



**ESIC MEDICAL COLLEGE, PGIMSR AND
MODEL HOSPITAL
EMPLOYEES STATE INSURANCE CORPORATION
ASHOK PILLAR ROAD, K.K. NAGAR, CHENNAI -78.**



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RECRUITMENT OF PARAMEDICAL STAFF FOR TAMIL NADU STATE

Online Applications (on the website of ESIC at www.esichennai.org) are invited from eligible candidates for filling up the posts of Paramedical for Tamil Nadu State. The detail of posts & number of vacancies are as under:-

A.

| Sl. No | Post Code | Name of the post | Pay Band & Grade Pay PB-1 5200 - 20200 | UR | SC | ST | OBC | Minority quota of OBC | Total Vacancies | Horizontal Reservation | |
|--------|-----------|------------------------------------|--|----|----|----|-----|-----------------------|-----------------|------------------------|-------|
| | | | | | | | | | | P.W.D.* | EXSM* |
| 1 | 39 | Dental Technician | 2400 GP | 2 | - | - | 1 | - | 3 | - | - |
| 2 | 41 | Social Worker | 2400 GP | 4 | - | - | 1 | - | 5 | - | - |
| 3 | 15 | Laboratory Assistant | 2000 GP | 4 | 3 | - | 4 | - | 11 | - | - |
| 4 | 43 | Medical Record Technician (Junior) | 1900 GP | 1 | - | - | 1 | - | 2 | - | - |
| 5 | 19 | Dresser | 1800 GP | 4 | - | - | - | - | 4 | - | - |
| 6 | 18 | Nursing Orderly | 1800 GP | 29 | 4 | - | 16 | - | 49 | 1 | 4 |

Note:-Number of vacancies may be increased or decreased depending upon the actual requirement.

*Reservation to Persons with Disabilities(PWD) and Ex. Servicemen(Ex.SM) is as per Govt. of India instructions. The candidates appointed under PWD/Ex.SM quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/Minority quota of OBC/UR.

- In addition to Pay, the appointees will also be eligible for DA, HRA, Transport Allowance & HPCA/Nursing Allowance, if any, as per rules in force from time to time to the Paramedical staff of ESI Corporation.
- The vacancies are in various ESIC Medical Institutions of ESI Corporation of the specified state. Those candidates who are willing to accept the posting anywhere in the specified state and are willing to be transferred in any part of India on promotional posts, as per policy of ESIC, need apply. The candidates so appointed for the above mentioned posts shall be appointed in the state for which application is submitted and are liable to be transferred in any Medical Institution/Establishment/SSMC Office on the same post in that state and also liable to be transferred in any part of India on Promotional posts as per policy of ESI Corporation. Request for inter regional transfer on the same post will not be considered for a period of at least 3 years from the date of appointment.
- **“THERE SHALL BE NEGATIVE MARKING FOR WRONG ANSWER. FOR EVERY WRONG ANSWER 1/3 MARK WILL BE DEDUCTED”.**
- Candidates are advised to submit only one application because written examination for all the categories of posts will be held on the same day and same time.
- **THE WRITTEN EXAMINATION WILL BE HELD AT CHENNAI CENTRE TENTATIVELY ON 23.12.2012.**

B. Age limit, Educational qualification, other essential qualification, experience & mode of selection (as per R.R.s) for the specified posts is/are as under:-

| S.No | Name of the post | Post Code | Educational & Other qualification (as per R.R.s) | Age (as per R.Rs) | Mode of selection (as per R.R.s/ Instructions of Hqrs) |
|------|------------------------------------|-----------|--|--|--|
| 1 | Dental Technician | 39 | <p>Essential:</p> <p>1. 10+2 / Higher Secondary with Science Subjects from a Recognized Board.</p> <p>2. Should have diploma (2 Years duration) in Dental Mechanics/ Technician from an Institute Recognized by the Dental Council of India for such purpose.</p> <p>3. Should be registered with the Dental Council of India/ State Dental Council.</p> <p>Desirable: Preference will be given to the candidate with One Year Experience in the Dental Lab of a Govt. Hospital / Institute.</p> | Not Exceeding 27 Years | Written Examination + Interview |
| 2 | Social Worker | 41 | Degree / Diploma in social work from a Central Govt/ State Govt/ AICTE recognized institution preferably with one year experience in family planning, Social Work/ Health Education/ Training. | Not Exceeding 37 Years | Written Examination + Interview |
| 3 | Laboratory Assistant | 15 | Senior Secondary/ 10+2 or equivalent qualification taken with Diploma in MLT from an Institute recognized by the AICTE | Not Exceeding 32 Years. (Govt. Employees Up to 37 Yrs) | Written Examination |
| 4 | Medical Record Technician (Junior) | 43 | <p>1. 10+2 or equivalent qualification.</p> <p>2. Should have attended at least six months training course for Medical Record Technician in a recognized Institute Or Should have at least Six month experience of working in the record registration and the Statistical Section of a recognized/ registered Hospital specially in coding and indexing work.</p> <p>3. Should have working knowledge of computer.</p> | Not Exceeding 27 Years (Govt. Employee Up to 37 Yrs) | Written Examination + Interview |
| 5 | Dresser | 19 | <p>Essential:</p> <p>1. Matriculation Or Equivalent from recognized Board</p> <p>2. Two Years experience in application of Plasters in an Orthopedic Unit of a register/recognized Hospital.</p> | Not Exceeding 27 Years (Govt. Employee Up to 37 Yrs) | Written Examination |
| 6 | Nursing Orderly | 18 | <p>1. Matriculation Or Equivalent from recognized Board</p> <p>2. Elementary knowledge of First Aid with 1 Year Experience with handling and dressing wounds in Govt. approved/ registered Nursing Home/ Hospital.</p> | Not Exceeding 27 Years (Govt. Employee Up to 37 Yrs) | Written Examination |

C. AGE RELAXATION:-

Upper age limit is relax-able for Govt. Servant & Employee of ESI Corporation, SC /ST /OBC/ Minority quota of OBC/PWD/Ex.SM and other categories of persons, as per rules/ instructions of Govt. of India and is specified as under:-

- a) 03 years for OBC/Minority quota of OBC
- b) 05 years of SC/ST.
- c) 10 years of PWD(additional 05 years in cases of SC/ST & 03 years in case of OBC/Minority quota of OBC)
- d) Ex.SM- Length of service in Armed forces + 3 years (additional relaxation for SC/ST/OBC as per item (c) above).
- e) Corporation/ Govt. Employees- Up to the age limit prescribed as above provided he has completed 03 years regular service in Corporation/Govt. Department.

The crucial date for determining the age limit shall be the closing date of online applications for all candidates.

The link for submission of online applications are available from 11:00AM of 14.11.2012 To 06:00PM of 04.12.2012

D. FEE & MODE OF PAYMENT

- **Demand draft/banker's Cheque, Money order, postal order, cheques. etc will not be accepted.**
- **No fee is required to be paid by Female/SC/ST/Ex.SM/PWD/ESIC Employee/Govt. Employee candidates.**
- **Fee once paid will neither be refunded nor adjusted under any circumstances.**

(1) Amount of fee:

| Sl. No | Category | Fee Amount (Grade pay 1800 to 2000) | Fee Amount (Grade Pay 2001 and above) |
|--------|---|-------------------------------------|---------------------------------------|
| 01 | SC/ST/PWD/Departmental Candidates, Female candidates & Ex. Servicemen | Nil | Nil |
| 02 | All other categories | Rs. 125/-* | Rs. 225/-* |

* Bank Transaction Charges Extra

(2) Mode of payment of fee:-

PAYMENT OF FEE (OFFLINE PAYMENT THROUGH CHALLAN)

For applying to the aforesaid post, candidates are advised to remit the requisite fee in **Indian bank** at any branch. For remittance of fee, candidates have to generate the prescribed challan from ESIC website. The Account Number in which the amount of fee is to be deposited is available on challan. One copy of challan duly signed and stamped along with deposit scroll/journal number should be collected from the Bank for filling up necessary details in the application form. The challan received from the bank will have to be sent along with the hard copy of the application form and relevant documents for the post.

GUIDELINES FOR FILLING ONLINE APPLICATION:

- (i) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph, signature & thumb impression. Candidates have to visit ESIC website www.esichennai.org for filling the online application form.
- (ii) Fill the application carefully and submit the application. When the application is successfully submitted, registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password for further reference. Candidates can reopen the saved data by using registration number, password and can edit the particulars, if needed. This facility will be available till the last date of submission of online application. Once the application is filled completely, candidate should submit the data. **No change/edit will be allowed after the last date of submission of data.** The registration at this stage is provisional.
- (iii) Candidate will receive registration confirmation either by SMS or e-mail after submitting the online application. It may be ensured to furnish correct Mobile Number/E-mail address to receive the registration confirmation.

(Note- Candidates should have valid email id. This will help him/her in getting Admit Card/Interview advices, etc. by e-mail. No hard copy would be sent by post).

GENERAL INSTRUCTIONS:

Only system generated application (through website of ESIC) in an envelope super scribed “APPLICATION FOR THE POST OF _____, POST CODE NO _____, STATE TAMILNADU “ should reach at the following address by Speed post or registered post on or before **11.12.2012**.

ADDRESS:

**The Medical Superintendent,
ESIC Model Hospital,
Ashok Pillar Road,
K.K.Nagar, Chennai-78.**

- a) **Documents required to be attached with the application.** Only attested photocopies of certificates are to be attached:
 1. Date of Birth
 2. All educational qualification (along with mark sheet)
 3. Technical/professional qualification along with mark sheets.
 4. Registration certificate with the concerned council wherever required.
 5. Caste certificate wherever required
 6. Experience certificate wherever required
 7. Completion of Internship certificate, wherever required
 8. Disability certificate in case of candidate with disability (Physically Challenged)
 9. Discharge certificate for Ex-Servicemen
 10. Copy of Challan in support of payment of fee wherever required.
- b) Incomplete application or application received without the prescribed documents would summarily be rejected.
- c) Experience would be recognized only after completion of internship and or training period.
- d) No TA shall be paid to any candidate including SC/ST candidates for appearing in the written examination. TA shall be paid to SC/ST candidates for interview only as per Govt. of India orders.
- e) All eligibility criteria for the above posts i.e. Age, Educational/ Technical Qualification/ Registration/ Internship and experience will be reckoned on or before 04.12.2012.

- f) Because of large number of applications, Corporation may not undertake detailed scrutiny of applications to ascertain the eligibility and other aspects at the time of written examination. Therefore, the candidates are advised to go through the eligibility criteria and other requirements of educational qualification, age, experience, etc., and satisfy themselves that they are eligible before applying. When scrutiny is undertaken, even after preparation of merit list, the claim of the candidate can be rejected if the claim made in the application is not found substantiated and decision shall be final.
- g) **Candidates claiming reservation/age relaxation on grounds of belonging to OBC should submit the community certificate in annexure “A” prescribed vide Govt. of India, Department of Personnel and Training OM No. 36012/22/93-Estt (SCT) dated 08.09.1993 which is modified vide G.O.I., DOPT’s OM No. 36033/3/2004-ESTT(Res.) dated 09.03.2004 failing which the benefit of reservation/relaxation will not be given or their application shall be rejected and no request/correspondence will be entertained. A declaration conforming that he/she does not belong to Creamy layer as per DOPT-OM. No 36033/3/2004 Estt.(Res.) dated 09.03.2004 should be furnished by the candidates.**
- h) Original documents / certificates should not be enclosed / sent with application.
- i) The candidates already in Government service must specifically mention the details of employment and should submit their hard copy of application (generated by the system) through proper channel. However, they may send an advance hard copy of their application (generated by the system) along with Fee Challan and other certificates & testimonial so as to reach this office on or before the last date for receipt of application.
- j) The applicant should keep visiting ESIC website for important announcements/ information throughout the selection process at its various stages.
- k) In case of selection, persons working in Central/ State Govt./ PSU will have to submit a disciplinary clearance and NO OBJECTION CERTIFICATE from their employer.
- l) **Last date of ONLINE application is 04.12.2012 Hard Copy of ONLINE APPLICATION with required documents should reach at the office by Speed post/ Registered post (address given above) on or before 4.00 p.m on 11.12.2012 (Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tirupura, Sikkim, Ladakh Division of Jammu and Kashmir State , Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be 15.12.2012 upto 4.00 pm).**

ESI Corporation will not be responsible for postal delays.

- m) Corporation reserves the right to conduct written or online examination.
The ESI Corporation also reserves the right to cancel the recruitment as well as the notified vacancies at its discretion and such decision will be binding on all concerned. In the event of cancellation of notified vacancies, the examination fee will not be refunded.

CAUTION:- CANVASSING IN ANY FORM WILL BE DISQUALIFICATION

GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE & THUMB IMPRESSION

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

(i) **PHOTOGRAPH IMAGE**

- Photograph must be a recent passport size colour picture.

- The picture should be in colour, against a light- colored, preferably, white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no “red- eye”.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- Dimension 200 X 230 pixels (preferred).
- Size of file should be between 00kb – 100kb.
- Ensure that the size of the scanned image is not more than 100 KB. If the size of the file is more than 100KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) **SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Signature will be used to put on the Hall ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of examination, does not match the signature on the hall ticket, the applicant will be disqualified.
- Dimensions 140 X 60 pixels (preferred).
- Size of the file should be between 00KB- 50 KB.
- Ensure that the size of the scanned image is not more than 50KB.

(iii) **THUMB IMPRESSION IMAGE:**

- The applicant has to put his/her thumb impression(left thumb impression for male and right thumb impression for female candidate) on white paper with blue stamp inking pad.
- The thumb impression must be put only by the applicant and not by any other person.
- The thumb impression will be used to put on the Hall ticket and wherever necessary.
- Dimension 140X60 pixels (preferred)
- Size of file should be between 00 KB – 20KB.
- Ensure that the size of the scanned image is not more than 20 KB.

SCANNING THE PHOTOGRAPH, SIGNATURE & THUMB IMPRESSION

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).

- Set color to true color.
- File size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be .jpg or .jpeg format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS windows/MS office can easily obtain photo, signature and thumb impression in .jpeg format not exceeding 100KB, 50KB & 20KB respectively by using MS paint or MS office picture manager. Scanned photograph, signature and thumb impression in any format can be saved in .jpg format by using 'Save As' option in the File Menu and size can be reduced below 100KB (Photograph), 50 KB (Signature) & 20 KB(thumb impression) by using crop and then resize option (Please see point (i), (ii) & (iii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

Procedure for uploading the photograph , Signature & thumb impression:

- (i) There will be three separate links for uploading photograph, signature & thumb impression.
- (ii) Click on the respective link "Upload Photograph/Signature/ Thumb Impression"
- (iii) Browse & Select the location where the scanned photo/signature/thumb impression file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' Button.

Your online application will not be registered unless you upload your photo, signature and thumb impression as specified.

- a) In case the face in the photograph, signature and thumb impression is unclear the candidate's application may be rejected.
- b) Candidates are advised to take a printout of their system generated online application forms before submitting.
- c) In case the photograph, signature and thumb impression is unclear, the candidate may edit his application and re-upload his/her photograph, signature and thumb impression.
- d) Candidates should keep a copy of the application printout and Fee Challan Receipt for their record.
- e) Candidates serving in Government/ Quasi Government offices, Public Sector undertaking will be required to submit 'No Objection Certificate' from their employer at the time of interview/joining where required.
- f) The candidate seeking reservation as SC/ST/OBC should submit the caste certificate in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village /town the candidate is originally a resident of.
- g) Candidates seeking reservation as OBC has to submit a declaration in the prescribed format confirming that he/she does not belong to creamy layer on the crucial date.
- h) Candidates belonging to reserve category but applying for unreserved category post shall not be entitled for any type of relaxation, including age relaxation, etc.

NO OTHER MODE OF APPLICATION OR DEMAND DRAFT ETC WILL BE ACCEPTED

Action against candidates found guilty of conduct.

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

DATE: 12.11.2012

MEDICAL SUPERINTENDENT

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES / ESI

CORPORATION EMPLOYEES SEEKING AGE – RELAXTION

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

It is certified that Shri/Smt./Km. _____ is a Central Government Civilian Employee / ESI Corporation Employee holding the post of _____ in the pay scale or Rs. _____ with 03 years (Three years) regular service in the grade as on _____ (last date for receipt of application form).

There is NO OBJECTION to his /her appearing for the post of _____ in ESI Corporation and /or Interview.

Signature: _____

Name: _____

Designation: _____

Office Seal:

Place: _____

Date : _____

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN CATEGORY CANDIDATE

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

a) Date of appointment in Armed Forces _____

b) Date of discharge _____

c) Length of service in Armed Forces _____

d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date:

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

A. Form of Certificate applicable for released/retired Personnel

It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ has rendered services from _____ to _____ in Army/ Navy/Air Force. He has not been released:

- i. by way of dismissal, or
 - ii. by way of discharge on account of misconduct or inefficiency, or
 - iii. on his own request or
 - iv. he has not been transferred to the reserve pending such release.
2. 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.

Name _____

Station _____

Designation of the Competent Authority _____

Date _____

Seal _____

B. Form of Certificate applicable for serving Personnel

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

2. He is due for release/retirement on completion of his specific period of assignment on _____.
3. No disciplinary case is pending against him

Name _____

Station _____

Designation of the Competent Authority _____

Date _____

Seal _____

Form of declaration to be submitted by the OBC candidate
(in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/city.....district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....

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 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

%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/Srimati/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/1st 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./Km. _____ son/daughter of Shri/Smt. _____ of village/town _____

District/Division _____ in the _____ community which is recognized as a backward class under :

- i) Resolution No.12011/68/93-BCC© dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No.186 dated 13th September, 1993.
- ii) Resolution No.12011/9/94-BCC dated the 19.10.1994 published in the Gazette of India Extraordinary – Part I Section I No.163 dated 20th October, 1994.
- iii) Resolution No.12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India Extraordinary – Part I, Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated the 9th March, 1996.
- v) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India Extraordinary – Part I, Section I, No.210 dated 11th December, 1993.
- vi) Resolution No.12011/13/97-BCC dated the 3rd December, 1997
- vii) Resolution No.12011/99/94-BCC dated the 11th December. 1997..
- viii) Resolution No.12011/68/98-BCC dated the 27th October, 1999..
- ix) Resolution No.12011/88/98-BCC dated the 6th December, 1999, published in the Gazette of India Extraordinary – Part I, Section I, No.270 dated 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated the 4th April, 2000, published in the Gazette of India Extraordinary – Part I, Section I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated the 21.9.2000, published in the Gazette of India Extraordinary – Part I, Section I, No.210 dated 21.9.2000

Shri/Smt./Km _____ and/or his family ordinarily reside(s) _____ in the _____ District/ Division _____ of the _____ State.

This is also to certify that he / she does not belong to the persons/section (Creamy Layer) mentioned in column 3 of the Scheduled to the Government of India, Department of Personnel & Training OM No 36033/3/2004 – Estt. (Res.) dated 09.03.2004 & OM No.36033/3/2004-Estt.(Res.) dated 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal

Note :(a) The term ‘Ordinarily’ 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 Certificate are indicated below:-

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector / 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate /Executive Magistrate./Extra-Assistant Commissioner (not below the rank of 1st class stipendary 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 resides.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____
_____ age _____ sex _____ identification mark(s) _____

is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA-One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing Impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

- (i) F-can perform work by manipulating with fingers. Yes/No
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr. _____) (Dr. _____) (Dr. _____)
 Member, Medical Board Member, Medical Board Chairperson, Medical Board

Countersigned by the Medical Superintendent/
CMO/Head of Hospital (with seal)

*Strike out which is not applicable.

Affix here recent attested Photograph Showing the disability duly attested by the chairperson of the Medical Board