d) Valid proof of Date of birth (Matriculation / Secondary School Certificate).
  - e) SC/ST candidates caste certificate should be issued by Designated Authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in **Annexure -D**).

- f) OBC candidates caste certificate should be of a recent valid date and issued by designated authority in the prescribed format with non-creamy layer certificate and the caste/community should have been included in the Central lists of Other Backward Classes. (as per the format given in Annexure - E)
- g) Certificate should be produced by candidates belonging to Economically Weaker Sections (EWS) issued by designated authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in Annexure C).
- h) Candidates with benchmark disabilities will be considered as Persons with Benchmark disabilities (PwBD) only upon submission of valid Disability certificate clearly mentioning the percentage of disability issued by the appropriate Authority regarding PwBD. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid.
- i) Candidates availing age relaxation under Ex-Servicemen category shall submit Discharge Certificate issued by the Authorities of Defence service. Similarly, candidates availing age relaxation under various other categories shall submit the relevant certificate.
- j) A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- i. In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - ii. In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
  - iii. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
  - iv. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- 6.35 Applications which are not in conformity with the requirements may be rejected at any stage. Mere submission of online application does not confer any right for attending further recruitment process. No correspondence in this regard will be entertained.
- 6.36 The applicants are required to note that their candidature would be considered for the recruitment process on the basis of the information furnished by them in their Application form. All the candidates are therefore advised to ensure that they fulfill all eligibility norms before applying for the post and ensure that they fill in the correct information and should understand that furnishing false information will entail them disqualified at any stage of recruitment process.
- 6.37 Appointment for all the posts is subject to Medical fitness in the examination conducted by the Department.
- 6.38 The Wait list shall be operated only in the event of occurrence of a vacancy by non-joining of the candidate from the Select list within the stipulated time allowed for joining the post or where a candidate joins the post but resigns or dies within a period of one year from the date of joining, if a fresh panel is not available by that time. Waiting list will not be operated beyond one year or after notifying any such recruitment, whichever is earlier.
- 6.39 Upon selection and appointment, the candidates are required to attend round-the-clock shift duties as the situation demands.
- 6.40 Unemployed SC/ST candidates called for Physical Standards / Physical Assessment Test / Personal Interview / Preliminary Tests / Advanced Test from outstations will be eligible for reimbursement of 'to' and 'fro' travel expenses limited to single SECOND CLASS railway fare or actual fare, whichever is less from the place of normal residence to the place of Examination center and back by the shortest route as per rules subject to production of

unemployment certificate issued by MP/MLA/Gazetted Officer of the area of residence. If concessional tickets are available, reimbursement will be limited to the concessional return fare only. Candidates are requested to submit their claims in the prescribed proforma available in the website along with copy of SC/ST Caste Certificate, tickets and unemployment certificate at the examination venue for reimbursement.

- 6.41 Candidates are cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/EWS/PwBD/Ex-servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, this Department reserves the right to cancel candidature or selection apart from taking other appropriate legal action.
- 6.42 Record of the non-selected candidates will not be preserved beyond 6 months from the date of formation of Select List and no correspondence will be entertained in this regard.
- 6.43 The Venue(s) and date(s) of the Document Verification/PST/PAT/Written Examination/Interview, wherever applicable, will be intimated separately to the screened-in eligible candidates through Admit Cards/NFC website.
- 6.44 Candidates seeking any kind of relaxation with respect to Age, Application fee under the Category of SC/ST/OBC/EWS/ESM/PwD/Central Govt. Employees/Persons with experience in Fire Fighting etc. are required to fill and submit the relevant documents at the time of Document verification during PST/PAT/Written examination/Interview as the case may be.
- 6.45 If candidates are found to indulge at any stage in any of the malpractices, their candidature for this examination will be cancelled and this Department may also report the matter to Police/ Investigating Agencies, as deemed fit. This Department may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.
- 6.46 In case of fake / fabricated application / registration by misusing any dignitaries name / photo, such candidate / cyber café will be held responsible for the same and liable for suitable legal action under cyber / IT Act.
- 6.47 Candidates may beware of unscrupulous elements, fake websites etc., during the entire recruitment process and Department is not responsible for the same.
- 6.48 Any dispute with regard to this recruitment process will be subject to the Courts having jurisdiction in Hyderabad only.
- 6.49 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 service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

This Department reserves the right to cancel / modify / alter the whole process of recruitment without issuing any further notice or assigning any reason thereof.

In the event of any person approaching you with the assurance of selection/appointment in this Department through illegal gratification, you MUST NOT fall prey to such assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and re-assured that the selection process will be done on the basis of merit only and in a transparent manner.

Note: Corrigendum/ extension etc., if any, shall be published only on our website [www.nfc.gov.in](http://www.nfc.gov.in) Please visit our website regularly.

|   |
|---|
| <b>ADVERTISEMENT PUBLISHED IN EMPLOYMENT NEWS &amp;<br/>LEADING NEWS PAPERS DATED 11.03.2023</b>  |
| <b>LAST DATE FOR RECEIPT OF ONLINE APPLICATIONS IS 10.04.2023 (23:59 Hrs)</b><br>APPLICATIONS BEYOND THIS DATE WILL NOT BE ACCEPTED   |
| CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION  |
| “ANY LEGAL DISPUTES ARISING OUT OF THIS NOTIFICATION ARE SUBJECT TO HYDERABAD<br>JURISDICTION ONLY AND IN CASE OF ANY DISPUTE, ENGLISH VERSION OF ADVERTISEMENT<br>PLACED ON WEBSITE WILL BE TAKEN AS REFERENCE |



**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL  
GOVERNMENT EMPLOYEES SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that \* Shri/Smt./Kum. \_\_\_\_\_ is a Central Government employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on closing date of receipt of Applications Form for \_\_\_\_\_ (name of examination).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Official Seal \_\_\_\_\_

Place:

Date:

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

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I \_\_\_\_\_, bearing Roll No. \_\_\_\_\_, appearing for the Document Verification of the \_\_\_\_\_ Examination, 20\_\_\_\_, do hereby undertake that:

- a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex- Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as \_\_\_\_\_ on \_\_\_\_\_ in the office of \_\_\_\_\_. I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as \_\_\_\_\_ on \_\_\_\_\_ in the office of \_\_\_\_\_. Therefore, I am eligible for age- relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

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

Date of appointment in Armed Forces: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_

Last Unit/Corps: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

Government of \_\_\_\_\_

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

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

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

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 is 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 Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Recent Passport size  
attested photograph of the  
applicant

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

\*\* Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: 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.

**FORMAT FOR SC/ ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_, belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

- The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_
- The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_
- The Constitution (Scheduled Castes) Union Territories order, 1951\* \_\_\_\_\_
- The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern 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 Castes order 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
- The Constitution (Pondicherry) Scheduled Castes Order 1964@
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
- The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
- The Constitution (Goa, Daman & 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 1991@
- The Constitution (ST) orders (Second Amendment) Act, 1991@
- The Constitution (ST) orders (Amendment) Ordinance 1996@
- The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@
- The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@
- The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@
- The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

%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 belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari 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 reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

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

- (i) District Magistrate/Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner/ Dy. Collector / 1<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 Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is 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 O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate : \_\_\_\_\_

Deputy Commissioner etc. : \_\_\_\_\_

Dated:

Seal:

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\* 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.

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