

Government of India  
Ministry of Defence



**RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY AT**  
**HEADQUARTERS EASTERN NAVAL COMMAND,**  
**NAVAL BASE, VISAKHAPATNAM-530014**  
**ADVT NO GR -C/DR/4/2018**

1. Indian Navy invites applications from the eligible / qualified Indian citizens by Registered/Speed Post for the posts of Civilian Motor Driver Ordinary Grade in Eastern Naval Command. The selected candidates are to serve in the various Units/Establishments of Eastern Naval Command and they can also be posted anywhere in India, in Naval Units/formations as per administrative requirement:-

Name of Post	Distribution of vacancies (Subject to variation)						Horizontal Reservation
	UR	SC	ST	OBC	EWS	Total	ESM
<b>Civilian Motor Driver Ordinary Grade.</b> Classified as Group -C Non-Industrial, Level in the Pay Matrix- Level 2 (Rs.19900-63200)	50	13	07	24	10	104	10

2. **Abbreviations used:** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**-Other Backward Class, **EWS**- Economically Weaker Sections, **ESM** - Ex-Servicemen.

3. **Reservation:** Reservation for SC/ST/OBC/ESM categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, ESM candidates which will thus comprise of SC, ST, OBC, ESM who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz., age limit etc., Reservations for ESM fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The candidates selected against the ESM quota have to be placed in the appropriate category of UR/SC/ST/OBC as the case may be. EWSs who are not covered under the scheme of reservation for SCs, STs, and OBCs shall get 10% reservation as per the DOP&T orders/guidelines indicated in the OM No.36039/1/2019-Estt(Res) dated 31 Jan 2019.

4. **Age & Essential Qualifications:**

S.No.	Post (Refer Para 1)	Age	Essential Qualifications
(a)	Civilian Motor Driver Ordinary Grade	Between 18-25 years	<b>Essential-</b> (i) Matriculation from recognized Board/Institution and knowledge of first line maintenance. (ii) Must possess a driving license for Heavy Vehicles and Motor Cycles. (iii) One year practical experience in Heavy Motor Vehicle (HMTVs) driving.

5. **Job Profile:** Driving of Heavy Motor Vehicles and knowledge of first line maintenance normally be related to the nature of duties and responsibilities of Civilian Motor Driver Ordinary Grade.

6. **Age relaxation and Crucial Dates:**

(a) **Age relaxation is applicable as per Government orders on the subject:-**

S.No	Category	Age relaxation applicable for posts reserved for respective categories.
(i)	SC / ST	05 years.
(ii)	OBC	03 years.
(iv)	ESM	<b>UR-03</b> years after deduction of the Military service rendered from actual age as on the closing date. Similarly for <b>OBC-06(03+03)</b> years, <b>SC/ST-08(03+05)</b> years.
(v)	For Central Govt. Employees	<b>40 years</b> (45 years for SC/ST) Central Govt. Employees who have rendered not less than three (03) years continuous service on regular basis as on the last date of submission of application will be eligible for relaxation as per DOP&T order issued from time to time. The service should be rendered on same lines or in the allied cadres.

**\*Note:** (i) Relaxations for other eligible categories will be as per extant rules issued by the Govt. of India time to time.

(b) **Crucial Dates.** (i) The crucial date for determining the age limit and experience will be the closing date of receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu & Kashmir State, Lahaul & Spiti District and Pangti Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep). Only matriculation / SSC / Birth Certificate issued by the concerned Education Board / Competent Authority will be considered as proof of Date of Birth. (ii) The crucial date for submitting income and asset certificate by the candidate of EWSs will be treated as the closing date of receipt of application for the post.

## 7. **Mode of Selection**

(a) **Short listing of Applications.** Where the number of applications received is too large in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test. Indian Navy at their discretion may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment / post i.e. Matriculation. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(b) **Scheme of Written Examination.** All short listed / eligible candidates will have to appear in the written examination consisting of objective type questions based on the Essential qualifications, as mentioned at Para 4 above and the question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below:

<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>
I	General Intelligence / Reasoning & Numerical Aptitude	20
II	General English	20
III	General Awareness	10
IV	Awareness in relevant Trade/Field	50
<b>Total</b>		<b>100</b>

### (b) **Indicative Syllabus for Examination:**

(i) **General Intelligence/ Reasoning & Numerical Aptitude:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc., The test will also include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical combinations and other analytical functions. The paper will also include questions on problems relating to number systems, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interests, profit and loss, discount, time and distance, ratio and time, time and work etc.

(ii) **General English:** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc. His / Her writing ability would also be tested.

(iii) **General Awareness:** The test will include questions relating to India and its neighbouring countries especially pertaining to sports, history, culture, Geography, Physics, Chemistry, Computer Science, Environmental Sciences, Economics scene, Current events, General policy including Indian Constitution and Scientific research etc. These questions will be such that they do not required special study of any discipline.

(iv) **Awareness in relevant trade/field:** The test will include questions relating to Trade/Post, as per the essential qualification specified at Para 4 above.

(d) **Examination Centre:** Written examination will be conducted at Visakhapatnam only.

(e) **Date of Examination:** Exact date, time and venue of written examination will be communicated to the shortlisted candidates. Indian Naval website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) may also be referred from time to time for any further instructions/amendments.

(f) **Provisional Appointment letter:** The appointment of provisionally selected candidates will be based on the merit position in the written examination and qualifying the trade test (if applicable) subject to satisfaction of document verification, medical examination and other pre-recruitment formalities as specified by the Govt of India and the appointing authority from time to time.

(g) **Document Verification:** All original documents pertaining to age, education, identity, address, category, caste validity certificate etc., are to be produced prior to issue of provisional appointment order, as per extant DOP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates by post / Indian Naval website [www.indiannavy.nic.in](http://www.indiannavy.nic.in).

8. **Opening and Closing date:** Applications invited from the eligible candidates by Registered/Speed Post only as per **Annexure-I**, so as to reach **within 21 days from the date of issue of this publication**. The last date for receipt of applications from candidates residing at Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhak division of Jammu & Kashmir State, Lahaul & Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep is **seven days thereafter i.e. 28 days from the date of issue of this publication**.

9. **How to apply:** The Application should be in plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format affixed with latest passport size colour photograph duly self attested. The envelop must be clearly super scribed on the top as **APPLICATION FOR THE POST “\_\_\_\_\_ and CATEGORY”\_\_\_\_\_** (i.e. **SC/ST/OBC/UR**) and **sent by Registered Post / Speed Post only** to the **Flag Officer Commanding-in-Chief {for SO(CRC)}, Headquarters, Eastern Naval Command, Utility Complex, 2<sup>nd</sup> Floor, Naval Base, Visakhapatnam – 530 014 (Andhra Pradesh)** along with the following:-

(a) Two additional Passport size photographs for Admit Card and Exit Card self attested on the reverse side and full name written.

(b) Self attested copies of Matriculation/10<sup>th</sup> Class pass certificate & mark sheet and relevant/higher educational qualifications.

- (c) Self attested copy of proof of date of birth (10<sup>th</sup> Certificate or Birth Certificate).
- (d) The SC/ST/OBC candidates should also enclose latest copy of caste certificate duly self attested for claiming age/other relaxation and produce original certificate on demand.
- (e) The Govt. Servants are to enclose self attested copy of No Objection Certificate (NOC) from the Employer with the application and produce original on demand.
- (f) Self attested certificates of Ex-servicemen duly indicating the proof of Ex-servicemen issued by the competent authority for claiming age relaxation. Armed Forces personnel applying for the posts should enclose an undertaking as per GOI/DOP&T orders in force to avail age relaxation.

10. **General Instructions/Conditions:**

- (a) Only Indian Nationals can apply for the above posts.
- (b) The applicant should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. In case any false or incorrect information furnished by the applicant is detected at any stage, his/her candidature will be cancelled without prejudice to take legal action against him/her.
- (c) The eligibility with respect to age, educational qualification, experience etc will be determined as on the closing date of receipt of application.
- (d) In case, the candidates working in Central /State Govt etc., fails to produce the NOC when demanded, his /her candidature will not be considered.
- (e) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.
- (f) Competent Authority has the right of cancelling the candidature of any candidate found indulging in any malpractice/unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets are banned within the premises of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. All such candidates will be liable to be debarred from this examination as well as further examinations.
- (g) Candidates are also requested to check [www.indiannavy.nic.in](http://www.indiannavy.nic.in) web site regularly till completion of recruitment for updates/corrigendum and any further instructions.
- (h) The SC/ST candidates should be in possession of a latest copy of caste certificate for claiming age/other relaxation and reservation and produce original certificate on demand (**Annexure-V**).
- (j) In case of OBCs, the candidate is required to produce, on demand, a caste certificate (valid for three financial years) specifying that the candidate does not belong to "**Creamy layer**". The certificate should be as per format contained in GOI DOP&T OM 36036/2/2013-Estt (Res) dated 13 May 2014 and 36033/1/2013-Estt (Res) dated 27 May 2013 (**Annexure-II**).
- (k) Armed Forces personnel applying for the posts should submit an undertaking as per GOI / DOP&T OM 36034/2/91/Estt (SCT) dated 03 Apr 1991 to avail age relaxation/reservation (**Annexure-III**).
- (m) Government Servants require to submit certificate as per **Annexure IV**.

(n) Candidates belonging to Economically Weaker Sections who are not covered under SCs, STs and OBCs should submit income and asset certificate as per **Annexure VI**.

(p) The vacancies shown above are provisional and may vary. The vacancies may be reduced/increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled / postponed/suspended/terminated without any notice/assigning any reasons, at any stage.

(q) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 2016. The options of opting out have to be exercised by candidates at the time of filling up the application.

(r) It is likely that the date, time and venue of examination for different posts may coincide. In such situation, the individual has to opt for a particular examination as per his/her choice. Candidates will have to make their own arrangement for lodging / boarding during the test. Candidates are advised not to bring any valuable/costly items to the examination centre, as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

11. **Important Instructions to the candidates:-**

(a) Your candidature to the recruitment test is provisional subject to being found eligible in all respects.

(b) Candidates are advised not to bring any valuable/costly items to the examination centre, as safe keeping of the same cannot be assured. The concerned Authority (Navy) will not be responsible for any loss in this regard.

(c) Without prejudice to criminal action/debarment from examination wherever necessary. Candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found having indulged in any of the following:-

(i) In possession of Mobile Phones & Accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched Off mode and in person or otherwise.

(ii) Involved in malpractices.

(iii) Using unfair means at examination centre.

(iv) Obtaining support for his/her candidature by any means.

(v) Impersonate / 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 Recruitment Staff 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 for the conduct of examination.
- (xii) Candidate will be ineligible for the examination, if not fulfilling the eligibility conditions mentioned in the advertisement.
- (xiii) Candidature can also be cancelled at any stage of the recruitment on any other ground which the Competent Authority considers to be a sufficient cause for cancellation of candidature.
- (xiv) You have to make your own arrangements for boarding and lodging etc., for the Recruitment Test as per date, time and venue of examination.
- (xv) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (xvi) Candidates should check Admit Card carefully and bring out the discrepancies, if any, to the notice of the Invigilator before the examination.
- (xvii) Candidates are directed to undertake the recruitment test at their own risk, i.e. after verifying that they fulfil the qualifications in the advertisement and admission to the test is purely provisional.
- (xviii) The candidate must note that the verification of eligibility condition i.e. age, educational qualification, etc., with reference to original documents for only those candidates who qualify in the recruitment test, will be carried out by the Competent Authority. **Unless the candidature is formally confirmed by the Competent Authority, his appointment to the post continues to be "Provisional".**
- (xix) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.
- (xx) Calling for completion of written examination/pre-recruitment formalities does not entail any individual for appointment for the applied post. Candidature of any individual may be cancelled for the said post, **if at any stage, it is found that the individual does not fulfil the eligibility criteria for the advertised post.** The decision of the Competent Authority/HQ ENC regarding issuing of appointment order to the individual for the selected post will be final.

**FOR ANY CLARIFICATION /ASSISTANCE, CANDIDATE MAY CONTACT**

Indian Naval website [www.indiannavy.nic.in](http://www.indiannavy.nic.in)

**Contact No. 0891-2812946**

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10. (a) Educational qualification(Matriculation onwards)(attach certificate) :

Qualification	University/Board	Year of Passing	Total Marks Secured	Percentage of Marks	Div/Class

11. Experience (attach certificate):

Post held & Pay Scale	Office/ Institute	Period of Service		Total Period in years & months	Nature of Duties
		From	To		

12. Identification mark (please write in the box)

### **DECLARATION**

(a) I hereby declare that all the statements made by me in the application are true, complete and correct to the best of my knowledge and belief. I have not suppressed any information. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any point of time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

(b)\* I have informed my Head Officer/Deptt. in writing that I am applying for this post.

(c)\* I have no objection to my scores and ranking in the recruitment examination in being made public through portal in accordance with DOP&T OM dated 21 Jun 16.

\*{Strike if not applicable}

Place:

(Left hand Thumb Impression)

Date:

(Signature of the candidate)

Enclosures:-

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

**ANNEXURE-II**

**(Format of Certificate to be produced by Other Backward Classes (OBC) applying for appointment to posts under the Government of India)**

This is to certify that Shri/Smt/Kum \_\_\_\_\_ son/daughter of \_\_\_\_\_ 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/Kum \_\_\_\_\_ and /or his / her family ordinarily reside(s) in the \_\_\_\_\_ District /Division \_\_\_\_\_ of \_\_\_\_\_ State /Union Territory. This is also to certify that he/she does not belong to the persons / section (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.,

Date:

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.

**(Undertaking to be given by serving Armed Force personnel who are due to be released within one year)**

It is certified that Ser. No. \_\_\_\_\_ Rank \_\_\_\_\_

Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_.

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 for the appointment to a vacancy reserved for Ex-Servicemen 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-servicemen.

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 and name of candidate

Place:

Date :

**(Format of certificate to be submitted by 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 Civilian Employee holding the post of \_\_\_\_\_  
of basic pay of Rs. \_\_\_\_\_ in the Level of Pay Matrix \_\_\_\_ Cell \_\_\_\_ with 03  
years regular/continuous service in the grade as \_\_\_\_\_.

2. There is no objection to his appearing for the post of \_\_\_\_\_ and  
Document verification for the said recruitment.

**Note:** The present service is rendered on same lines or in the allied cadres.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Telephone No. \_\_\_\_\_

Office Seal \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

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

**(Format of the certificate to be produced by Scheduled Castes and Schedule Tribes Candidates applying for appointment to posts under Government of India)**

**FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Smt/Kum \_\_\_\_\_  
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 Caste) 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 Re-organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Area (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976,
- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956\*
- The Constitution (Andaman & 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) Order (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 Caste/Scheduled Tribes Certificate issued to Shri/Smt/Kum \_\_\_\_\_  
Father/Mother \_\_\_\_\_ of Shri / Smt  
/Kum \_\_\_\_\_ of village/town \_\_\_\_\_ in the  
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/Smt/Kum\_\_\_\_\_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)  
State/Union Territory of\_\_\_\_\_

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.

Government of \_\_\_\_\_  
(Name & Address of the authority issuing the certificate)

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

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

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

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

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. feet 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 recognised as a Scheduled Caste, Scheduled Tribe and other Backward  
Classes (central list).

Recent Passport size  
attested photograph  
of the applicant.

Signature with seal of Officer

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.

Note 4: The Income and Asset Certificate issued by any one of the following authorities:-

(i) District Magistrate/ Addl. District Magistrate/Collector/Deputy Commissioner/ Addl. Dy. Commissioner/ 1<sup>st</sup> Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Asst. Commissioner. (ii) Chief Presidency Magistrate / Addl. Chief Presidency Magistrate/ Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer or the area where the candidate and /or his family normally resides.