Notification No: MMG/36/Sk. Artisan/DR/II/95

भारत सरकार, Government of India
संचार मंत्रालय /Ministry of Communications
भारतीय डाक विभाग, Department of Posts
डाक वाहन सेवा, Mail Motor Services

वरिष्ठ प्रबन्धक का कार्यालय
O/o the Senior Manager
डाक वाहन सेवा, कोलकाता
Mail Motor Services, Kolkata
१३९, बेलेघाटा रोड, 139, Beleghata Road
कोलकाता/Kolkata-700015
2TF J79M 2MC
Dated: 29/10/2026

CORRIGENDUM TO THE NOTIFICATION DATED.19.05.2020. *(PUBLISHED IN EMPLOYMENT NEWS DURING THE PERIOD FROM 03rd -09th OCTOBER 2020)*

APPLICATIONS ARE INVITED FROM ELIGIBLE INDIAN CITIZENS FOR THE FOLLOWING POSTS OF SKILLED ARTISAN/TRADESMEN OF MMS, KOLKATA IN WEST BENGAL CIRCLE (The Vacancies pertains to the year 2015-16, 2016-17, 2017-18). The details of vacancies are as under,

Name of the Post	Trade	No. of Vacancies	Reservation point			
			SC	OBC	ST	UR
Skilled Artisans/ Tradesmen (General central service, Group-C, Non-Gazetted, Non-Ministerial)	MV Mechanic	8 *	2	1	1	4
	MV Electrician	4	1	1	-	2
	Tyreman	2	-	1	-	1
	Blacksmith	2	1	-	-	1
	Painter	1	-	-	-	1
	Upholsterer	1	-	-	-	1
	Carpenter & Joiner	1	-	1	-	-
	Total	**19**	**4**	**4**	**1**	**10**

*Two (02) of the vacancies for the MV Mechanic post mentioned above is earmarked for Ex-serviceman (ESM) & will be filled from any category for Ex Servicemen quota and the said ESM vacancy will be adjusted horizontally against communal reservation as the case may be depending upon category to which selected candidates belongs to that means vacancy earmarked for ESM is marked within total vacancies.

Note:

a) **All previous applications in response to previous notification dated 08/08/2018 & dated 19.05.2020 (Published in employment news during the period 15th -21st September 2018 and 03rd -09th October 2020 respectively) would be considered.** ***However, fresh application mentioning their choices as per the vacancies which are notified through the corrigendum would be preferable.***

b) ***In case multiple applications are received from the same candidate, only the latest application would be considered.***

c) ***Apart from those candidates who had applied for these posts in response to the previous notifications, fresh candidates may also apply for the vacancies notified as per eligibility conditions.***

LAST DATE FOR RECEIPT OF APPLICATION: on or before **30/11/2026 up to 17:00 hrs.**

SCALE OF PAY: Rs. 19,900/- to 63,200/- (Level 2 in the pay matrix as per 7th CPC) + admissible allowances.

PERIOD OF PROBATION: One year.

1. ELIGIBILITY:

a. Age limit for direct recruits: 18 to 30 years as on 01.07.2018 for unreserved candidate (UR).

Relaxation of Age Limit (for reserved posts)

i. SC/ST : By 05 years.
ii. OBC (Non creamy layer) : By 03 years.
iii. For Central Government servant: Servants up to 40 years in accordance with the instructions or orders issued by Central Government.
iv. For Ex-Servicemen: Up to a maximum of 3 years for unreserved category [08 (3+5) years for SC & ST and 06 (3+3) years for OBC] after deduction of the Military Service (Motor vehicle Mechanic trade) rendered from the actual age.
v. Relaxation will be provided as above to SC/ST/OBC (NCL) candidates in respect of vacancies reserved for them.

b. Educational & Other qualifications for direct recruits:

i. A certificate in the respective trade from any Technical Institution recognized by Government **OR** VIII Std. passed with experience of one year in the respective trade.
ii. Candidate who applied for the trade of M.V. Mechanic should possess a valid Driving Licence (HMV) to drive any vehicle in service in order to test it.

2. METHOD OF SELECTION :

Selection of Skilled Artisans/Tradesmen shall be made from amongst the candidates possessing the requisite qualifications and valid HMV driving license (applicable for MV Mechanic only), by means of Competitive Trade Test on the basis of syllabus in the respective trade. Syllabus, date, venue & duration etc will be informed to the eligible candidates along with Hall Permits. No communication will be entertained with respect to rejected applications.

3. Application must be signed by the candidate and accompanied with:

Photocopies of the following certificates duly self-attested by the candidate:

i. Age proof (Birth certificate/Class 10th certificate/School leaving certificate etc.)
ii. Address proof.
iii. Indian Citizenship (Passport/ Birth certificate/Voter ID Card/Domicile/Permanent Residential Certificate or any certificate issued by State/Central Govt. to show Indian Citizenship etc.)
iv. Educational Qualification.
v. Technical Qualification (ITI/etc.).
vi. HMV Driving Licence/Licence Extract [in case of M.V. Mechanic only].
vii. One year Trade experience of respective trade/post. Technical Experience certificate indicating name & address of organization with full postal address.
viii. SC/ST/OBC (NCL)/ESM Certificate issued by Competent Authority. Community Certificate issued by appropriate authority for appointment in Central Government Service / Posts only will be considered (Format enclosed). OBC Non creamy layer candidate should submit valid caste certificate in prescribed format issued by competent authority.
ix. Two self-attested copies of recent passport size photographs (in the front side), one should be pasted in the application form and the other should be attached with the application form.

4. Instruction to Candidates

i. Application on plain paper in the prescribed format should be submitted by the candidate duly filled correctly and completely duly signed by the candidate.

ii. One Passport size photograph should be affixed at the place meant for the purpose on the application form and should be duly self-attested.

iii. The application will be scrutinized as per the eligibility criteria and eligible applicants will be called for trade test.

iv. If applicant desires to submit applications for multiple trades, he should submit separate application for each trade.

v. Application will be liable for rejection also due to following reasons.

a. Application sent by courier or any other transmission (except speed post) will not be entertained/considered.
b. Unsigned application /without self-attested documents.
c. Without valid community certificate.
d. Not possessing the requisite qualification/relevant experience on letter head of firm without full address details.
e. Application for more than one trade in single application.
f. Under aged /Over aged candidates.
g. HMV License attested copies in r/o MV Mechanic trade only.
h. Incomplete or application received after due date.
i. Applications without required information /attachments/Community certificate as per the notification will be summarily rejected without intimation.
j. Mutilated or damaged applications/documents etc.
k. Experience certificate without full postal address.
l. Wrongly addressed applications either on application or on envelope will also be rejected.
m. Applications without complete information or without self-attested copies of certificates will be rejected straightway without any notice or information.

5. No TA-DA will be paid for test.

6. Original certificates should not be sent along with the application. Only attested copies of certificates should be sent.

7. No correspondence of any nature will be entertained.

8. Candidate will be selected on the basis of qualification, experience, vacancy in particular community, Skill test and merely possessing minimum qualification will not vest any right to the candidates to be called for trade test.

9. The vacancies notified are subject to change and the issuing authority reserves right to modify/cancel the notification without assigning any reason there to.

10. The corrigendum is being issued in compliance with various orders issued by the Hon'ble CAT.

Applications for the different trade should be sent in separate envelope and the candidate should **superscribe the trade applied for** on the envelope which should be addressed and sent to '**The Senior Manager, Mail Motor Services, 139, Beleghata Road, Kolkata-700015**' through **Speed Post only.**

The last date of receipt of application is on or before **30/11/2026 by 17.00** Hours. Application(s) without complete information or without copies of desired certificates or the application(s) enclosing copy/copies of the certificate(s) **without self-attestation will be rejected straight way** without any notice or information.

In case of any discrepancy, the English version of the notification shall be treated as final.

Enclosure- Format of Application

Senior Manager,
Mail Motor Services,
Kolkata-700015

FORMAT OF APPLICATION FOR SKILLED ARTISANS, MAIL MOTOR SERVICES, KOLKATA (To be sent through Speed Post only)

1.	Name of Trade Applied for :						**PHOTO DULY SELF ATTESTED**
2.	Name of the Candidate (IN CAPITAL LETTERS) :						
3.	Category of community to which the candidate belongs to (Tick whichever is applicable)	UR	SC	ST	OBC	Ex-Servicemen	
4.	Father's name						
5.	Address for communication Email Id:						
6.	Religion / Nationality						
7.	Date of Birth						
8.	Age as on 01.7.2018	YY: MM : DAYS :					
10	Details of Educational Qualification						
11	Details of Technical Education (I.T.I. in relevant trade)						
12	Details of technical experience in the respective trade a. Name of the Organization with full address : b. Period of Experience :From_____ to _____						
13	Details of Driving License (For the trade of MV Mechanic only) License No : Date of issue of LMV : Validity of LMV : Date of issue of HMV : Validity of HMV :						

I hereby declare that the information/document provided is true, valid and authentic.

Date:
Place**:** **Signature of candidate**

Format of envelope **By Speed Post only**

Application for the post of /Name of Trade: _____

From:

To,
Senior Manager, Mail Motor Services,
139, Beleghata Main Road,
Kolkata-700015

Notification No: MMG/36/Sk. Artisan/DR/II/95

भारत सरकार, Government of India
संचार मंत्रालय /Ministry of Communications
भारतीय डाक विभाग, Department of Posts
डाक वाहन सेवा, Mail Motor Services

वरिष्ठ प्रबन्धक का कार्यालय
O/o the Senior Manager
डाक वाहन सेवा, कोलकाता
Mail Motor Services, Kolkata
१३९, बेलेघाटा रोड, 139, Beleghata Road
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2TF J79M 2MC
Dated: 29/10/2026

(03 से 09 अक्टूबर 2020 के दौरान 'एम्प्लॉयमेंट न्यूज़' में प्रकाशित) 19.05.2020 की अधिसूचना में सुधार

पश्चिम बंगाल सर्कल में MMS, कोलकाता के अंतर्गत 'स्किल्ड आर्टिसन/ट्रेड्समैन' (कुशल कारीगर) के पदों के लिए पात्र भारतीय नागरिकों से आवेदन आमंत्रित किए जाते हैं (ये रिक्तियां वर्ष 2015-16, 2016-17 और 2017-18 से संबंधित हैं)। रिक्तियों का विवरण इस प्रकार है:

Name of the Post	Trade	No. of Vacancies	Reservation point			
			SC	OBC	ST	UR
Skilled Artisans/ Tradesmen (General central service, Group-C, Non-Gazetted, Non-Ministerial)/ कुशल कारीगर/व्यावसायिक कर्मी (सामान्य केंद्रीय सेवा, समूह-C, अराजपत्रित, गैर-मंत्रालयी)	MV Mechanic	8 *	2	1	1	4
	MV Electrician	4	1	1	-	2
	Tyreman	2	-	1	-	1
	Blacksmith	2	1	-	-	1
	Painter	1	-	-	-	1
	Upholsterer	1	-	-	-	1
	Carpenter & Joiner	1	-	1	-	-
	Total	**19**	**4**	**4**	**1**	**10**

*ऊपर बताए गए MV मैकेनिक पद की रिक्तियों में से दो (02) रिक्तियां पूर्व सैनिकों (ESM) के लिए आरक्षित हैं। इन्हें पूर्व सैनिक कोटे के तहत किसी भी श्रेणी से भरा जाएगा। इन ESM रिक्तियों को संबंधित श्रेणी के आरक्षण (कम्युनल रिजर्वेशन) के अंतर्गत 'हॉरिजॉन्टल' (क्षैतिज) रूप से समायोजित किया जाएगा; यानी, चयनित उम्मीदवार जिस श्रेणी से संबंधित होगा, उसके अनुसार यह समायोजन होगा। इसका अर्थ यह है कि पूर्व सैनिकों (ESM) के लिए आरक्षित ये रिक्तियां कुल रिक्तियों के भीतर ही शामिल हैं।

नोट:

a) 08/08/2018 और 19.05.2020 की पिछली अधिसूचनाओं (जो क्रमशः 15-21 सितंबर 2018 और 03-09 अक्टूबर 2020 के दौरान 'एम्प्लॉयमेंट न्यूज़' में प्रकाशित हुई थीं) के जवाब में प्राप्त सभी पिछले आवेदनों पर विचार किया जाएगा। हालाँकि, शुद्धिपत्र (corrigendum) के माध्यम से अधिसूचित रिक्तियों के अनुसार अपनी पसंद बताते हुए नया आवेदन देना बेहतर होगा।

b) यदि एक ही उम्मीदवार से कई आवेदन प्राप्त होते हैं, तो केवल सबसे (नवीनतम) आवेदन पर ही विचार किया जाएगा।

c)जिन उम्मीदवारों ने पिछली अधिसूचनाओं के जवाब में इन पदों के लिए आवेदन किया था, उनके अलावा, नए उम्मीदवार भी पात्रता शर्तों के अनुसार अधिसूचित रिक्तियों के लिए आवेदन कर सकते हैं।

आवेदन प्राप्त होने की अंतिम तिथि: 30/11/2026 को या उससे पहले, 17:00 बजे तक।

वेतनमान: 19,900/- रुपये से 63,200/- रुपये (7वें CPC के अनुसार पे मैट्रिक्स में लेवल 2) + देय भत्ते।

परिवीक्षा अवधि (प्रोबेशन पीरियड): एक वर्ष।

1. पात्रता:

a. सीधी भर्ती के लिए आयु सीमा: अनारक्षित श्रेणी (UR) के उम्मीदवारों के लिए 01.07.2018 को आयु 18 से 30 वर्ष होनी चाहिए।
आयु सीमा में छूट (आरक्षित पदों के लिए)

i. SC/ST : 05 वर्ष की छूट।
ii. OBC (नॉन-क्रीमी लेयर) : 03 वर्ष की छूट।
iii. केंद्र सरकार के कर्मचारियों के लिए: केंद्र सरकार द्वारा जारी निर्देशों या आदेशों के अनुसार, 40 वर्ष तक के कर्मचारी।
iv. भूतपूर्व सैनिकों (Ex-Servicemen) के लिए: वास्तविक आयु में से सैन्य सेवा (मोटर वाहन मैकेनिक ट्रेड) की अवधि घटाने के बाद, अनारक्षित श्रेणी के लिए अधिकतम 3 वर्ष की छूट [SC और ST के लिए 08 (3+5) वर्ष और OBC के लिए 06 (3+3) वर्ष की छूट]।
v.SC/ST/OBC (NCL) उम्मीदवारों को उनके लिए आरक्षित रिक्तियों के संबंध में ऊपर बताई गई छूट दी जाएगी।

b. सीधी भर्ती के लिए शैक्षिक और अन्य योग्यताएं:
i. सरकार द्वारा मान्यता प्राप्त किसी तकनीकी संस्थान से संबंधित ट्रेड में प्रमाण पत्र, या संबंधित ट्रेड में एक साल के अनुभव के साथ आठवीं कक्षा पास होना चाहिए।
ii. M.V. मैकेनिक ट्रेड के लिए आवेदन करने वाले उम्मीदवार के पास किसी भी वाहन का परीक्षण करने के लिए उसे चलाने हेतु एक वैध ड्राइविंग लाइसेंस (HMV) होना चाहिए।

2. चयन प्रक्रिया:
कुशल कारीगरों/ट्रेड्समैन का चयन उन उम्मीदवारों में से किया जाएगा जिनके पास आवश्यक योग्यताएं और वैध HMV ड्राइविंग लाइसेंस (केवल MV मैकेनिक के लिए लागू) हैं। चयन संबंधित ट्रेड के पाठ्यक्रम (सिलेबस) के आधार पर एक प्रतियोगी ट्रेड टेस्ट के माध्यम से किया जाएगा। पात्र उम्मीदवारों को हॉल परमिट के साथ पाठ्यक्रम, तारीख, स्थान और अवधि आदि की जानकारी दी जाएगी। अस्वीकृत आवेदनों के संबंध में कोई पत्राचार नहीं किया जाएगा।

3. आवेदन पर उम्मीदवार के हस्ताक्षर होने चाहिए और इसके साथ निम्नलिखित प्रमाण पत्रों की फोटोकॉपी संलग्न होनी चाहिए, जिन पर उम्मीदवार के स्वयं के हस्ताक्षर (self-attested) हों:

i. आयु का प्रमाण (जन्म प्रमाण पत्र/10वीं कक्षा का प्रमाण पत्र/स्कूल छोड़ने का प्रमाण पत्र आदि)।
ii. पते का प्रमाण।
iii. भारतीय नागरिकता (पासपोर्ट/जन्म प्रमाण पत्र/वोटर ID कार्ड/मूल निवास प्रमाण पत्र/स्थायी निवास प्रमाण पत्र, या राज्य/केंद्र सरकार द्वारा जारी कोई भी प्रमाण पत्र जो भारतीय नागरिकता दर्शाता हो, आदि)।
iv. शैक्षिक योग्यता।
v.तकनीकी योग्यता (ITI आदि)।
vi. HMV ड्राइविंग लाइसेंस/लाइसेंस एक्सट्रैक्ट [केवल M.V. मैकेनिक के मामले में]।
vii. संबंधित ट्रेड/पद में एक साल का अनुभव। तकनीकी अनुभव प्रमाण पत्र, जिसमें संगठन का नाम और पूरा डाक पता दर्ज हो।
viii. सक्षम प्राधिकारी द्वारा जारी SC/ST/OBC (NCL)/ESM प्रमाण पत्र। केंद्र सरकार की सेवा/पदों पर नियुक्ति के लिए केवल उचित प्राधिकारी द्वारा जारी सामुदायिक प्रमाण पत्र (Community Certificate) ही मान्य होगा (प्रारूप संलग्न है)। OBC नॉन-क्रीमी लेयर (NCL) के उम्मीदवारों को सक्षम प्राधिकारी द्वारा निर्धारित प्रारूप में जारी वैध जाति प्रमाण पत्र जमा करना होगा।
ix. हाल ही की पासपोर्ट साइज़ तस्वीरों की दो स्व-प्रमाणित (self-attested) प्रतियां (सामने की तरफ से) दें; एक को आवेदन पत्र पर चिपकाना है और दूसरी को आवेदन पत्र के साथ संलग्न करना है।

4. उम्मीदवारों के लिए निर्देश

i. उम्मीदवार को निर्धारित प्रारूप में, सादे कागज पर अपना आवेदन पूरी तरह और सही ढंग से भरकर, उस पर हस्ताक्षर करके जमा करना होगा।
ii. आवेदन पत्र पर निर्धारित जगह पर एक पासपोर्ट साइज़ तस्वीर चिपकाएं और उस पर स्वयं हस्ताक्षर (self-attest) करें।
iii. पात्रता मानदंडों के आधार पर आवेदनों की जांच की जाएगी और योग्य आवेदकों को ट्रेड टेस्ट के लिए बुलाया

जाएगा।

iv. यदि कोई आवेदक एक से अधिक ट्रेड के लिए आवेदन करना चाहता है, तो उसे प्रत्येक ट्रेड के लिए अलग-अलग आवेदन जमा करना होगा।

v. निम्नलिखित कारणों से आवेदन रद्द भी किया जा सकता है:

a. कूरियर या किसी अन्य माध्यम (स्पीड पोस्ट को छोड़कर) से भेजे गए आवेदनों को स्वीकार नहीं किया जाएगा।
b. बिना हस्ताक्षर वाला आवेदन / बिना स्व-प्रमाणित दस्तावेजों वाला आवेदन।
c. वैध कम्युनिटी सर्टिफिकेट (जाति/समुदाय प्रमाण पत्र) न होना।
d. आवश्यक योग्यता/अनुभव का न होना, या फर्म के लेटर हेड पर पूरा पता न होना।
e. एक ही आवेदन में एक से अधिक ट्रेड के लिए आवेदन करना।
f. उम्र सीमा से कम या अधिक उम्र वाले उम्मीदवार।
g. MV मैकेनिक ट्रेड के मामले में, HMV लाइसेंस की प्रमाणित प्रतियां न होना।
h. अधूरे आवेदन या नियत तारीख के बाद प्राप्त आवेदन।
i. नोटिफिकेशन के अनुसार जरूरी जानकारी/दस्तावेजों/कम्युनिटी सर्टिफिकेट (जाति प्रमाण पत्र) के बिना भेजे गए आवेदनों को बिना किसी सूचना के तुरंत खारिज कर दिया जाएगा।
j. फटे-पुराने या क्षतिग्रस्त आवेदन/दस्तावेज आदि।
k. ऐसा अनुभव प्रमाण पत्र (एक्सपीरियंस सर्टिफिकेट) जिस पर पूरा डाक पता न हो।
l. गलत पते पर भेजे गए आवेदन (चाहे आवेदन पत्र पर पता गलत हो या लिफाफे पर) भी खारिज कर दिए जाएंगे।
m. अधूरी जानकारी वाले आवेदन या बिना सेल्फ-अटेस्टेड (स्व-प्रमाणित) सर्टिफिकेट की प्रतियों वाले आवेदनों को बिना किसी नोटिस या सूचना के तुरंत खारिज कर दिया जाएगा।

5. टेस्ट के लिए कोई TA-DA (यात्रा भत्ता/दैनिक भत्ता) नहीं दिया जाएगा।
6. आवेदन के साथ ओरिजिनल (मूल) सर्टिफिकेट न भेजें। केवल सर्टिफिकेट की अटेस्टेड (प्रमाणित) प्रतियां ही भेजें।
7. किसी भी तरह के पत्राचार (correspondence) पर विचार नहीं किया जाएगा।
8. उम्मीदवारों का चयन उनकी योग्यता, अनुभव, संबंधित कम्युनिटी (वर्ग) में रिक्तियों और स्किल टेस्ट के आधार पर किया जाएगा। केवल न्यूनतम योग्यता होने भर से ही किसी उम्मीदवार को ट्रेड टेस्ट के लिए बुलाए जाने का अधिकार नहीं मिल जाता।
9. जारी की गई रिक्तियों में बदलाव हो सकता है। नोटिफिकेशन जारी करने वाले प्राधिकरण के पास बिना कोई कारण बताए नोटिफिकेशन में बदलाव करने या उसे रद्द करने का अधिकार सुरक्षित है।
10. यह शुद्धि-पत्र (corrigendum) माननीय CAT (सेंट्रल एडमिनिस्ट्रेटिव ट्रिब्यूनल) द्वारा जारी विभिन्न आदेशों के अनुपालन में जारी किया जा रहा है।

अलग-अलग ट्रेड के लिए आवेदन अलग-अलग लिफाफे में भेजे जाने चाहिए। उम्मीदवार को लिफाफे के ऊपर उस ट्रेड का नाम लिखना होगा जिसके लिए उसने आवेदन किया है। लिफाफे पर पता लिखकर इसे केवल स्पीड पोस्ट के माध्यम से इस पते पर भेजें: 'द सीनियर मैनेजर, मेल मोटर सर्विसेज, 139, बेलेघाटा रोड, कोलकाता-700015'।

आवेदन प्राप्त होने की अंतिम तिथि 30/11/2026 को शाम 17:00 बजे तक है। अधूरी जानकारी वाले आवेदन, जरूरी सर्टिफिकेट की प्रतियों के बिना भेजे गए आवेदन, या ऐसे आवेदन जिनमें सर्टिफिकेट की प्रतियां तो हैं लेकिन वे सेल्फ-अटेस्टेड (स्व-प्रमाणित) नहीं हैं, उन्हें बिना किसी नोटिस या सूचना के तुरंत खारिज कर दिया जाएगा। संलग्नक - आवेदन का प्रारूप

किसी भी विसंगति के मामले में, अधिसूचना का अंग्रेजी संस्करण ही अंतिम माना जाएगा।

संलग्नक - आवेदन का प्रारूप

वरिष्ठ प्रबंधक,
मेल मोटर सर्विसेज,
कोलकाता-700015

FORM OF CASTE CERTIFICATE (SC/ST)

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 recognised 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 Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) 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 (Reorganisation) 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

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% 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 recognised 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)

FORM OF CASTE CERTIFICATE (OBC)

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari*.....son/daughter* of Shri..... of village/town* .....in District/Division*..... of the State/Union Territory*.....belongs to the .....Community which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1,No. 186 dated 13th September, 1993.
@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9thMarch, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No210 dated 11th December, 1996.
@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.236 dated 12th December, 1997.
@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 2011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

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Shri/Shrimati/Kumari*.....and/or* his/her* family ordinarily residesin village/town*..... of..... District/Division* of the State/ Union Territory* of.....

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....
**Designation.....
(With seal of Office)
State/Union Territory

Place.....
Date.....
*Please delete the words which are not applicable.
@ Strike out whichever 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 OBC 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)

Note 1: Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

Note 2:The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3:No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

Government of .....
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS 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 posses 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, Schedules Tribe and Other Backward Classes (Central List).

Recent Passport size attested photograph of the applicant

Signature with seal of office_____
Name_____
Designation_____

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*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
** Note 2: The terms "Family" for this purpose 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 on 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.