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CWC
Logistics Driving Progress

केन्द्रीय भण्डारण निगम
(एक नवरत्न सीपीएसई)
CENTRAL WAREHOUSING CORPORATION
(A NAVRATNA CPSE)

Advertisement No CWC/I-Manpower/DR/Rectt/2025/01 **Date: 17.10.2025**

Central Warehousing Corporation, a Navratna, Central Public Sector Undertaking under the administrative control of Ministry of Consumer Affairs, Food & Public Distribution, providing scientific storage facilities for agricultural inputs, produce and other notified commodities besides providing logistics infrastructure like CFSs/ICDs, Land Custom Stations, Air Cargo Complexes etc. for import-export cargo, invites online application from eligible candidates(Male/Female/Transgender), who fulfil the prescribed qualification, experience, age, etc., for the posts indicated below:

A. DETAILS OF POSTS

TABLE-A

S No	Post Code	Name of the Post	No. of vacancies		Scale of Pay (IDA) (Rs.)	AGE (As on last date of submission of Application i.e. 15.11.2025)
				Total		
1	01	Junior Personal Assistant	UR-08 SC-02 ST-01 OBC-04 EWS-01 (Ex-Servicemen*-02, PwBD*-01)	16	29000-93000 (S-V)	28 Years (i.e. candidates should not have been born earlier than 16.11.1997 and later than 15.11.2007; both days inclusive)
2	02	Junior Executive (Rajbhasha)	UR-05 OBC-01	06	29000-93000 (S-V)	28 Years (i.e. candidates should not have been born earlier than 16.11.1997 and later than 15.11.2007; both days inclusive)

***Ex-Servicemen, PwBD – Horizontal reservation**

ABBREVIATION: UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Classes; PwBD: Persons with Benchmark Disabilities; EWS – Economically Weaker Sections.

IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019.

2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. The term "Family" for this purpose will 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. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
   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.

3. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS Status.

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4. The income and assets of the families as mentioned in para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
The instructions issued by the Government of India in this regard from time to time shall be adhered to.

NOTE:

(i) Minimum age to apply for all the posts is 18 Years.

(ii) For the Post Code 01 and 02 in addition to Basic Pay & IDA, they will be entitled to other allowances/ perks/ special benefits as per the policies of the Corporation from time to time.

(iii) Employees of the Corporation in regular pay scale are also entitled for other allowances / perks such as CPF, Contributory Pension, Gratuity, LTC, Performance Related Pay or Variable pay as per admissibility, reimbursement of medical expenses for OPD treatment/ hospitalization of self and dependent family members as per eligibility, as per the policies of the Corporation from time to time.

(iv) Reservation, age relaxation and other concessions to reserved category candidates, or for any other category, would be applicable as per Govt. of India orders; wherever posts are reserved under these categories.

(v) Departmental candidates applying under direct recruitment will be entitled for age relaxation subject to the condition that as on last date of receipt of application, the candidate should have at least 5 years of service left.

(vi) The number of posts indicated in the advertisement is tentative and may vary as per actual requirements of the CWC.

(vii) The persons with the Degree of Disability of minimum 40% and above are eligible for applying for the posts earmarked for PwBD Category. Age concession to PwBD candidates shall be admissible irrespective of the fact whether the post is reserved for PwBD or not, provided the post is identified suitable for the relevant category of disability.

I. POSTS IDENTIFIED SUITABLE FOR PwBD: (VACANCIES ENLISTED IN TABLE - A)

S. No.	Designation	Category	Sub-Category	Physical Requirements
1.	Junior Personal Assistant	OH, HH, VH	a) OH: OL, OA, ADV, MDY, DR b) HH: HH c) VH: LV	S, ST, W, SE, H, RW, C
2.	Junior Executive (Rajbhasha)	OH, HH,VH	a) OH: OL, OA, ADV, MDY, DR b) HH: HH c) VH: LV	S, ST, SE, RW, H, C

II. NUMBER OF POSTS RESERVED FOR PwBD: (VACANCIES ENLISTED IN TABLE - A)

S. No.	Name of post	Category of PwBD		
		VH	HH	OH
1.	Junior Personal Assistant	01	-	-
2.	Junior Executive (Rajbhasha)	-	-	-

Legends: VH- Visually Handicapped; LV- Low Vision; HH- Hearing Handicapped; HH: Hard Hearing; OH- Orthopedically Handicapped; OL- One Leg; OA- One Arm; ADV- Acid Attack Victim; MDY- Muscular Disability, DR- Dwarfism

S- Sitting, ST- Standing, W- Walking, SE- Seeing, RW- Reading & Writing, H- Hearing, C- Communication

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III. Posts Reserved for Ex-Servicemen (VACANCIES ENLISTED IN TABLE - A)

S. No.	Name of post	Number of posts
1.	Junior Personal Assistant	02
2.	Junior Executive (Rajbhasha)	-

IV. THE SELECTION PROCESS FOR RECRUITMENT FOR THE POSTS MENTIONED IN 'TABLE-A' WILL BE AS FOLLOWS:

Post Code	Selection Process
01 (Junior Personal Assistant)	Online Test + Skill Test (Typing & Stenography) + Document Verification
02 (Junior Executive (Rajbhasha))	Online Test + Document Verification

(viii) Any eligible candidate willing to apply for advertised posts, is required to register for the Online Recruitment Process to be conducted for each post mentioned at S. No. 1 & 2 in Table-A. Candidates who appear and are shortlisted in the examination, will be called for Document Verification for the Post Code 02 to assess their eligibility for the posts. For Post Code 01, there will be a skill test apart from online test and shortlisted candidates after skill test shall be called for document verification.

(ix) CWC will make arrangements for conducting online examination and inform the shortlisted candidates about the document verification/skill test as the case may be. Prospective candidates will have to apply to CWC after carefully reading the advertisement regarding the process of examination, skill test, document verification, eligibility criteria, online registration process, payment of prescribed application fees/ intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

I. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

Event	Tentative Dates/Month
Online Registration	17.10.2025 to 15.11.2025
Payment of Application Fees- Online	17.10.2025 to 15.11.2025
Download of Call letter for Examination	Around 21 days before exam
Online Examination (Tentative dates)- some/ all/ additional dates as the need arises	Will be intimated later
Download of call letters for Document verification/Skill Test	Will be intimated later
Conduct of Document verification/Skill Test	Will be intimated later

Candidates are advised to regularly keep in touch with the CWC website www.cewacor.nic.in for details and updates.

B. ELIGIBILITY CRITERIA

Candidates, intending to apply for online test should ensure that they fulfil the minimum eligibility criteria specified by CWC which is mentioned below:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. **Merely applying for Online Test/ appearing for and being shortlisted in the Online test and/or in the subsequent document verification/skill test and subsequent processes does not imply that a candidate is empanelled for appointment in CWC. Final merit list for appointment will be prepared based on number of vacancies and marks secured in Online Test subject to qualifying document verification process/skill test; as the case may be.** No request for considering the candidature under any category other than in which applied will be entertained.

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A candidate must be either –

I. NATIONALITY / CITIZENSHIP:

A candidate must be either -

(i) a Citizen of India or
(ii) a subject of Nepal or
(iii) a subject of Bhutan or
(iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
(v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopiaand Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

II. EDUCATIONAL QUALIFICATIONS (As on 15.11.2025, candidates must be in possession of their Mark sheets/Certificates confirming eligibility as on last day of application):

POSTS ENLISTED IN TABLE-A

Post Code	Name of the Post	Educational Qualifications	Experience
01	Junior Personal Assistant	Graduate in any Discipline from a Government recognized University with at least one year course in Office Management and Secretarial Practice/equivalent. Shorthand Speed of 80 words per minute in English and 40 words per minute in English typing. Desirable: Proficiency in shorthand/typing in Hindi.	NIL
02	Junior Executive (Rajbhasha)	Graduate with Hindi as an elective and English as a main subject from a Government recognized University OR a degree/diploma equivalent to BA in Hindi. Desirable: Proficiency in working with Hindi software applications.	NIL

Note: The candidates selecting degree/diploma equivalent to BA in Hindi shall have to submit certificate issued from University Grants Commission (UGC)/ Association of Indian Universities (AIU)/ All India Council For Technical Education (AICTE)/ University stating that the degree/diploma obtained by the candidate is equivalent to BA in Hindi. The equivalency certificate submitted by shortlisted candidate, if any, shall be verified from the respective authority.

WORKING KNOWLEDGE OF COMPUTER FOR ALL THE POSTS WILL BE AN ADDED ADVANTAGE

IMPORTANT NOTE:

1. **All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt.of India/approved by Govt. Regulatory Bodies and the candidate must be in possession of mark sheet/certificate as applicable for the post as on last date of the application i.e. 15.11.2025. The minimum eligibility w.r.t. qualification shall be ascertained from the date of issuance of final mark sheet / certificate; as applicable for the post. Candidate appearing in final year/final semester are not eligible to apply.**

2. Where SGPA/CGPA/ OGPA is awarded, the same should be converted into equivalent Class / Division and indicate the same in online application. If called for document verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into equivalent Class / Division/Percentage.

3. **Name of qualification, specialisation and Division / Class/ Percentage (wherever applicable) shall be clearly indicated on the mark sheet / certificate;** or a certificate to this effect shall be produced by respective University / Institute; without which the qualification shall not be considered.

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III. RELAXATION IN MAXIMUM AGE LIMIT

In addition to the maximum age prescribed for a post; following categories of candidates shall also be entitled for age relaxation as prescribed: -

S. No.	Category	Age Relaxation
1.	Scheduled Caste/ Scheduled Tribe	5 years
2.	Other Backward Classes (Non-Creamy Layer)	3 years
3.	Persons with Benchmark Disability (PwBD)	10 years
4.	Ex-Serviceman*	3 Years (after deducting no. of years of military service)
5.	Persons affected by 1984 riots	5 years
Note: Departmental candidates (Regular employees of CWC) applying under direct recruitment will be entitled for age relaxation subject to the condition that as on last date of receipt of application, the candidate should have at least 5 years of service left.		

In all cases of age relaxation, maximum age limit taking into benefit of cumulative age relaxation shall not exceed 55 years as on last date of receipt of application i.e. 15.11.2025.

*For Ex- Serviceman the Upper Age limit shall be relaxed as on last date of online application by allowing the deduction of period of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (8 years in case of SC/ST; 6 years in case of OBC Candidates).

i) The maximum age limit specified in '**Table-A**' is applicable to UR candidates

ii) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. III (3) to III (5)

iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Document Verification and at any subsequent stage of the recruitment process as required by CWC.**

iv) Age concession is not admissible to sons, daughters and dependents of Ex-servicemen.

v) The OBC candidates coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'. The OBC candidates claiming reservation under the said category must produce OBC (Non-Creamy Layer) certificate based on the income for the Financial Year (FY) 2024-2025, 2023-2024 and 2022-23 and issued on/ after April 01, 2025 (after the completion of FY 2024-25) but not later than the closing date of applications for the posts i.e. 15.11.2025. The candidate should be in possession of requisite OBC certificate in the prescribed format in support of his/her claim for availing reservation on / before the closing date of applications for the posts.

vi) If there are no posts reserved for reserved category candidate belonging to SC/ST/OBC/EWS category; these candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. The SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and relaxation in qualifying marks in Online Test or at any stage in the entire recruitment process if they apply for unreserved posts. However, SC/ST/PwBD/Women & Ex-Servicemen will be exempted from payment of application fees in such cases.

vii) Age concession to PwBD candidates shall be admissible irrespective of the fact whether the post is reserved for PwBD or not, provided the post is identified suitable for the relevant category of disability.

viii) The above guidelines are subject to change in view of any Government of India guideline/clarification from time to time.

IV. DEFINITION OF EX-SERVICEMEN:

i) An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
   a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
   b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
   c) who has been released from such service as a result of reduction in establishment;

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or

ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service

or

iii) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond his control and awarded medical or disability pension;

or

iv) personnel who were deputed in Army Postal Service for more than six months prior to 14th April 1987;

or

v) Gallantry Award Winners of the Armed Forces including personnel of Territorial Army;

or

vi) Ex-Recruits boarded out or relieved on medical grounds and granted medical disability pension.

NOTE 1: If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. This benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman. However, regardless of the fact that posts are reserved for Ex Servicemen or not they are eligible for age relaxation.

NOTE 2: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

NOTE 3: For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.

NOTE 4: An OBC/SC/ST/EWS category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, in online examinations, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen and PwBD (for posts identified suitable) are concerned, deduction from the age of Ex-Servicemen and PwBD (for posts identified suitable) is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

V. Definition of Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

Accordingly, candidates with the disabilities identified at **Note: vii (I) and vii (II)** are eligible to apply (as per GOI guidelines issued from time to time). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Document verification/Skill Test at any stage of the process if considered for selection to the particular post. Persons with Benchmark Disabilities will have to work in Field Units/ Regional Offices/ Corporate Office as identified by the CWC.**

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A. Orthopedically Handicapped (OH)

A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically handicapped persons are covered under locomotor disability with following bench marks:

- OA- One arm affected (Right or Left)
- OL- One leg affected (Right or Left)
- OAL- One arm & One leg affected
- BL- Both legs affected but not arms

Persons with OA and OAL category should have normal bilateral hand functions.

a. "Leprosy cured person" means a person who has been cured of leprosy but is suffering from:

i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

b. “Cerebral palsy" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

c. "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

d. "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

e. "Acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual Handicapped (“VH” Category): Only those Visually Handicapped (VI) persons who suffer from the following condition are eligible to apply.

a. “Low Vision” means a condition where a person has any of the following conditions, namely:

(i) visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing Handicapped (“HH” Category):

a. "Hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

Note: Only those persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

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(i) Guidelines for Persons with Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply (As per instructions of the Department of Empowerment of Persons with Disabilities' OM No.34-02/2015- DD-III dated 29th August, 2018):

- In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the candidate
- In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of certificate to the effect that the candidate concerned has physical limitation to write, and scribe is essential on their behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per the proforma at **Form-XII**. Appropriate option in the online application form shall have to be selected during the filling of the online application and the filled **Form-XII** shall be submitted by the candidate at the time of online examination
- The candidate has the discretion of opting for their own scribe or request the Central Warehousing Corporation for the same. If the scribe is arranged by the Corporation, the candidate shall be allowed to meet the scribe two days before the examination.
- In case the candidate brings their own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe should submit details of their own scribe in the online application form and bring the certificate at the time of Document verification as per proforma at **Form-XIII.**
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised, for every hour of the examination.
- **The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for current online recruitment for any post in CWC. If violation of the above is detected at any stage of the process, candidature for online examination of both the candidate and the scribe will be cancelled. Candidates eligible for, and who wish to use the services of a scribe in the examination should invariably and carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.**
- **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**

(ii) Use of Scribe & Compensatory time (persons having less than 40% disability):

In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:

A. The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Form-XV**.

B. The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Form-XVI**.

(iii) Guidelines for candidates with locomotor disability and cerebral palsy

A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment)

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(iv) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes or otherwise advised, for every hour of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

C. ONLINE EXAMINATION

I. The structure of the Online examination will be as follows:

Junior Personal Assistant

SN	Name of the Tests (not by sequence)	No. of questions	Maximum Marks	Medium of Exam	Time allotted for each test (Separately timed)
1.	Reasoning	20	20	Hindi and English	20
2.	Computer Aptitude	20	20	Hindi and English	15
3.	Data Analysis & Interpretation and Quantitative Aptitude	40	40	Hindi and English	40
4.	General Awareness	35	35	Hindi and English	20
5.	English Language	35	35	English	25
6.	Language & Comprehension Abilities- Descriptive Test	2	30	English	30
	Total	**152**	**180**		**02 hours 30 minutes**

The minimum qualifying marks for the Language & Comprehension Abilities - Descriptive Test is 40%

Skill Test for the post of Junior Personal Assistant (S-V): Candidates who will be shortlisted in the online test will subsequently be called for the process of skill test in the post to candidate ratio of 1:10, to be conducted by agency/organization appointed by CWC. The skill test shall be of qualifying nature.

The candidate should have minimum speed of 80 words per minute in English shorthand and 40 words per minute in English typing.

Junior Executive (Rajbhasha)

SN	Name of the Tests	No. of questions	Maximum Marks	Medium of Exam	Time allotted for each test (Separately timed)
1.	Reasoning and Computer Aptitude	30	30	Hindi and English	25
2.	Data Analysis & Interpretation and Quantitative Aptitude	30	30	Hindi and English	25
3.	General Awareness	20	20	Hindi and English	15
4.	English Language	20	20	English	15
5.	Professional knowledge (Objective)	50	50	Hindi and English	50
6.	Professional Knowledge (Descriptive) (Translation from Hindi to English and vice versa) (Fully Online*)	2	50	-	50
	TOTAL	**152**	**200**		**03 hours**

The minimum qualifying marks for the Professional Knowledge (Descriptive) (Translation from Hindi to English and vice versa) (Fully Online*) is 40%.

* Candidates shall be provided with a keyboard supported by iLEON OS for Hindi Typing for descriptive test. For Hindi typing, the candidates should have knowledge of the following key-board layout:

i. Inscript

ii. Remington (GAIL)

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II. Syllabus for Professional Knowledge test (wherever applicable) (This is only a Broad/Indicative syllabus and it may slightly change in the examination):

Syllabus for Junior Personal Assistant [Post Code 01]

i. Descriptive: Test of English Language (Letter Writing-10 marks & Essay-20 marks). The descriptive test will be in English only and will be conducted through on-line mode.

Syllabus for Junior Executive (Rajbhasha) [Post Code 02]

i. Descriptive: Translation of paragraph from Hindi to English and vice versa (1 each)

ii. Objective: Questions related to Hindi and English grammar and usage (50)

CWC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorized CWC website www.cewacor.nic.in

Please note that candidates will not be permitted to appear for the online examination without the following documents:

1. **Valid Call Letter for the respective date and session of Examination**
2. **Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form.**
3. **Photocopy of photo-identity proof (as mentioned in (2) above)**

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 150 minutes (Junior Personal Assistant) and 180 minutes (Junior Executive (Rajbhasha)) according to the posts, the candidates may be required to be at the venue for upto 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, biometric data capturing, logging in, giving of instructions etc. and including disruptions beyond control.

III. Penalty for Wrong Answers

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth ($1/4^{th}$) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

IV. Examination Centres

(i) The examination will be conducted online in venues across centres in India. The tentative list of Examination centres is available in **Annexure I**.
(ii) No request for change of centre for Examination shall be entertained.
(iii) CWC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
(iv) CWC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
(v) Candidate will appear for the examination at an Examination Centre at their own risk and expenses and CWC will not be responsible for any injury or losses etc. of any nature.
(vi) Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by CWC.

V. CUT OFF SCORE

Name of the post	Maximum ratio in order of merit for Document Verification/Skill Test
Junior Personal Assistant	1:10
Junior Executive (Rajbhasha)	1:3

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Each candidate will be required to obtain a minimum score in **each section** of Online examination and also a minimum total score to be considered to be shortlisted for document verification/Skill Test. **Minimum score to qualify the Language & Comprehension Abilities - Descriptive Test Section in the Online Examination for the post of Junior Personal Assistant [Post Code 01] and for Professional Knowledge (Descriptive) section for the post of Junior Executive (Rajbhasha) [Post Code 02] is fixed at 40%. The Corporation reserves the right to relax/enhance the requirement of minimum qualifying marks in online examination, in order to enhance/restrict the number of candidates to be called for document verification, based on performance in the online examination and to commensurate with the number of vacancies.** Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for document verification/skill test. Prior to the completion of the document verification/skill test process, scores obtained in the online examination will not be shared with the candidates shortlisted for such process.

VI. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the corrected Score after applying penalty for wrong answers.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference indifficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.

(iv) Test-wise scores and scores on total is reported with decimal point up to two digits. Note: Cut-offs are applied on sectional as well as total score.

D. DOCUMENT VERIFICATION/SKILL TEST (To be conducted at Delhi)

I. For the Post Code 01: Junior Personal Assistant

Candidates who have been shortlisted in the online test will subsequently be called for the process of skill test in the post to candidate ratio of 1:10, to be conducted by CWC. The biometric verification shall be conducted at the time of skill test. The said processes will be conducted at the select centre. The address of the venue, time & date of Skill test will be informed to the shortlisted candidates in the call letter. Candidates are required to download their Skill Test call letters from authorised CWC website www.cewacor.nic.in . Please note that any request regarding change in date, centre etc. of Skill test will not be entertained. However, the CWC reserve the right to change the date/ venue/ time/ centre etc. of skill test or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any. Subsequently the Candidates who have been shortlisted in the skill test shall be called for the process of Document Verification (in person), to be conducted by CWC. The said process will be conducted at the Corporate Office of CWC in Delhi.

The skill test is only of qualifying nature. The candidate should have minimum speed of 80 words per minute in English shorthand and 40 words per minute in English typing. Those candidates who qualify skill test and come sufficiently high in merit shall be called for Document Verification. The candidates whose documents have been verified successfully and their eligibility for the posts has been established will be shortlisted for appointment.

II. For the Post Code 02: Junior Executive (Rajbhasha)

Candidates who have been shortlisted in the online test will subsequently be called for the process of Document Verification (in person), in the post to candidate ratio of 1:3 to be conducted by CWC. The said processes will be conducted at the Corporate Office of CWC in Delhi. The address of the venue, time & date of Document Verification will be informed to the shortlisted candidates in the call letter. Candidates are required to download their Document Verification call letters from authorized CWC website www.cewacor.nic.in. Please note that any request regarding change in date, centre etc. of

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Document Verification will not be entertained. However, the CWC reserves the right to change the date/ venue/ time/ centre etc. of Document Verification or hold supplementary process for particular date/ session/ venue/ centre/ set of candidates at its discretion, under unforeseen circumstances, if any.

Those candidates who come sufficiently high in merit and whose documents have been verified successfully and their eligibility for the posts has been established; will be shortlisted for appointment.

While appearing for the Document Verification, the candidate should produce valid prescribed documents. In the absence of documents, candidature of the candidates shall be cancelled. CWC shall take no responsibility to receive/ connect any certificate/remittance/ document sent separately.

III. List of Documents to be produced at the time of Document Verification/Skill Test (as applicable)

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of Document Verification/Skill Test. **Non-submission of requisite documents by the candidate at the time of Document Verification/Skill Test will debar their candidature from further participation in the recruitment process.**

(i) Valid Document Verification/Skill Test Call Letter downloaded by the candidate. Link will be provided on CWC website and intimated to the candidate vide SMS and Email. The candidates shall have to paste a 4.5 cm x 3.5 cm size photograph on the call letters for document verification.

(ii) Valid system generated printout of the online application form registered for online examination of CWC

(iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)

(iv) Photo Identify Proof as indicated in **Point F**

(v) Mark sheets & certificates for educational qualifications from Std. X onwards.

(vi) Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC/ ST/ OBC category candidates and necessary certificate in case of EWS category candidates.

(vii) **In case of candidates belonging to OBC-NCL category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. The OBC candidates claiming reservation under the said category must produce OBC (Non-Creamy Layer) certificate based on the income for the Financial Year (FY) 2024-2025, 2023-2024 and 2022-23 and issued on/ after April 01, 2025 (after the completion of FY 2024-25) but not later than the closing date of applications for the posts i.e. 15.11.2025. Caste Name mentioned in certificate should tally letter by letter with Central Government list/ notification.**

(viii) **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.**

(ix) **Benefits of reservation under EWS category can be availed upon production of an "Income and Asset Certificate" issued by a Competent Authority in the format prescribed by Government of India for the Financial Year 2024-25 and Valid for the Year 2025-26. The candidate should be in possession of requisite Income and Asset certificate in the prescribed format in support of his/her claim for availing reservation on/ before the closing date of applications for the posts i.e. 15.11.2025. The prescribed format and the Competent Authority have been given in DoPT OM No. 36039/1/2019-Estt.(Res) dated 31.01.2019. Format is enclosed at FORM-IX.**

(x) **Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Disability category. If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the scribe in the prescribed format.**

(xi) An Ex-serviceman candidate has to produce a copy of the discharge Certificate/ pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of Document Verification/Skill Test. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 15.11.2026.

(xii) Candidates serving in Government/ Semi Govt./ Autonomous Bodies/Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of Document Verification/Skill Test, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should be issued for appearing in Document Verification for selection of posts in Central Warehousing Corporation.

(xiii) Persons eligible for age relaxation under B III (5) must produce a certificate from the District Magistrate

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to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government.

(xiv) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India

(xv) Any other relevant documents in support of eligibility

Note: -

No documents shall be directly sent to CWC by candidates before or after the Document Verification/Skill test.

The Competent Authority for the issue of the certificate to SC/ ST/ OBC/EWS/ Persons with Benchmark Disabilities is as under (as notified by GOI from time to time):

For Scheduled Castes/ Scheduled Tribes/ Other Backward Classes: (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate)/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

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

For Persons with Benchmark Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic/ Ophthalmic/ ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at the time of document verification/Skill Test.

Prescribed Formats of SC, ST, OBC, PwBD, EWS certificates as applicable to be submitted at the time of Document Verification are attached to this advertisement. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

E. OFFER OF APPOINTMENT

1. On completion of the Document Verification/Skill Test process, candidates shortlisted will be issued offer of appointment keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of India/Others from time to time, administrative exigency, etc. No change in the data already registered by the candidate in the online application form is possible. A candidate belonging to SC/ST/OBC/EWS category, who is selected on the same standard as applied to Unreserved category candidates will be treated as own merit candidates.
2. In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.
3. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria their candidature/ chance in the process shall stand forfeited.
4. A Wait list to the extent of maximum 100 percent of the vacancies under each category may be kept, subject to the availability of candidates. In the event of any post remaining vacant, provisional allotment will be carried out for the candidates from the Wait list. However, if no vacancy arises owing to exigencies or otherwise, the candidates under the Wait list will not be considered for offer of appointment.
5. Junior Personal Assistant & Junior Executive (Rajbhasha) (Post Code 01 and 02) on qualifying the online test and document verification/Skill Test process, shall be appointed on the basis of marks obtained in online test in their prescribed pay scale initially and shall be placed under probation as per the regulations of the Corporation.

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6. Selected Junior Personal Assistant & Junior Executive (Rajbhasha) shall have to furnish a Bond to serve the Corporation for a minimum of two years of Rs. 50,000/- at the time of joining.
7. All appointments will be subject to the Rules and Regulations of the Corporation in-force from time to time.
8. No person shall be eligible for appointment that had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.
9. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

This is an All India cadre and provisionally allotted candidates to the posts enlisted in Table A (subject to fulfilling all required criteria) may be posted anywhere in India/ outside India as per discretion of CWC. As a part of initial induction, the employees may have to mandatorily spend specified duration of tenure at Field Units of CWC.

F. IDENTITY VERIFICATION

i) DOCUMENTS TO BE PRODUCED

In the examination hall as well as at the time of Document Verification/Skill Test , the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ University/ Aadhaar card or E-Aadhaar with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to their details on the call letter, in the Attendance List and requisite documents submitted.

If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination/ Document Verification/Skill Test.

Ration Card will <u>not be</u> accepted as valid ID proof for this project.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Document Verification/Skill Test Call Letter while attending the Examination/ Document Verification/Skill Test respectively, without which they will not be allowed to take up the Examination/ Document Verification/Skill Test. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / original marriage certificate / affidavit in original.

ii) BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (left thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination for all the candidates.

The biometric data and photograph will be cross verified on the day of Document Verification/Skill Test of qualifying candidates. **Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.**

Candidates are requested to take care of the following points in order to ensure a smooth process

a) If fingers are coated (stamped ink/ mehndi/ coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the online exam / document verification/skill test.

b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.

c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

d) If the primary finger (left thumb) to be captured is injured/damaged, immediately notify the concernedauthority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

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G. HOW TO APPLY

Candidates can apply online only from 17.10.2025 to 15.11.2025 and no other mode of application will be accepted. Pre-Requisites for Applying Online

Before applying online, candidates should—

(i) scan their:

- **own photograph (4.5cm × 3.5cm)**
- **own signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand-written declaration (on a white paper with black ink) (text given below)**
- **ensuring that the all these scanned documents adhere to the required specifications as given in Annexure II to this Advertisement.**

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand-written declaration is as follows –

"I,_____(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above-mentioned hand-written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates or other category candidates who cannot write, may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment **of the requisite application fee/ intimation charges**

Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CWC may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

H. APPLICATION FEE / INTIMATION CHARGES

SC/ ST/ Women/ PwBD/ Ex-Servicemen candidates will be exempted from the payment of application fee; however, they will be required to pay intimation charges of Rs. 500/-. Other Candidates belonging to Unreserved (UR), EWS and OBC shall be required to pay an online application fee of Rs. 850/- +Intimation charges of Rs. 500/-. The amount is inclusive of GST. However, applicable payment gateway charges for online payment facilitation shall be borne by respective candidate.

Category of candidates	Application Fee	Intimation Charges	Total
SC, ST, PwBD, Ex-Serviceman and Women candidates	**NIL**	Rs. 500	**Rs. 500/-**
Other candidates belonging to Unreserved (UR)/ EWS and OBC category	Rs. 850	Rs. 500	**Rs. 1,350/-**

Note: Above non-refundable fee is required to be paid by respective categories of candidates through online payment gateway only. Payment made through any other mode like DD, Cheque, Postal Order will not be accepted.

Procedure for applying online

(1) Candidates are first required to go to the CWC's website www.cewacor.nic.in and click on the link ''Career @CWC (Direct Recruitment)-2025' and then click on the option "CLICK HERE TO APPLY ONLINE FOR ADVERTISEMENT NO. 2025/01" to open the On-Line Application Form.

(2) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and

Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

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(3) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Handicapped candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
(4) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
(5) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the 10th Class Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
(6) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
(7) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
(8) Candidates can proceed to fill other details of the Application Form.
(9) Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
(10) Modify details, if required, and click on COMPLETE REGISTRATION only after verifying and ensuring that the photograph, signatures uploaded and other details filled by you are correct.
(11) Click on 'Payment' Tab and proceed for payment.
(12) Click on 'Submit' button.

I. Mode of Payment

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

(i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
(ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, UPI, IMPS, Cash Cards/ Mobile Wallets.
(iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
(iv) On successful completion of the transaction, an e-Receipt will be generated.
(v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
(vi) Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
(vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
(viii) To ensure the security of your data, please close the browser window once your transaction is completed.
(ix) There is facility to print application form containing fee details after payment of fees. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the CWC.

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Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CWC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application willbe sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

An online application which is incomplete in any respect such as without photograph and signature, inhuman/ inappropriate photograph and/ or signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the CWC website on account of heavy load on internet/ website jam.

CWC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CWC.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/ she shall beliable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.

J. GENERAL INSTRUCTIONS

(1) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and Document Verification/Skill Test as the case may be.

(2) **Before applying for the mentioned posts, the candidate should ensure that he/ she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application**.

(3) A Candidate's admission to the examination/ shortlisting for Document Verification/Skill Test and/ subsequent process is strictly provisional. The mere fact that the call letter(s)/ has been issued to the candidate does not imply that his/ her candidature has been finally cleared by CWC. CWC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/ false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/ are detected after appointment in CWC, their services are liable to be summarily terminated.

(4) Decision of CWC in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, Document Verification/Skill Test etc. and any other matter relating to online exam will be final and bindingon the candidate. No correspondence or personal enquiries shall be entertained by CWC in this behalf.

(5) Candidates can apply for one or more posts across Table A as per their educational qualification and fulfilment of eligibility required for the posts. In such a case, the candidate has to apply and submit application fee separately for each post. However, based on the number of candidates applying for different posts under various permutations and combinations, the online test for the various posts can be held together/ separately on a single or multiple day across various sessions. Not more than one application should be submitted by any candidate for a particular post. In case of multiple

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Applications for a particular post, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) for a particular post will stand forfeited.

(6) The scribe arranged by the candidate should <u>not</u> be a candidate for any of the posts mentioned in this advertisement. If violation of the above is detected at any stage of the process, candidature for Online Examination of both; the candidate and the scribe will be cancelled.

(7) <u>Multiple attendance/ appearances in examination for same post and/ Document Verification/Skill Test will be summarily rejected/ candidature will be cancelled.</u> Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

(8) Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.

(9) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

(10) Any request for change of address, details mentioned in the online application form will not be entertained.

(11) Any request for change of date, time and venue for online examination and interview will not be entertained.

(12) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on CWC website shall prevail.

(13) A candidate should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondence with the CWC in future should be identical and there should be no variation of any kind.

(14) A recent, recognizable photograph (4.5cm × 3.5cm) **should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.**

(15) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of CWC. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(16) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

(17) Outstation candidates called for Document Verification/Skill Test will be reimbursed A.C. III tier to & fro rail fare/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The candidates must produce original proof of travel in this regard. However, the candidates whose documents are not complete in any respect will not be reimbursed the fare. Internal candidates called for Document Verification/Skill Test against posts advertised by the Corporation are to be treated as on tour and will be paid Travelling Allowance only as per admissibility.

(18) CWC shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

(19) Appointment of candidates is subject to they being declared medically fit, as per any other requirements of the CWC and subject to service and conduct rules of the CWC.

(20) CWC reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and appointment etc.

(21) <u>Intimations will be sent by email and/ SMS only to the email ID and mobile number registered in the online application form for Online examination.</u>

CWC shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CWC. Candidates are advised to keep a close watch on the authorized CWC website www.cewacor.nic.in for latest updates.

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K. FOLLOWING ITEMS ARE NOT ALLOWED INSIDE THE EXAMINATION CENTRE: -

a. **Any stationary item like textual material (printed or written), bits of papers, Geometry/ Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.**
b. **Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.**
c. **Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.**
d. **All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked. In case of Mangal-sutra and permanent fixtures, the candidates may be allowed only after thorough checking and ensuring that no communication device is hidden in them.**
e. **Any watch/Wrist Watch, Camera, etc.**
f. **Any metallic item**
g. **Any eatable item opened or packed, water bottle etc.**
h. **Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.**
i. **Full sleeved shirts or tops are not permitted and only half sleeved clothing is allowed. However candidates may be allowed after folding their shirts up to their elbow for entire duration of the examination and proper checking. Shoes or other footwear which cover the toes should not be worn. Footwear should be open toe type and sandals or chappals are permitted. Candidates with long hair should tie their hair so that ears are not covered. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations. The candidates wearing any religious dress shall be advised to reach the examination venue at least 30 minutes before the prescribed reporting time so that they may be checked thoroughly.**
j. **Candidates will be advised not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. CWC or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.**
Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

L. <u>ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS</u>

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

- using unfair means or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination/ Interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the examination/ Interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

(a) to be disqualified from the examination for which he/ she is a candidate
(b) to be debarred either permanently or for a specified period from any examination conducted by CWC
(c) for termination of service, if he/ she has already joined the services of CWC.
(d) An FIR may also be lodged with the Police against any such candidate.

<u>Important</u>:

CWC would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by CWC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, CWC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

M. <u>CALL LETTERS</u>

The Centre, venue address, post applied for, date and time for examination and Document Verification/Skill Test shall be intimated in the respective Call Letters.

An eligible candidate should download their call letter from the CWC's website <u>www.cewacor.nic.in</u> by entering his/ her details i.e. Registration Number and Password/ Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

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Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form for online test. CWC will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of CWC. Candidates are hence advised to regularly keep in touch with the authorized CWC website www.cewacor.nic.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for examination and Interview shall not be entertained.

N. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on authorised CWC website www.cewacor.nic.in from time to time. Corrigendum to this advertisement, if any, shall be published only on the CWC website www.cewacor.nic.in

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications/ decisions given/ to be given by the Competent Authority at CWC, regarding process for recruitment shall be final and binding.

New Delhi
Dated: 17/10/2025

GM (Human Resources)
Central Warehousing Corporation

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ANNEXURE I

EXAMINATION CENTRES

The examination may be held at the following centres and the address of the venue will be advised in the call letters. CWC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. CWC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

Sr. No.	State/UT/NCR	Examination Centre (Single Tier)
1.	Andaman and Nicobar	Port Blair
2.	Andhra Pradesh	Chittoor, Nellore, Guntur, Kurnool, Rajahmundry, Vijayawada, Vishakhapatnam, Tirupati, Kakinada
3.	Arunachal Pradesh	Guwahati, Jorhat
4.	Assam	
5.	Bihar	Darbhanga, Patna, Muzaffarpur, Bhagalpur,Purnea, Aarah
6.	Chandigarh	Chandigarh-Mohali
7.	Chhattisgarh	Raipur, Bilaspur
8.	Dadra and Nagar Haveli	Surat
9.	Daman and Diu	
10.	Delhi	Delhi/New Delhi, Faridabad, Ghaziabad, Noida,Greater Noida, Gurugram
11.	Goa	Panaji
12.	Gujarat	Ahmedabad- Gandhinagar, Rajkot, Anand, Vadodara, Surat
13.	Haryana	Faridabad, Gurugram, Hisar, Karnal, Kurukshetra, Panipat, Yamunanagar, Ambala
14.	Himachal Pradesh	Shimla
15.	Jammu	Jammu, Srinagar
16.	Kashmir	
17.	Ladakh	
18.	Jharkhand	Jamshedpur, Ranchi
19.	Karnataka	Bengaluru, Belgaum, Hubballi, Mangaluru,Gulbarga, Udupi, Shimoga
20.	Kerala	Kochi, Thiruvananthapuram, Kannur, Kollam, Thrissur, Kottayam
21.	Lakshadweep	
22.	Madhya Pradesh	Bhopal, Gwalior, Indore
23.	Maharashtra	Mumbai, Thane, Navi Mumbai, Nagpur, Pune,Aurangabad, Kolhapur, Nasik, Jalgaon, Amravati, Nanded
24.	Manipur	Guwahati, Jorhat, Agartala
25.	Meghalaya	
26.	Mizoram	
27.	Nagaland	
28.	Odisha	Balasore, Berhampur, Cuttack, Sambalpur,Bhubaneshwar, Raurkela
29.	Puducherry	Puducherry
30.	Punjab	Amritsar, Bhatinda, Ludhiana, Mohali, Patiala, Jalandhar
31.	Rajasthan	Kota, Jaipur, Udaipur, Jodhpur, Bikaner
32.	Sikkim	Guwahati
33.	Tamil Nadu	Chennai, Coimbatore, Madurai, Tiruchirappalli, Salem, Tirunelveli, Vellor
34.	Telangana	Hyderabad, Karimnagar, Warangal
35.	Tripura	Agartala
36.	Uttar Pradesh	Lucknow, Kanpur, Prayagraj, Muzaffarnagar, Ghaziabad, Noida, Greater Noida, Agra, Aligarh, Meerut, Moradabad
37.	Uttarakhand	
38.	West Bengal	Greater Kolkata, Hooghly, Siliguri

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ANNEXURE II

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) **& Signature**

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

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, **left thumb impression and hand-written declaration Image**:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand-written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand-written declaration should be of the applicant and not by any other person.
    - File type: jpg / jpeg
    - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
    - File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand-written declaration should be of the applicant and not by any other person.
- Hand written Declaration
    - File type: jpg / jpeg
    - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
    - File Size: 50 KB – 100 KB

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

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- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

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

  - **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand-written declaration.**

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

(1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

After registering online candidates are advised to take a printout of their system generated online application forms.

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ANNEXURE-III

TENTATIVE PLACE OF POSTINGS AT REGIONAL OFFICES/CONSTRUCTION CELLS/ICDs/CFSs/WAREHOUSES/ PCSs OF CENTRAL WAREHOUSING CORPORATION

Sl. No.	State	Location of Regional Offices/ ICDs/ CFSs/ Warehouses/ PCSs
1.	Gujarat	Adalaj, Ahmadabad, Anand, Baroda, Bhavnagar, Gandhidham, Kandla, Mundra, Pipavav, Dashrath, Valvada, Isanpur, Jamnagar, Jhagadia, Junagadh, Karachia, Nadiad, Rajkot, Surat, Thangadh, Vadod, Vyara
2.	Karnataka	Bengaluru, Belgaum, Bidar, Chitradurga, Davangere, Dharwad, Gadag, Gulbarga, Hospet, Hubli, Maddur, Mandya, Mangalore, Nargund, Panambur, Raichur, Sedam, Shikaripur, Shimoga, Soundatti, Tumkur, Whitefield, Kasturi Nagar
3.	Madhya Pradesh	Bhopal, Balaghat, Bhind, Burhanpur, Chhatarpur, Chhindwara, Gwalior, Indore, Katni, Khandwa, Maksi, Malanpur, Morena, Narsinghpur, Pithampur, Sanwar, Sheopurkalan, Sohagpur
4.	Odisha	Bhubaneswar, Aska, Balasore, Baljitpara, Bargarh, Berhampur, Bolangir, Choudwar, Cuttack, Jatni, Jajpur, Jeypore, Junagarh, Kalamati, Kendupalli, Koksara, Nabarangpur, Rayagada, Sonepur, Marshaghai
5.	Punjab	Abohar, Ajitwal, Amritsar, Bathinda, Bhogpur, Chanalon, Fazilka, Garhshankar, Gurdaspur, Hoshiarpur, Attari, Ludhiana, Mandi Gobindgarh, Mansa, Moga, Mohali, Muktsar, Nabha, Pathankot, Ropar, Sirhind
6.	Chandigarh	Chandigarh
7.	Tamil Nadu	Chennai, Ambattur, Chidambaram, Chromepet, Coimbatore, Cuddalore, Erode, Hosur, Kumbakonam, Madhavaram, Madurai, Mannargudi, Moolapalayam, Nagercoil, Royapuram, Singanallur, Tambaram, Thanjavur, Thoothukudi, Trichy, Udumalpet, Virudhunagar, Virugambakam, Kalmandapam
8.	Puduchery	Puduchery
9.	A&N	Port Blair
10.	Delhi	Kirti Nagar, Nangloi, Narela, Okhla, IGI Airport, Patparganj, R.P. Bagh, Safdarjang Flyover
11.	Uttar Pradesh	Lucknow, Greater Noida, Kasna, Loni, Noida, Sahibabad, Surajpur, Bahraich, Ballia, Banda, Basti, Bijnore, Bisalpur, Chandausi, Chirgaon, Dadri, Dumariaganj, Etawah, Faizabad, Ghaziabad, Gola Gokarnath, Gorakhpur, Kanpur, Hardoi, Bhadohi, Saharanpur, Jahangirabad, Jhansi, Maunath Bhanjan, Muzaffar Nagar, Naini, Rampur, Robertsganj, Shahganj, Shamli
12.	Haryana	Panchkula, Gurgaon, Kundli, Assandh, Barhi, Bhiwani, Charkhi Dadri, Fatehabad, Ganaur, Gohana, Hisar, Indri, Jagadhari, Kaithal, Karnal, Kurukshetra, Ladwa, Mandi Adampur, Naraingarh, Narwana, Palwal, Rohtak, Sirsa, Sonipat, Tohana, Ulkana
13.	Assam	Guwahati, Amingaon, Dhubri, Maligaon, Jorhat, Sorbhog, Bongaigaon, Dhemaji, Cachar, Barpeta, Karimganj
14.	Nagaland	Dimapur
15.	Tripura	Agartala
16.	Manipur	Bishnupur
17.	Mizoram	Lunglei
18.	Arunachal Pradesh	Lohit
19.	Andhra Pradesh	Adoni, Ankapally, Ananthapur, Vizag, Chilakaluripet, Duggirala, Gudivada, Guntur, Kapada, Kaikalur, Kakinada, Machilipatnam, Nandikotkur, Nandyal, Nellore, Nidamanur, Ongole, Pedakakani, Rajahmundry, Rayanapadu, Renigunta, Sattenapalli, Tadepalligudem, Vadlamudi, Vijaywada,
20.	Telangana	Hyderabad, Adilabad, Bodhan, Kukatpally, Chityal, Gadwal, Jangaon, Karminagar, Medak, Mehaboobnagar, Nacharam, Nampally, Nizamabad, Sanathnagar, Sarangpur, Siddipet, Suryapet, Warangal
21.	Rajasthan	Jaipur, Alwar, Baran, Beawar, Bharatpur, Bhiwadi, Bikaner, Chomu, Deoli, Hanumangarh, Jhunjhunu, Keshrisinghpur, Kota, Kotputli, Kushalgarh, Mahwa, Nagaur, Parbatsar, Sikar, Sitapura, Sriganganagar, Srimadhopur, Tibbi, Udaipur
22.	Kerala	Kochi, Edathala, Ernakulam, Kakkanad, Kakancherry, Kanjikode, Kannur, Kottayam, Kozikode, Kunnamthanam, Richur, Trivandrum
23.	West Bengal	Kolkata, Belda, Berhampore, Bishnupur, Bonhooghly, Burdwan, Haldia, Midnapore, Cooch Behar, Durgachak, Falta, Kantapukur, Kharagpur, Malda, Matigara, Mogra, Nimak Mahal Road, Panchpara, Panihati, Petrapole, Raninagar, Rishra, Sargachi, Sarul, Strand Bank Road, Tratolla Road, Uluberia
24.	Uttarakhand	Bazpur, Jaspur, Kashipur, Khatima, Sri Nagar
25.	Maharashtra	Mumbai, Akola, Ambad, Ambernath, Amravati, Badnera, Chikalthana, Daryapur, Gondia, Jalgaon, Kalmboli, Karanja, Kardha-Bhandara, Kolhapur, Maliwada, M.S. Jetham Miraj, Nagpur, Nanded, Nasik, Pune,Sangli, Soundad, Vashi, Wadala, Waluj, Washim, Yavatmal, Kalamboli, Navi Mumbai, Dronagiri Node, Logistic Park, Distripark
26.	Goa	South Goa, Vasco
27.	Himachal Pradesh	Dehra, Mandi, Solan
28.	Bihar	Patna, Darbhanga, Fatuha, Goraul, Katihar, Kishanganj, Madhepura, Mohania, Mokama, Munger, Musallapur, Nokha, Samastipur, Siwan, Supaul
29.	Jharkhand	Hazaribagh, Jamshedpur, Ranchi
30	Chhattisgarh	Raipur, Bhatapara, Bilaspur, Rasmada-Durg, Kharasia, Raigarh, Surri
31.	UT of Ladakh	Drass, Zanskar

Note: The list is tentative only and place of posting is not guaranteed to any selected candidate. The same will depend upon actual manpower requirement of CWC and postings will be done accordingly. No claim/correspondence/outside influence shall be entertained in this regard and any such outside influence will debar the candidate for appointment in CWC.

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LIST OF FORMS

FORM – I	FORMAT OF SC / ST CASTE CERTIFICATE
FORM – II	FORMAT OF OBC CASTE CERTIFICATE
FORM – III	FORMAT OF DECLARATION TO BE PRODUCED BY OBC CANDIDATES
FORM – IV	DISABILITY CERTIFICATE (IN CASES OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF BLINDNESS)
FORM – V	DISABILITY CERTIFICATE (IN CASE OF MULTIPLE DISABILITIES)
FORM – VI	DISABILITY CERTIFICATE (IN CASES OTHER THAN THOSE MENTIONED IN FORM IV AND V)
FORM - VII	FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL FROM ARMY / NAVY / AIR FORCE
FORM – VIII	FORM OF CERTIFICATE FOR SERVING PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM – IX	UNDERTAKING TO BE GIVEN BY SERVING ARMED FORCE PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM - X	FORM OF CERTIFICATE APPLICABLE FOR SERVING ARMED FORCE PERSONNEL WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT
FORM – XI	FORM OF UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN
FORM – XII	CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE
FORM – XIII	LETTER OF UNDERTAKING FOR USING OWN SCRIBE
FORM-XIV	FORMAT FOR EWS CERTIFICATE
FORM-XV	CERTIFICATE FOR PERSON WITH SPECIFIED DISABILITY COVERED UNDER THE DEFINITION OF SECTION 2 (s) OF THE RPWD ACT, 2016 BUT NOT COVERED UNDER THE DEFINITION OF SECTION 2(r) OF THE SAID ACT, I.E. PERSONS HAVING LESS THAN 40% DISABILITY AND HAVING DIFFICULTY IN WRITING
FORM-XVI	LETTER OF UNDERTAKING BY THE PERSON WITH SPECIFIED DISABILITY COVERED UNDER THE DEFINITION OF SECTION 2 (s) OF THE RPWD ACT, 2016 BUT NOT COVERED UNDER THE DEFINITION OF SECTION 2(r) OF THE SAID ACT, I.E. PERSONS HAVING LESS THAN 40% DISABILITY AND HAVING DIFFICULTY IN WRITING

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FORM – I

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.

37. **This is to certify that Sri / 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 Castes) Order, 1950 ;
∗ The Constitution (Scheduled Tribes) Order, 1950 ;
∗ The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
∗ The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists 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 Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

∗ The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
∗ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (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 and Kashmir) Scheduled Tribes Order, 1989 ;
∗ The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
∗ The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
∗ The Constitution (ST) Orders (Second Amendment) Act,1991 ;
∗ The Constitution (ST) Orders (Amendment) Ordinance, 1996**;**
∗ The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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38. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____Father /Mother* of Sri / Smt / Kumari*_____- _____of village / town_____in District/Division*_____of the State/Union Territory*_____who belong to the_____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the authority] vide their order No. _____dated_____.

39. Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____of_____District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place:
Date :

[With seal of Office]
State/Union Territory

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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* Please delete the words which are not applicable.
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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FORM - II

FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari_____son/daughter of _____ of village/Town _____District/Division _____ in the State/ Union Territory_____ belongs to the _____community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated_____*. Shri/Smt./Kumari _____and/or his/her family ordinarily reside(s) in the_____District/Division of the _____State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated:

District Magistrate
Deputy Commissioner etc.

Seal

*** - 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 20of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

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FORM - III

Form of declaration to be submitted by the OBC candidates (in addition to the Community Certificate)

I …… Son / daughter of Shri .....resident of village / town /city …… district …… State.....hereby declare that I belong to the …… Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 3610222/93-Estt (SCT) dated 08/09/1993. It is also declared that I don't belong to persons / sections / (Creamy Layer) mentioned in column 3 of Schedule to the above referred Office Memorandum dated 08/09/1993, O.M. No. 36033/3/2004-Estt (Res) dated 09th March 2004 and O.M. No. 36033/3/2004-Estt (Res) dated 14th October, 2008.

Signature of the Candidate ……

Full Name ……

Address……

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FORM-IV

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(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 to certify that I have carefully examined

Shri/Smt./Kum._____son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____ _____ _____

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 :

- **locomotor disability**
- **Blindness**

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(C) 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 documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/Thumb impression of the person in whose favour disability certificate is issued.

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FORM - V

Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(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 to certify that we have carefully examined

Shri/Smt./Kum._____son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) _____ _____ _____

Age_____years, male/female_____Registration No._____permanent resident of

House No._____Ward/Village/Street_____Post

Office_____District_____State_____, whose photograph is

affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disabilities. 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 :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
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 as 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 :

not necessary,

Or

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(i) 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 documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

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FORM - VI

Disability Certificate

(In cases other than those mentioned in Form IV and V)

(Prescribed proforma subject to amendment from time to time)

(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 to certify that I have carefully examined

Shri/Smt./Kum._____son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) _____ _____ _____

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:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
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. The above 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

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 # - e.g. Single eye / both eyes £ -

e.g. Left / Right / both ears

4. The applicant has submitted the following documents 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 person in whose favour disability certificate is issued.

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FORM - VII

Form of Certificate applicable for Released/Retired Personnel

(Prescribed proforma subject to amendment from time to time)

It is certified that No. _____ Rank _____ Name _____ whose date of birth is_____has rendered service from _____ to_____in Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: **Signature, Name and Designation of the Competent Authority ****

Date:

SEAL

% Delete the paragraph which is not applicable.

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

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FORM - VIII

Form of Certificate for Serving Personnel
(Applicable for serving personnel who are due to be released within one year)
(Prescribed proforma subject to amendment from time to time)

1. It is certified that No._____Rank_____Name_____is serving in the Army/Navy/Air Force from_____.

2. He is due for release/retirement on completion of his specific period of assignment on or before_____.

3. No disciplinary case is pending against him

Place: **Signature, Name and Designation of the Competent Authority ****

Date: **SEAL**

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

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FORM - IX

Undertaking to be given by serving Armed Force personnel who are due to be released within one year
(Prescribed proforma subject to amendment from time to time)

(1) **I understand that if selected on the basis of the recruitment/Examination to which this 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 Service and Posts) Rules, 1979, as amended from time to time.**

(2) **I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman 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 Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.**

Place:

Date: **Signature and Name of Candidate**

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FORM - X

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment (Prescribed proforma subject to amendment from time to time)

1. It is certified that No_____Rank_____Name_____whose date of birth is_____is serving in the Army/Navy/Air Force from _____

2. He has already completed his initial assignment of five years on_____and is on extended assignment till _____

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place : **Signature, Name and Designation of the Competent Authority ****

Date : **SEAL**

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

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FORM - XI

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN

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

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

I further submit the following information:

a) Date of appointment in Armed Forces _____

b) Date of discharge _____

c) Length of service in Armed Forces _____

d) My last Unit/Corps _____

Place:

Date:

(Signature of the Candidate)

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FORM - XII

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/oD/o_____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which happens his/her writing capabilities owing to his/her disability.

Place:

Date:

(Signature)
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of
a Government health care institution

Name and Designation

Name of Government Hospital/ Health care centre with seal

Note:
Certificate should be given by a specialist of the relevant stream/disability (Eg. Visual Impairment- Ophthalmologist, Locomotor Disability-Orthopaedic specialist/PMR)

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FORM - XIII

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. _____ and Registration No._____at_____ (name of the centre) in the District & State_____(name of the district and state). My qualification is_____.

I do, hereby, state that_____(name of the scribe) will provide the services of Scribe for the undersigned for taking the aforesaid examination.

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

Place:

Date:

(Signature of the candidate with Disability)

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FORM – XIV

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_____whose photograph isattested below belongs to Economically Weaker Sections, since the gross annual income* of his/her Ifamily** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year_____. His/her family does not own or possessany 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 notrecognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office_____
Name
_____

Recent Passport size attested photograph of the applicant

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 parentsand siblings below the age of 18 years as also his/her spouse and children below the age of I8 years
*****Note 3:** The property held by a "Family' in different locations or different places/cities have been clubbed whileapplying the land or property holding test to determine EWS status.

Competent Authority to issue EWS Certificate:

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

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FORM-XV

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs …… (name of the candidate), S/o /D/o ……, a resident of ……(Vill/PO/PS/District/State), aged …….. yrs, a person with …… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____(it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:
Date:

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Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

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

2. I do hereby state that_____(name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. 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 or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:
Date: