



RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2023
AT NATIONAL HYDROGRAPHIC OFFICE, DEHRADUN

1. Indian Navy invites applications for the below mentioned posts classified as Group 'C', Non-Gazetted, Non- Ministerial, Non-Industrial from eligible candidates to apply in proforma appended below by Registered/Speed Post (Application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the Units under administrative control of National Hydrographic Office, Dehradun (Uttarakhand), however they can be posted anywhere in India, in Naval units/formations in case of any administrative requirement:-

SI No.	Name of Post (Classification with Pay Scale as per 7 th CPC-Level in the Pay Matrix)	Distribution of vacancies*						ESM	Horizontal Reservation# (for PwBDs)
		UR	OBC	SC	ST	EWS	Total		
(a)	Cameraman Level in the Pay Matrix- Level 5(Rs. 29200-92300)	01	-	-	-	-	01	-	
(b)	Dark Room Assistant Level in the Pay Matrix- Level 4(Rs. 25500-81100)	01	-	-	-	-	01	-	

*Subject to variation of vacancies

#Suitability for PwDs – As per Ministry of Social Justice & Empowerment Gazette notification dated 04 Jan 2021, subject posts are identified suitable for persons belonging to various PwBD categories as indicated below. Applicant may apply for post accordingly.

SI No.	Name of Post	Categories of disabled suitable for the Job	Functional Requirement
(a)	Cameraman	a) D, HH b) OL, BL, CP, LC, Dw, AAV c) ASD(M), SLD, MI d) MD Involving (a) to (c) above	S,ST,W,BN,MF, SE
(b)	Dark Room Assistant	a) D, HH b) OL, BL, CP, LC, Dw, AAV c) ASD(M), SLD, MI d) MD involving (a) to (c) above	S,BN,MF,RW,SE

Note:- Applicants must be in possession of disability certificate issued by the Competent Authority prior to applying Offline, in the format given in GOI/DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013.

1. **Abbreviations used.** UR-Unreserved, SC-Scheduled Caste, ST- Scheduled Tribe, OBC-Other Backward Class, ESM- Ex-Servicemen, EWS – Economically Weaker Section, PwBDs- Persons with Benchmark Disabilities, OA- One Arm, OL-One Leg, BL – Both Keg, HH – Hearing Handicapped, S - Sitting, ST-Standing, BN- Bonding, MF – Manipulation by Fingers. SE – Seeing. RW – Reading & Writing, C – Communication, Cat D – Category D of Disability specified in



provisions of DoP&T OM dated 04 Jan 21 on reservation for the Persons with Benchmark Disabilities.

2. **Age & Essential/ Desirable Qualification.**

<u>Sl No.</u>	<u>Name of Post</u>	<u>Age</u>	<u>Educational Qualification and Experience</u>
(a)	Cameraman	Between 20 to 35 years	1. Matriculation or equivalent. 2. (i) Diploma or Certificate in Printing Technology awarded after at least two years course or training from a recognized Institute. (ii) 5 years' experience of operating process cameras. OR 10 years experience as a Cameraman or photographer in Military Survey, Survey of India or other photo-litho establishment of repute. (for ex-Servicemen only).
(b)	Dark Room Assistant	Between 20 to 35 years	1. Matriculation or equivalent. 2. 3 years' experience in a Photo Studio. 3. Knowledge of chemicals used in photographic process in a studio.

4. **Nature of Duties**

(i) **Cameraman** - He is in-charge of Camera section comprising of Camera units and Photo typesetting unit. He should be able to operate process as well as digital cameras. He is to be conversant in photography as well as in photo studio. He will be assisted by Dark Room Assistant. He is also responsible for the proper used plate stowage under the supervision of CTP in-charge and is also in-charge of Repository compartment.

(ii) **Dark Room Assistant.** He is responsible for the following:-

- a) Assisting Cameraman in day to day work.
- b) Assisting Cameraman in setting and adjusting the camera and loading the film.
- c) Operating of camera, Photostat machine in the absence of cameraman.
- d) Regular maintenance of Camera, Photostat machine, Waxing machine and Drying machine.

Note:- The above list of duties is only illustrative and not exhaustive. Section/Department of the Indian Navy may add in the list, duties ordinary performed by personnel at this level.



5. **Relaxation and Crucial date**

(a) **Age Relaxation**

Sl. No	Category	Age Relaxation permissible beyond the upper age limit
(i)	PwDs	UR-10 years
(ii)	ESM	UR- 03 Years after deduction of the Military service rendered from actual age as on the closing date.
(iii)	For Central Govt. Employees	40 years 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.
(iv)	Meritorious Sports person	05 years

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

(b) **Crucial Dates.** The crucial date for determining the age limit will be the **closing date of receipt of applications from candidates in all over India i.e. 21 days from the date of publication of advertisement in employment news** (and not the closing date for prescribed for those residing in distant places of India viz. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Ladakh, Lahaul & Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Lakshadweep, Andaman & Nicobar Islands). Only Matriculation/SSC/Birth Certificate issued by the concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

6. **Mode of selection.**

(a) **Short listing of Applications.** Where the number of applications received is too large (for posts with requisite minimum qualification as per SRO) 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 specified at para 3 of this recruitment/post. 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 shortlisted/eligible candidates will have to appear in the written examination consisting of objective type questions based on the essential/desirable qualification as mentioned at para 3 above and the question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below:-



Part	Subject	Maximum Marks
(i)	General English	20
(ii)	Numerical Aptitude	20
(iii)	General intelligence/Awareness and Reasoning	20
(iv)	Awareness in relevant trade/field	40

(c) **Indicative Syllabus for Examination.**

(i) **General Intelligence/Awareness and Reasoning.** 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 question design to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical combinations and other analytical functions along with general science. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economics scene, general policy including Indian Constitution and Scientific Research etc. These questions will be such that they do not require special study of any discipline.

(ii) **Numerical Aptitudes:** This paper will include question 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.,

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

(iii) **Awareness in relevant trade/field.** The test will include questions relating to Trade/Post, as per the essential/desirable qualification specified at Para 3 above.

Note. The question paper will be provided in **English and Hindi languages** only.

(d) **Examination Centre and Date of Examination.** Written examination will be conducted at National Hydrographic Office, Dehradun only. Exact date, time and venue of written examination will be communicated on Admit Card issued to the shortlisted candidates. Indian Naval Website www.indiannavy.nic.in and National Hydrographic Office, Dehradun website www.hydrobharat.gov.in may also be referred from time to time for any further instructions/amendments.



(e) **Scribe (if applicable).** Any person with Benchmark disability of 40% and above can avail the assistance of Scribe in the written examination subject to such request of scribe being made while filling offline Application. Further, they will be allowed **compensatory time** in the examination, as applicable, in accordance with extant regulations.

'PwBD candidates will have to give letter of undertaking in prescribed format for using own scribe. PwBD candidates having medical categories other than blindness, locomotor disability (both arm affected-BA) and cerebral palsy, will also have to produce prescribed certificate regarding physical limitation to write i.a.w Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III dated 29 Aug 18.'

(f) **Resolution of Tie cases.** In cases where more than one candidate secures the equal aggregate marks in the examination, the cases will be resolved by applying the following criteria, one after another, as applicable, till the tie is resolved.

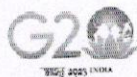
- (a) Date of Birth, with older candidates placed higher.
- (b) Alphabetical order in which names of the candidates appear.

(g) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination only. Subject to satisfaction of document verification, medical examination and other requirement as specified by the Government of India and Appointing Authority.

(h) **Document Verification.** All provisionally selected applicants will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate, NOC etc., required to produce in original at the time of Document Verification and will be scrutinized and verified prior to provisional appointment 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. and National Hydrographic Office, Dehradun website www.hydrobharat.gov.in.**

7. **Last date for submission.** Applications invited from the eligible candidates by Registered/Speed post only as per **Annexure – I**, so as reach to the Chief Hydrographer, National Hydrographic Office, 107A, Rajpur Road, Post Box No. 75, Dehradun – 248001 (Uttarakhand) within **21 days from date of publication of advertisement in Employment News** and the last date of receipt of Application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Lakshadweep, Andaman & Nicobar Islands and Lakshadweep will be **28 days from the date of publication of advertisement in Employment News.**

8. **How to apply.** The Application should be on plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format (see below), affixed with recent passport size colour photograph (not older than 06 months) duly self-attested on the front side without defacing. The envelope must clearly superscribed on the top as **APPLICATION FOR THE POST OF "CAMERAMAN OR DARK ROOM ASSISTANT" and CATEGORY " "** (i.e. UR/SC/ST/OBC/PwBDs) and sent by Registered/Speed post only to **The Chief Hydrographer, National Hydrographic Office, Post Box No. 75, 107A, Rajpur Road, Dehradun – 248001 (Uttarakhand)** along with the following:-



- (a) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly candidates who have passed from a recognized Board/Institution which has 'Grade Point' system need to get their grade point converted into percentage of marks by appropriate authorities before applying.
- (b) If the candidate commits any mistake in filling the application form, it cannot be corrected by this office. This office will take no responsibility of any kind for such forms.
- (c) The applicants must ensure that while filling the application form, they are providing their valid and active e-mail IDs and mobile numbers as Indian Navy may use wither mode of communication for contacting them at different stages of recruitment process. This office will not be responsible for non-receipt of e-mail. No change in the e-mail ID will be allowed once entered. Management will not be responsible for non-receipt of e-mail and loss of their e-mail ID password.
- (d) Two additional Passport size photographs (as same as pasted on application form) for Admit Card and Exit card self-attested on the reverse side and full name written.
- (e) Self attested copies of certificates of relevant educational qualifications, Experience and self attested copies of higher qualification if any.
- (f) Self attested copy of proof for date of birth (10th certificate or Birth Certificate).
- (g) The Government Servants are to enclose undertaking regarding intimation to employer with the application form.
- (h) Self-attested copy of certificate showing the Disability for PwBD candidate. It may be noted that only such persons would be eligible for relaxation in age who suffer from not less than 40% (percent) of suitable disability. The candidates are to enclose PwBDs certificate indicating percentage of disability issued by Competent Medical Authority.
- (j) A self-addressed envelope of size 23x12 cm with postage stamp of Rs. 45/- affixed on the cover.

9. **General Instructions/Conditions.**

- (a) Indian nationals and candidates eligible as per GoI, DOP&AR OM No. 15014/3 (S)/76-Ests (B) dated 01 Mar 1977 orders can apply for the above post.
- (b) The applicant should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If 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 crucial date i.e 21 days from the date of publication of this advertisement in Employment News.



- (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 (**Annexure-II**).
- (e) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.
- (f) Applicants are also requested to check www.hydrobharat.gov.in and www.indiannavy.nic.in website regularly till completion of recruitment for updates/corrigendum and any further instructions.
- (g) 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. Mobile and other electronic gadgets are banned within the premises of the examination centers. 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 and no enquiry/correspondence will be entertained in this regard.
- (h) The Persons with benchmark Disabilities, who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority in the prescribed format given at enclosure of GOI/DoP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 13 and 36035/02/2017-Estt(Res) dated 15 Jan 2018(**Annexure-III**) and **Appendix-I & II**.
- (j) 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.
- (k) The duration of the examination is 90 minutes. 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 recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (l) The results of the written examination will be published in the Employment News and also uploaded on www.indiannavy.nic.in and www.hydrobharat.gov.in. 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 16. If a candidate does not wish to makes score public, may opt out by striking through the para (c) under declaration in application Form.
- (m) 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 (**Annexure-IV**).



10. **Important Instructions to the candidates.**

- (a) Your candidature to the recruitment test is provisional subject to being found eligible in all respects.
- (b) 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 centers, 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 document 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 Question Paper/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) Candidates will be ineligible for the examination by not fulfilling the eligibility conditions mentioned in the advertisement.
 - (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Competent Authority considers to be sufficient cause for cancellation of candidature.



- (c) Applicants have to make their own arrangements for boarding and lodging etc for the Recruitment Test as per date, time and venue of examination. Applicants are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (d) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (e) Candidates should check Admit Card carefully and bring out the discrepancies, if any, to the notice of the Invigilator before the examination.
- (f) Candidates are to undertake the recruitment test at their own risk, i.e. after verifying that they fulfill the qualifications in the advertisement and admission to the test is purely provisional. **In this regard, a Declaration form is to be signed by the individual before appearing for the examination.**
- (g) 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, it continues to be 'Provisional'.**
- (h) The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of the candidature, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- (j) If a candidate fails to attend on the date and time indicated for examination of the advertised posts, his/her candidature will be treated as cancelled.
- (k) Calling for written examination/pre-recruitment formalities does not entail any individual for appointment to 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 fulfill the eligibility criteria for the advertised post.** The decision of the Competent Authority regarding issuing of appointment order to the individual for the applied post will be final.
11. **Action against candidate found guilty of misconduct.** If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Indian navy for the period mentioned below:-



SI No.	Type of Malpractice	Debarment Period
1	Taking away any Examination related material such as Question Paper, Rough Sheets, Indian Navy's copy of attendance sheet etc., from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or any of Indian Navy's representatives etc.	3 Years
3	Obstruct the conduct of examination/instigate other candidates not to take examination.	3 Years
4	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
5	Obtaining support/influence for his/her candidature by any irregular or improper means in connection with his/her candidature.	3 Years
6	Possession of Mobile phone in 'Switched on' or 'Switched off' mode	3 Years
7	Appearing in the same examination more than once in contravention of the rules	3 Years
8	A candidate who is also working on examination related matters in the same examination.	3 Years
9	Damaging examination related infrastructure/equipment	5 Years
10	Appearing in the Exam with forged Admit Card, Identity Proof	5 Years
11	Possession of fire arms/weapons during the examination	5 Years
12	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or any of Indian Navy's representatives etc. threatening/intimidating examination functionaries with weapons/fire arms	7 Years
13	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts etc.	7 Years
14	Possession of Bluetooth Devices, Spy cameras, and any other electronic gadgets in the examination hall	7 Years
15	Impersonate/Procuring impersonation by any person.	7 Years
16	Taking snapshots, making videos of question papers, or examination material, labs etc	7 Years



CAUTION TO ALL CANDIDATES-

12. Beware of touts who may misguide with false promise of getting candidate selected for the job on illegal consideration. Selection is based purely on merit. Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the written test and the selection process will be strictly based on merit and will be conducted in a transparent manner.

**FOR ANY CLARIFICATION/ASSISTANCE,
CANDIDATE MAY CONTACT ON 135-2746290**

E-mail: inho@navy.gov.in

Sportsperson

7. Aadhaar No. _____

8. If applied under PwBDs category (attach certificate)

Disability(VH/HH/OH/ORS)	% Disability	Scribe required (Yes/No)

9. Nationality:

10. Gender: (Please tick(/) in appropriate box)
 Male Female Transgender

11. Marital Status: - Single/Married/Divorced/Separated.....

12. Religion :

13. Educational qualification(Matriculation including higher qualifications if any) (attach certificate):

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

14. Experience (attach certificate) :

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

15. Departmental/Central Govt. Employees: (Please tick(/) in appropriate box)

 Departmental Candidate Central Govt. Employee

16. 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 in 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 Office/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}

(Candidate's name & signature)

:

Date

Place:

Enclosures:-

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

ANNEXURE-II

**(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)

1. It is certified that Shri/Smt/Kum. _____
Is a Central Government Civilian Employee holding the post of _____ in
the pay scale 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)

Form-I
Disability Certificate

(In case of amputation or complete permanent paralysis of limbs and in cases of blindness)
(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face only)
of the person with
disability

Certificate No. _____

Date: _____

This is certified that we have carefully examined Shri/Smt/Kum
S/o/D/o/W/o

Shri _____ Date of Birth _____ Age
_____ years, male/female _____ Registration No.
_____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District
_____ State _____

Whose photograph is affixed above, and am satisfied that

(A) he /she is case of:

- Locomotors disability
 - Blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is

(A) He/She has% (in figure)percent (in words) permanent physical impairment/blindness in relation to his/her (part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb impression of the disable person

Form-II
Disability Certificate
(In case of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Recent PP size
Attested
Photograph
(Showing face only)
of the person with
disability

Certificate No. _____ Date: _____
This is certified that we have carefully examined Shri/Smt/Kum
S/o/D/o/W/o _____
Shri _____ Date of Birth _____ Age
_____ years, male/female _____ Registration No.
_____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District
_____ State _____

Whose photograph is affixed above, and am satisfied that

(A) He /she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent impairment/mental disability(in %)	Physical
1	Locomotor disability	@			
2	Low vision	#			
3	Blindness	Both eyes			
4	Hearing impairment	£			
5	Mental retardation	X			
6	Mental-illness	X			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines(to be specified), is follows:-

In figures:- _____ percent
In words:- _____ percent.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is
 - (i) not necessary.
 - Or
 - (ii) is recommended /after _____ years _____ months, and therefore this certificate shall be valid till _____
(DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

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Name and seal of member

Name and seal of Member Name and seal of the Chairperson

Signature/Thumb impression of the disabled person

Form-III
Disability Certificate
(In case other than those mentioned in Forms II and III)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Recent PP size
Attested
Photograph
(Showing face only)
of the person with
disability

Certificate No. _____ Date: _____

This is certified that we have carefully examined Shri/Smt/Kum
S/o/D/o/W/o

Shri _____ Date of Birth _____ Age
_____ years, male/female _____ Registration No.
_____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District
_____ State _____

Whose photograph is affixed above, and am satisfied that he /she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines(to be specified) and is shown against the relevant disability in the table below:-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent impairment/mental disability(in %)	Physical
1	Locomotor disability	@			
2	Low vision	#			
3	Blindness	Both eyes			
4	Hearing impairment	£			
5	Mental retardation	X			
6	Mental-illness	X			

(Please strike out the disabilities which are not applicable)

2. This above condition is progress/non-progressive/likely to improve/ not likely to improve.

3. Reassessment of disability is:

(i) not necessary.

Or

(ii) is recommended/after _____ years _____ months and therefore this certificate shall be valid till _____
(DD) (MM) (YY)

- @ e.g. Left/Right/both arms/legs
- # e.g. Single eye/both eyes
- \$ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/ Head of Government Hospital. In case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the disabled person

Note 1: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District."

Note 2: The principal rules were published in the Gazette of India vide notification number S. O. 908(E), dated the 31st December, 1996.

APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a

Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the centre) in the District _____ (name of the state). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

ANNEXURE-IV

(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 to be appointed 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:

CBC- 10702 /11/0058/2324