



**भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
**(Ministry of Ports, Shipping and Waterways, Govt. of India)**  
**A-13, Sector -1, Noida – 201301 (U.P.)**  
**Phone : 0120 – 2544036 & 2474050**

**Brief Employment Notice No. IWAI-11014/11/2020-Admn. Dated 07.01.2021**

IWAI invites online applications for filling up of 8 posts of **Accounts Assistant** (UR-03, OBC (NCL)-02, EWS-01, ST-01, SC-01) in Level 6 in Pay Matrix (₹ 35400 to 112400) of 7<sup>th</sup> CPC on direct recruitment basis. The posts have all India transfer liability.

Interested candidates possessing requisite qualifications and experience may submit applications online using link, which shall be available in the IWAI web-site i.e. [www.iwai.nic.in](http://www.iwai.nic.in); w.e.f 15/01/2021. Last date for payment of Application Fee and submission of online application is 14/02/2021 (23:59 Hrs.).

Detailed advertisement shall be available on IWAI website ([www.iwai.nic.in](http://www.iwai.nic.in)) on 15.01.2021.

Sd/-  
**SECRETARY**



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**Employment Notice No. IWAI-11014/11/2020-Admn. Dated 14.01.2021**

IWAI invites online application from the Indian nationals for filling up the following posts on direct recruitment basis:

**D) ACCOUNTS ASSISTANT**

Sl. No.	Name of Post	Level of Pay Matrix as per 7 <sup>th</sup> CPC	No. of Posts
1	Accounts Assistant	Level 6 in the pay matrix (Rs.35400 to Rs.112400) of 7 <sup>th</sup> CPC; pre-revised Pay band-2 of Rs.9300- 34800 & Grade pay of Rs. 4200/-	08 (*) (UR-03, OBC (NCL)-02, EWS-01, ST-01, SC-01)

(\*) - The vacancy shown against above mentioned post is tentative and may increase or decrease depending on the requirement of the Authority.

2. One reserved vacancy for OBC is backlog vacancy.

3. Candidates appointed under PWD quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/UR

4. Abbreviations : UR- Unreserved , OBC – Other Backward Community (Non-creamy Layer), EWS – Economically Weaker Section, ST – Scheduled Tribe, PWD :VH – Persons with Benchmark Disabilities :Visually Handicapped

**II Essential Qualifications:**

A Commerce Graduate from a recognized university with at least 3 years' post qualification experience in Audit & Accounts in Central/State Govt./PSU/Autonomous /Statutory organization /other reputed organization.

OR

Degree from recognized University with Inter CA/Inter ICWA.

Note: The candidates should be in possession of the Essential Qualification on the closing date for receipt of applications.

**III IMPORTANT DATES:**

Activity	Important Dates
Opening date for Online Registration of Applications	15.01.2021
Last date of Online Submission of Applications with Fee	14.02.2021 (23:59 Hrs.).
Tentative dates of Computer Based Online Test	Coming Soon

#### **IV UPPER AGE LIMIT:**

Not exceeding 30 years as on closing date for receipt of application.

Note: Upper age limit relaxation is admissible as under:

1. Up to 3 years for OBC candidates ( Non Creamy Layer)
2. Up to 5 years for SC/ST candidates.
3. Persons with Benchmark Disabilities :  
By 10 years for General (UR)  
By 13 years for OBC (Non-creamy Layer)  
By 15 years for SC/ST
4. Up to 5 years for Govt. servants /employees of Autonomous /Statutory organization/PSUs in accordance with the instructions /orders issued by the Central Government.
5. For Ex-serviceman category candidates as per the extant Govt. of India instructions.

#### **V APPLICATION FEE :**

1. Candidates belonging to GENERAL (UR) / OBC (Creamy Layer & Non-Creamy Layer) are required to pay a Non-Refundable fee of **₹ 500/- (Five Hundred Rupees Only)**. Candidates belonging to SC / ST, PWD and EWS Categories are required to pay of **₹ 200/- (Two Hundred Rupees Only)** which will be refunded (excluding bank charges, if any) to them in case only one application is submitted by one candidate and if they appear for the online test.
2. Application fee will be paid through online mode only (**through Internet Banking / Debit / Credit Card Only**). There will be no other mode of payment of application fee and applications of such candidates who make payment other than through online mode will be rejected forthright and payment made shall be forfeited. IWAI will not be responsible, in case a candidate deposits the fee in any wrong account or multiple times.
3. Fee once paid will not be refunded under any circumstances other than the SC/ST, PWD and EWS candidates as indicated above. Candidates are therefore advised to verify their eligibility before applying.
4. Candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark Disabilities and Economically Weaker Section should provide the details of beneficiary account in which they would like to receive the refund viz., Beneficiary Name, Bank Name, Account Number and IFSC Code etc.
5. It may kindly be noted that IWAI do not seek payment of any kind other than the above mentioned application fee.

#### **VI. HOW TO APPLY :**

1. Candidates must apply online through the website [www.iwai.nic.in](http://www.iwai.nic.in) Enter IWAI Home page >>Recruitment>Apply online for Recruitment to the post of Accounts Assistant in IWAI 2021.
2. No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected.
3. Only online applications along with the prescribed Application fee and soft copy of the required documents submitted before the closing date will be accepted.

4. Incomplete applications and Applications submitted without Photograph along with Signature / Proof of Date of Birth (School Certificate) and relevant documents as per specification / application fees will be summarily rejected.
5. Detailed instructions for filling online application and Online Fee payment are available on the website of IWAI. Candidates should read the instructions carefully before making any entry or selecting options.
6. Application once submitted cannot be modified; hence utmost care should be taken to furnish the correct details before submitting online application.
7. Candidates are advised to submit only single online application. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher Registration Number is complete in all respects including fee. The applicant, who submits multiple online applications should note that only the online application with higher Registration Number will be entertained by IWAI and fee paid against one Registration Number shall not be adjusted against any other Registration Number.
8. After submitting the online applications, applicants are required to note down the generated Application number and keep a print out of the submitted application.
9. Candidates are not required to submit to IWAI either by post or by hand the printouts of their online applications or any other document. They will be required to submit printout of online applications along with documents in support of their eligibility etc. at the time of documents verification in case they are shortlisted for appointment.
10. Candidates are required to keep active the E-Mail ID and Mobile Number registered in online application during the currency of this recruitment process. IWAI will send E-Admit Cards, Offer Letters and other communications only at the registered E-Mail ID/Mobile of candidates. Hence, under no circumstances, the candidates should provide E-Mail ID to anyone else.
11. Before applying online, candidate will be required to have a scanned (digital) Image of his/her recent Photograph and Signature for uploading. The scanned Photograph and Signature should be in JPG/JPEG format only and the digital size of each file i.e. scanned Photograph and Signature must be between 5 KB to 50 KB.
12. Candidate should first scan their photograph and signature, ensuring that both the Photograph and Signature are as per the prescribed specifications. If the size of the file is less than 5 KB or more than 50 KB then adjust the settings of the scanner (or resize the image).
13. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.
14. Applicant has to read the instructions thoroughly and click the button "I Agree" check box provided at the bottom of the form after declaration, if applicant is sure that he/she meets the prescribed eligibility conditions for the post.
15. **CLOSING DATE: The Closing Date for submission of Online Application through IWAI website [www.iwai.nic.in](http://www.iwai.nic.in) is 14.02.2021 (23:59 Hrs.).**
16. **The last date for printing of completely submitted Online Application is 14.02.2021 (23:59 Hrs.).**

## **VII. GENERAL INSTRUCTIONS :**

1. The Authority is following Central Govt. rules and orders in service matters. Leased accommodation and medical reimbursement are provided as per the rules of the Authority.
2. The vacancy shown against above mentioned post is tentative and may increase / decrease depending on the requirement of Authority.
3. The post has all India transfer liability; candidates selected for the above mentioned post may be posted in the Head Quarters at NOIDA or Regional offices at Patna / Guwahati / Kolkata / Kochi / Vijayawada and Sub-Offices of IWAI at Varanasi, Prayagraj, Farakka, Sahibganj, Kollam, Chennai and any Regional Offices / Sub-Offices likely to be opened in future.
4. The syllabus of the Computer Based Online Test shall be of the standard of prescribed eligibility criteria, which may consist of 120 multiple choice objective questions, comprising Part-A and Part-B ; Part-A consisting of 100 questions shall be relevant to the related discipline, covering the syllabus of prescribed eligibility criteria for the post and Part-B consisting of 20 objective Multiple Choice Question (MCQ) shall be from the Quantitative Aptitude (Simple Maths), Data Interpretation, Analytical Reasoning, Logical Reasoning and Simple English of the 12<sup>th</sup> Standard and time allotted for the Test will be 2.00 hour. Each correct answer will be awarded 1 mark each and for every wrong answer, 0.25 marks would be deducted. Computer Based Online Test is tentatively to be conducted in the month of April, 2021, for which **candidates shall be required to download the Admit Card from the web-site of IWAI only.**
5. The progress on the selection process shall be updated in the website of IWAI and hence no telephonic inquiry shall be entertained. Candidates are advised to regularly check the website of IWAI viz **www.iwai.nic.in** for the updated information.
6. Mere possession of essential qualifications will not entitle a candidate to be selected for the post. The decision of the Authority as to the eligibility of a candidate shall be final and no correspondence in this regard will be entertained.
7. For getting benefits under the OBC Category :
  - (a) The name of the Caste and Community of the candidate must appear in the “Central List of Other Backward Classes”.
  - (b) The candidate must not belong to the Creamy layer as prescribed by the Central Government.
  - (c) The candidate needs to furnish their latest OBC Certificate (Not prior to 2019) in the format prescribed by the Government of India, issued by the Competent Authority.
8. For getting benefits of reservation under EWS Category :
  - (a) The applicant should not be covered under the Scheme of Reservation for SCs, STs and OBCs and his/her family should have gross Annual Income below ₹ 8.00 Lakhs (Eight Lakhs Rupees Only). Income for the purpose shall also include income from all sources i.e. Salary, Agriculture, Business, Profession, etc. for the financial year prior to the year of application.
  - (b) Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
  - (c) 5 acres of agricultural land and above;
  - (d) Residential Flat of 1000 Sq. Ft and above;
  - (e) Residential Plot of 100 Sq. Yards and above in notified municipalities.
  - (f) Residential Plot of 200 Sq. yards and above in areas other than the Notified Municipalities.



- (g) 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.
- (h) The term “Family” for this purpose will include the person who seeks benefits 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.
- (i) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by Competent Authority. The Income and Asset Certificate issued by any one of the following Authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate’s claim as belonging to EWS:

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar ; and
- (iv) Sub-Divisional Officer of the Area where the candidate and /or his family normally resides.

Note: The crucial date for submitting Income and Asset Certificate by the candidate may be treated as the closing date for receipt of application for the post.

9. The process of interview has been done away with for Group ‘B’ and ‘C’ posts and hence category wise merit list shall be prepared only on the basis of marks secured by the candidates in the written examination. In case two or more candidates score equal marks in the online test, weightage will be given to the candidate scoring more marks in Part A. If there is tie even after this, merit list will be prepared based on the Date of Birth of the candidates – the candidate born earlier shall be placed before the candidate born later.
10. Interested candidates possessing requisite qualifications and experience may submit their application online using link available in the IWAI web-site i.e. [www.iwai.nic.in](http://www.iwai.nic.in) ; online link for submission of application shall be active w.e.f. 15.01.2021. Closing Date / Last date of submission of online application is 14.02.2021 (23:59 Hrs.).
11. Candidates seeking reservation benefits under SC/ST/OBC/EWS/PWD Category must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice and as per the instructions issued by Govt. of India. They should be in possession of the valid Community Certificate / Income Certificate / Medical Certificate at the time of submission of application and they will have to upload self-attested copies of valid Certificates from the Competent Authority in the prescribed format.
12. In case of persons in the category of blindness, loco motor disability (both arm affected – BA) and cerebral palsy, the facility of Scribe shall be given if opted for by the candidate and if found eligible as per the relevant provisions of Act / Rules / Guidelines of Govt. of India (Refer OM F. No. 34-02/2015-DD-III dated 29.08.2018 issued by the Government of India, Ministry of Social Justice & Empowerment).
13. Scribe Certificate, as applicable, in the prescribed formats has to be uploaded while submitting the online application form.
14. Ex-Servicemen seeking age relaxation as admissible under the rules of the Government of India shall upload self-attested copy of valid Discharge / Service Certificate.

15. Change of category shall not be allowed after submission of the online application. In case an applicant fails to upload the valid certificate in support of his/her claim to belong to any of the reserved category or for claiming the benefit of age relaxation, the candidate will be treated as belonging to the General Category and no claim otherwise shall be entertained.
16. Canvassing in any form shall be ground for disqualification.
17. A candidate should submit one application only.
18. IWAI will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of Online Computer Based Test and, therefore, the candidature is accepted only provisionally. Before applying, candidates are advised to go through the requirements of essential qualification, age etc. and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of IWAI in this regard shall be final.
19. Before applying, candidates in their own interest are advised to go through the detailed instructions contained in this notice and also available on the website of IWAI (<http://www.iwai.nic.in>).
20. The crucial date for determining the age limit, essential qualification and other criteria regarding eligibility for the post shall be the **closing date of submission of online application i.e. 14.02.2021.**
21. The selected candidates are liable to be posted anywhere in India.
22. The decision of the IWAI in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
23. No person,
  - (a) Who has entered into or contracted a marriage with a person having spouse living or
  - (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Competent Authority in IWAI may, if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

24. Canvassing in any form will be a disqualification

## **VIII. SCHEME OF EXAMINATION AND MODE OF SELECTION**

1. The selection for the post of Accounts Assistant will be made on the basis of Written Examination (Computer Based Online Test) followed by Documents Verification of eligible and successful candidates.
2. The Computer Based Online Test shall be of **Objective Type Multiple Choice** (to assess professional knowledge) – **120 Marks.**
3. The syllabus of the Computer Based Online Test shall be of the standard of prescribed eligibility criteria, which may consist of 120 multiple choice objective questions, comprising Part-A and Part-B; Part-A consisting of 100 questions shall be relevant to the related discipline, covering the syllabus of prescribed eligibility criteria for the post and Part-B consisting of 20 objective MCQ shall be from the Quantitative Aptitude (simple Maths), Data Interpretation, Analytical reasoning, Logical reasoning and Simple English of the 12th Standard and time allotted for the Test will be 2.00 hour. Each correct answer will be awarded 1 mark each and for every wrong answer, 0.25 marks would be deducted.
4. The candidates qualifying in Written Examination will be considered for shortlisting for document verification on the basis of their performance in Written Examination.

**Note : The Qualifying Marks in Written Examination will be 45% for UR Category, 40% for OBC Category, 35% for SC & ST, and EWS & PWD Category.**

**The final selection will be made on the basis of performance of candidates in the Computer Based Online Test (120 Marks) and documents verification.**

(b) **Centre of Examination:** The Online Computer Based Test shall be conducted preferably at Delhi / NCR, Mumbai, Kolkata, Chennai, Guwahati, Patna and Kochi. No request for change of examination centre shall be entertained. However, IWAI reserves the right to change the examination centre, in the event of inadequate number of candidates at a particular centre.

No TA/DA will be paid to any candidate for appearing in the written test.

(c) Mobiles, other electronic gadgets and wireless equipment are banned within the premises of the examination Centres. Their possession in switched on or switched off mode is considered by the IWAI as a manipulative practice and will invite summarily cancellation of candidature, debarment from the IWAI's examinations and/or criminal prosecution.

(d) IWAI may send emails to candidates regarding successful submission of on-line application.

(e) Discrepancies in Question Paper, if any should be brought to the Notice of IWAI in writing within the time limit indicated while placing Question Booklets and Answer Keys on the website. Representations submitted thereafter will not be considered and will be summarily rejected.

## **IX ADMISSION TO THE EXAMINATION :**

1. All candidates who apply in response to this advertisement by the Closing Date will be assigned **Roll Numbers** which will be placed on the website of the IWAI about **two weeks** before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the IWAI. Communication from the candidate not furnishing these particulars shall not be entertained.
2. Admission Certificates (ACs) for the Computer Based Online Test indicating the time and venues of examination can be downloaded from the website of IWAI (<http://iwai.nic.in>). Candidates who are unable to download their Admission Certificates should contact IWAI with details such as Application Number, print out of online application etc. for obtaining the Admission Certificates. Failure to do so will deprive him/her of any claim for consideration.
3. Details of deficiency in application, if any, will also be placed on the IWAI's website about two weeks before the examination.

## **X ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :**

1. Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. If there is any inaccuracy or any discrepancy, their candidature is liable to be rejected.
2. **Without prejudice to criminal action/debarment from IWAI's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following: -**
  - (i) **In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.**



- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonation/ Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or ESIC's representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the ESIC for the conduct of examination.
- (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xiii) Candidature can also be cancelled at any stage of the recruitment process for any other ground which the IWAI considers to be sufficient cause for cancellation of candidature.

Dated: .....

**SD/-**  
**SECRETARY**

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**ANNEXURE-‘A’**

**(FORMAT 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 OM No. 36012/22/93-Estt.  
(SCT,) dated 08.09.1993\*\*.

Date \_\_\_\_\_

Seal of Office

District Magistrate/ Deputy  
Commissioner etc.

\*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

\*\* - As amended from time to time.

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 Certificate Certificates:**

- (i) District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ 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 applicant and or his family normally resides.

**Note-I** 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 Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

**Note-II** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate.

and also, for assuming that the candidate does not fall in the creamy layer.

**Note-III** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'A'** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.



**ANNEXURE 'B'**

**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, 200, O.M. No. 36033/3/2004-Estt.  
(Res.) dated 14th October, 2008 OM No. 36033/1/2013-Estt. (Res.), dated: 27<sup>th</sup> May, 2013,OM  
No.36033/1/2013-Estt(Res.) dated 13/09/2017 and OM No.36033/2/2018-Estt(Res) dated  
08/06/2018.

Signature:.....

Full Name:.....

PLEASE ATTACH TWO PASSPORT SIZE PHOTOGRAPHS OF THE SCRIBE

**PARTICULARS OF THE SCRIBE FOR CANDIDATES WITH VISUAL DISABILITY  
LOCOMOTOR DISABILITY AND CEREBRAL PALSY WHERE DOMINANT  
(WRITING) EXTREMITY IS AFFECTED TO THE EXTENT OF SLOWING THE  
PERFORMANCE OF FUNCTION (MINIMUM OF 40% IMPAIRMENT)**

1. NAME OF THE CANDIDATE  
(Impairment of 40% OR MORE) AND ROLL No.
2. CENTRE/SUB-CENTRE OF RT
3. NAME OF THE SCRIBE
4. ADDRESS OF THE SCRIBE:
  - (a) PERMANENT ADDRESS
  - (b) POSTAL/OFFICE ADDRESS
  - (c) TELEPHONE NO. IF ANY
5. EDUCATIONAL QUALIFICATION OF THE SCRIBE. (Educational qualification of Scribe as brought by the candidate should not be higher than graduation)
6. RELATIONSHIP, IF ANY, OF THE SCRIBE TO THE CANDIDATE

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read/been read out the instructions of the Union Public Service Commission regarding the eligibility conditions of a Scribe, his/her conduct inside the Test Hall and the manner in which and extent to which he/she can help the candidate in writing the Test. Violation of all or any of the said instructions shall entail the cancellation of the candidature of the candidate in addition to any other action that the UPSC may take against the Scribe and I hereby undertake to abide by them.

(Signature of the Scribe)

(Signature of the Candidate)

Roll No.

(Name of the Scribe)

## ANNEXURE- 'D'

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the 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/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* 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 List (Modification) Order, 1956; the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]
- @ The Constitution (Jammu and 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962 @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978 @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990 @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*.....Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated.....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of .....

Signature.....

\*\*Designation.....

(With Seal of Office) State/Union Territory\*

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 Scheduled Caste/Scheduled Tribe Certificate.

(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 of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)



**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED  
FORCES PERSONNEL FOR AVAILING THE AGE RELAXATION**

**A. Form of Certificate applicable for Released/Retired Personnel**

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

- 2. He has been released from military services:**
  - a) on completion of assignment otherwise than**
    - (i) by way of dismissal, or**
    - (ii) by way of discharge on account of misconduct or inefficiency, or**
    - (iii) on his own request, but without earning his pension, or**
    - (iv) he has not been transferred to the reserve pending such release**
  - b) on account of physical disability attributable to Military Service.**
  - c) on invalidment after putting in at least five years of Military service**
- 3. He is covered under the definition of Ex-Serviceman (Reemployment in  
Central Civil Services and Posts) Rules, 1979 as amended from time to time**

**Place: .....**

**Date: .....**

**Signature, Name and Designation of the Competent Authority\*\***

**SEAL**

**Delete the paragraph which is not applicable.**

**ANNEXURE –‘F’**

**The form of certificate to be produced by Government servants for claiming Age concession**

**(On Letter Head of the Institution/Issuing Authority)**

**This is to certify that Shri/Ms.....S/o, D/o, W/o Shri is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under Certified that:**

**\*(a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with effect from .....**

**\*(b) Shri/Smt./Kum has been continuously in temporary service on a regular basis under the Central Government in the post of.....in the Office/Department. With effect from .....**

**Signature.....**

**Name.....**

**Designation.....**

**Ministry/Office.....**

**Address.....**

**Office SEAL.....**

**Place: .....**

**Date: .....**

**ANNEXURE – ‘G’**

**The form of certificate to be produced by Candidates for claiming experience**

**Experience Certificate  
Letter Head of the Institution/Issuing Authority**

**No.....**

**Dated.....**

**Telephone No.....**

**E-Mail address.....**

**Name of Organization Address of the Organization**

**This is to certify that Shri/Ms.....S/o, D/o, W/o Shri.....was/is  
an employee of this Organization/Department/Ministry and duties performed by him/her  
during the period(s) are as under:**

**Name of post held From dd/mm/yy To dd/mm/yy Total period dd/mm/yy**

**Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest,  
Honorary etc.Department/Field of experience**

**Monthly remuneration (total) : .....**

**Duties performed/experience gained in brief in each post(please give details, if need be, in  
attached sheet.**

**Place of posting :**

**Nature of duties :**

**2. It is certified that above facts and figures are true and based on service records  
available in our organization/Department/Ministry.**

**Signature**

**Name of competent authority Stamp of competent authority**

**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.....

\*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.

\*\*\*\*\*

Material for design, development & testing of the software for receipt of application & online test sent to EdCIL. As per direction of VC, dates of advertisement etc. to be decided after formal announcement regarding lockdown.