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Central Bank of India
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मानव संपदा प्रबंधन (भर्ती एवं पदोन्नति) केंद्रीय कार्यालय
Human Capital Management (Recruitment & Promotion) Central Office

RECRUITMENT OF ZONE BASED OFFICERS IN JUNIOR MANAGEMENT GRADE SCALE I IN MAINSTREAM ON REGULAR BASIS

Post	**ZONE BASED OFFICER**
Opening Date for On-line Registration	**21.01.2025**
Closing Date for On-line Registration	**09.02.2025**
Tentative Date of online Examination	**March 2025**
Tentative Date of Interview	**To be announced later**

Central Bank of India, a leading Public Sector Bank, with PAN India Branch Network of More than 4500 branches, with total business of more than Rs. 6,65,000 Crores and driven by talented work force of 33000 plus employees, invites application from experienced/eligible professionals for the post of Zone Based Officers in Junior Management Grade Scale I (Mainstream):

1. **Details of the Zone wise & Category wise vacancies are as under:-**

POST/GRADE	ZONE	STATE	LANGUAGE	SC	ST	OBC	EWS	GEN	TOTAL	Out Of Which (PWBD)			
										HI	OC	VI	ID
ZONE BASED OFFICER- JMGS- I (MAINSTREAM)	AHMEDABAD	Gujrat, Dadra & Nagar Haveli, Daman & Diu	Gujarati	18	9	33	12	51	123	1	1	1	1
	CHENNAI	Tamil Nadu, Pondicherry, Kerala	Tamil & Malayalam	8	4	15	5	26	58	1	1		
	GUWAHATI	Assam, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Mizoram & Tripura	Assamese, Bengali, Bodo, Manipuri, Garo, Khasi, Mizo & Kokborok	6	3	11	4	19	43		1	1	
	HYDERABAD	Telangana, Andhra Pradesh & Karnataka	Telugu, Kannada	6	3	11	3	19	42	1			1
	TOTAL			39	19	71	26	111	266	3	3	2	2

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- The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank.

- Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates.

- **Abbreviations used** : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Section, GEN-General Category Unreserved, HI- Hearing Impairment, OC-Orthopedically Challenged, VI- Visual Impairment, ID- Intellectual Disability.

NOTE:

(A) APPLICATIONS FROM SERVING EMPLOYEES:

- Subject to fulfilling the eligibility criteria such as educational, experience, etc. of existing employees of Central Bank of India may apply through proper channel.

- Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other external candidate.

(B) Document Verification {Educational Qualification, Experience (wherever applicable) etc.}, Character and caste (wherever applicable) verification, Medical Fitness, Bio metric verification, Iris Verification of selected candidates:

The appointment of selected candidates will be subject to satisfactory verification of educational documents and experience documents wherever applicable, character, antecedents and caste certificate, validity certificates (wherever applicable), Biometric and/or Iris verification and their being declared medically fit by a Chief Medical Officer or Civil Surgeon, Till such time, their appointment will be provisional, and his/her candidature is subject to cancellation, if subsequently any false information is found.

Note: Candidates are advised to read eligibility criteria of educational qualification and experience carefully in all respects before applying to avoid any inconvenience with regards to disqualification from candidature in future.

2. ELIGIBILITY CRITERIA:-

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, Ethiopia and 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 favor a certificate of eligibility has been issued by the Government of India.

ii. RELAXATION IN AGE LIMIT: (As on 30.11.2024)

Not below 21 years and Not above 32 years as on 30.11.2024 i.e. candidates must have been born not later than 30.11.2003 and not earlier than 01.12.1992 (both days inclusive).

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Sr. No.	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe Candidates	By 5 years
2	Other Backward Classes(OBC) (Non creamy layer)	By 3 years
3	Persons with Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016"	By 10 Years
4	Children/Family members of those who died in the 1984 riots	By 5 Years
5	Ex-servicemen/Commissioned officers including ECOs / SSCOs who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 12 months from the date of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, subject to ceiling as per government guidelines.	By 5 Years

NOTE:

a. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted. OBC candidates in the 'Creamy Layer' will be treated as "General Category".

b. Age relaxation of 10 years is applicable to PWBD candidates (15 years for SC/ST & 13 years for OBC) in conformity with the Rights of Persons with Disabilities (RPwD) Act, 2016. However, the upper age of the candidate should be maximum 56 years as on cutoff date i.e. **30.11.2024** In terms of RPWD act 2016, Persons with temporary disability shall not have the benefits of reservation of PwBDs (Persons with Benchmark Disabilities).

c. The Candidates seeking age relaxation as per Govt. Guidelines will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process, as required by the bank. In case the candidate fails to submit the same, his candidature will be treated as cancelled.

d. There is no reservation for Ex-serviceman in officer cadre.

iii. DETAILS OF EDUCATIONAL QUALIFICATIONS & EXPERIENCE: (As on 30.11.2024)

- Recruitment profile i.e. qualification, experience, responsibility etc. are as under,

01	**EDUCATION**	**Mandatory -** Graduation in any discipline from a recognised University or any equivalent qualification recognised as such by the Central Government including Integrated Dual Degree (IDD). Candidates possessing qualifications such as Medical, Engineering, Chartered Accountant, Cost Accountant would also be eligible.

02	**EXPERIENCE**	**Particulars**	**Min Years of Experience required**	
		Candidates working/worked in **Scheduled Commercial Banks (SCBs)/ Scheduled Co-operative Banks (Urban & State)/ *Non-Banking Financial Companies (NBFCs) having minimum assets size of at least Rs.500.00 crores** operating in India.		

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		a) In Officer/Supervisory cadre b) b) In Clerical Cadre.	1 years 3 years	
		*Candidates having experience in NBFC only in officer/ Supervisory cadre are eligible. Clerical experience of NBFC will not be considered. (Candidates from Insurance sector/Co-operative Societies/Govt. Financial institutions either regular or part time are not eligible). All applicants/candidates should have a clean track record & should not have been terminated from Bank/FI on account of any disciplinary action nor should have been inflicted with any major punishment during their tenure of service.		

03	**Responsibilities**	The selected candidates will not be entitled for Inter-Zone transfer up to his/her promotion to MMGS-III Grade, except in case of fraud committed, misbehavior by the member during his service. In case, such officers are promoted to Scale IV & above, then they will be posted anywhere in the country. The selected candidates will not be entitled for Foreign Posting/Deputation to other organization up to his/ her promotion to MMGS-III Grade or 10 years of service whichever is earlier, except in case of fraud committed, misbehavior by the member during his service.

- **All educational qualifications mentioned should be from university recognized by Govt. of India/ approved by Govt. Regulatory Bodies. Candidates must possess experience wherever applicable as per the post applied. The cut-off date for ascertaining eligibility regarding age, qualification and work experience is 30.11.2024.**

- The level of educational qualifications prescribed for the posts is minimum. The candidate must produce Original Marks Sheet & Provisional Certificate/ Degree Certificate issued from the University if called for **interview**. The result of the qualification prescribed must have been declared on or before **30.11.2024.** The exact date of declaration of result should be explicitly mentioned in the Degree certificate or any other certificate issued by the university. Other-wise, the date appearing on the marks sheets/ Provisional Certificate/Degree Certificate shall be reckoned for deciding eligibility. No correspondence shall be entertained in this matter.

- Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by candidates in terms of norms. The fraction of percentage so arrived will not be rounded off to the next higher number i.e. 59.99% will be treated as less than 60%.

iv. REMUNERATION:-

POST	GRADE/SCALE	SCALE OF PAY#
ZONE BASED OFFICER	Assistant Manager (SCALE I)	Basic: 48480-2000/7-62480-2340/2-67160-2680/7-85920

Perquisites/allowance shall be as per Bank's policy.

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v. **PROBATION AND CONFIRMATION:**

Selected candidates shall be on probation for a period of **TWO** years which can be extended by further period of one year depending on the performance of the candidate. Their confirmation in the bank service will be decided in terms of the provisions of the Central Bank of India (Officers) Service Regulations.

vi. **BOND:**

The selected candidate shall execute a bond of Rs. 3.00 Lakh for a period of 3 years from the date of joining the Bank.

vii. **CIC SCORE:**

The candidate should have a minimum CIBIL score of 650 or above at the time of joining. There should not be any credit default or financial indiscipline visible in the CIBIL report of the candidate.

3. SELECTION PROCEDURE

a. The candidate will be given an option to apply for vacancy of **one Zone only**. A candidate applying against vacancy of one Zone will not be eligible to apply against vacancy of any other Zone.

b. The selection will be on the basis of performance in written examination and interview.

c. The structure of the Examination which will be conducted online is as follows:

Sr. No	Name of the test	No. Of questions	Maximum Marks	Time allotted for each test (Separately time)
1	English Language	20	20	15 minutes
2	Banking Knowledge	60	60	35 minutes
3	Computer Knowledge	20	20	15 minutes
4	Present Economic Scenario & General Awareness	20	20	15 minutes
	Total	**120**	**120**	**80 Minutes**

d. The indicative weightage for Written Exam shall be as under:

i. Qualifying marks in written test/interview are as under:
Weightage for Common Written Exam: Interview - 70:30 (as applicable)
ii. Qualifying Marks in Written Test: 50% - General, 45% - SC/ST/OBC/PWD (as applicable)
iii. Maximum marks in interview shall be 100.
The Qualifying Marks in Interview: 50% - General, 45% - SC/ST/OBC/PWD.

Merit list will be drawn Zone wise and Category wise on the basis of the marks scored in Online Test. Candidates numbering up to 4 times (approx.) of the Zone wise and Category wise vacancies, subject to availability of qualified candidates, will be called for interview from the top of the merit list drawn on Zone wise and Category wise vacancies.

e. Local Language:

The candidates applying for vacancies of a particular Zone, should be proficient (reading, writing and understanding) in any one of the specified opted local language of that Zone (mentioned against each Zone). The test of knowledge of specified opted local language of the applied Zone will be conducted as a part of selection process. It will be conducted for provisionally selected candidates (based on performance in online test and interview) before joining the Bank. Candidate who fails to qualify this test will not be offered appointment. Candidates who produce 10th or 12th standard mark sheet/ certificate

evidencing having studied the specified opted local language of the applied Zone as one of the subjects will not be required to undergo the language test.

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f. The on-line Test is proposed to be held on **March 2025** at below mentioned Centre/venue, (List of Centres)

Sr. No.	Centre	Sr. No.	Centre	Sr. No.	Centre
1	Ahmedabad/Gandhinagar	11	Thiruvanthapuram	21	Warangal
2	Surat	12	Trichy	22	Bhopal
3	Rajkot	13	Guwahati	23	Chandigarh/Mohali
4	Jamnagar	14	Silchar	24	Delhi/New Delhi/NCR
5	Baroda	15	Dibrugarh	25	Kolkata/Greater Kolkata
6	Bhavnagar	16	Hyderabad	26	Lucknow
7	Chennai	17	Bangalore	27	Mumbai/Navi Mumbai/Thane/MMR
8	Coimbatore	18	Guntur/Vijayawada	28	Patna
9	Ernakulam	19	Hubli/Dharwad	29	Pune
10	Madurai	20	Vishakhapatnam	30	Raipur

Candidates shall be choose to select one centre for giving the written exam at the time of submission of application. In case adequate number of candidates are not available at a notified centre then such centre may be merged with the nearby centre.

- Bank reserves the right to cancel any of the above mentioned centers and/ or add some other centers, depending upon the response of the candidates, administrative feasibility, etc.

- The Candidates will have to appear for the online examination at the allotted Centre at their own expenses and risks Bank will not be responsible for any injury or losses etc. of any nature.

- The allocated Centre/Venue for the Examination will be intimated through Call Letter/e-mail.

- Candidates who are successful in online test will be subsequently called for interview. Merely satisfying the eligibility norm does not entitle a candidate to be called for Interview. In case of equal marks by two or more candidates, merit order of such group of candidates will be on the basis of Date of Birth i.e. candidates senior in age will be placed higher in the merit list.

- The date of the online test is tentative. The exact date/centre/venue of examination will be communicated to the candidates through the call letters/e-mail for the examination. The Bank reserves the right to cancel or make any change in the date of the test/ vary the selection procedure, if necessary. Bank reserves the right to add any selection test/ procedure other than specified in the notification.

4. APPLICATION FEE (NON REFUNDABLE):

Application fee to be remitted by the applicants along with the Application for Recruitment is as under **(GST @ 18% extra will be charged on application fee)**:

Sr. No.	Category	Application fee/ Intimation Charges
1	Schedule Caste/Schedule Tribe/PWBD candidates/ Women candidates	Rs. 175/-+GST
2	All Other Candidates	Rs. 850/-+GST

5. GENERAL INSTRUCTIONS

a) Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.

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b) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any wrongdoing (s) / suppression of antecedents is/are detected even after appointment, the services of candidates selected are liable to be terminated.

c) A recent, recognizable color passport size photograph, which should be the same as the one uploaded in the on-line application form, should be firmly pasted on the call letter for online examination/interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the online test/personal interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.

d) Candidates will have to produce original Caste/Physical Disability/ Caste Validity Certificate (wherever applicable) any other relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce original OBC certificate with Non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non-creamy layer status as on closing date of registration. The competent authority for issue of Caste/PH certificate has been defined at point No. 7 below. The certificate issued by only those competent authority authorized to issue Caste/Disability certificate will be acceptable. **Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form**. Prescribed formats of Caste Certificate & PwBD certificates are given in **Annexures.**

e) Candidates serving in Govt./quasi-Govt./Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.

f) All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of their educational/experience certificates as well as Caste Certificate, Caste Validity Certificate (wherever applicable), certificate of disability in the proforma prescribed by Govt. Of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled**.**

g) No Travelling Allowance is payable to candidates who are called for interview. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual, subject to their claiming, to and fro 2nd General Class Rail/Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview.

h) The Bank takes no responsibility for any delay /non-receipt or loss of any communication.

i) Any resulting dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

j) Canvassing in any form will be a disqualification. The Bank will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/valid, the bank reserves right to cancel the candidature of the concerned candidates and such candidates will be disqualified.

k) Request for change of contact no./address/ email ID/ will not be entertained.

l) The interview centre will be as per Bank's sole discretion.

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m) In case any dispute arises on account of interpretation of version other than English, English version will prevail.

n) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

6. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

6.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

6.2 At the time of Examination/interview/ Group Discussions(wherever applicable), if a candidate is/has been found guilty of:

- using unfair means during the examination/interview 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.
- Resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, 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 or recruitment conducted by the Bank
(c) For **termination** of service, if he/she has already joined the Bank.

7. THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER (as notified by GOI from time to time):

7.1 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.

7.2 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 or the area where the candidate and/or his family normally resides.

7.3 For Persons with Benchmark Disabilities: Authorised 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 interview. In terms of GOI DFS Notification No.3/4/2020-Welfare (Part-I) dated 25/05/2023, persons with temporary disability shall not have the benefit of reservation of PwBDs (Person with Benchmark Disabilities) in Direct Recruitment.

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8. HOW TO APPLY:-

Candidates can apply only online from **21.01.2025 to 09.02.2025** and no other mode of application will be accepted.

9. Pre-Requisites for Applying Online

Before applying online, candidates should:

(i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as per this Advertisement.
(ii) Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
(iii) Have a valid personal email ID, which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account. Till the conclusion of the process every communication given in the above said mail id will be construed as valid and binding.

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

Procedure for applying online:

(1) Candidates are first required to go to the Bank's website and click the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
The link for online application is as under:-
https://ibpsonline.ibps.in/cbijan25/

(2) To register their application candidates will be entering their basic information in the online application form. After that 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 in the specified e-mail id & mobile numbers. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

(3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines given hereunder for Scanning and Upload of Photograph and Signature.

Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained.

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. No change is permitted after clicking on "COMPLETE REGISTRATION" Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

10. Mode of Payment

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

(i) Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the On-Line Application format. Before pressing the "COMPLETE REGISTRATION" button, candidates are advised to verify every field filled in the application. The

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name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can prefer to save the data already entered. Once the application is filled in completely, candidate should finally submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) After COMPLETE REGISTRATION, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated online transaction may not have been successful.

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.

- 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.

- 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. Candidate should not send this printout to the Bank.

- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, and Post Applied for, Eligibility Criteria/ Qualification, 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. Bank 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 will be 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 uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

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- 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 onto the Bank's website on account of heavy load on internet/website jam.

- Bank 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 Bank.

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

11. GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE AND MARKSHEET OF GRDUATION.

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

i) Photograph Image: (4.5cm × 3.5cm)

- 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.

ii) Signature:

- The applicant has to sign on white paper with Black Ink pen.
    - Dimensions 140 x 60 pixels (preferred)
    - Size of file should be between 10kb – 20kb
    - Ensure that the size of the scanned image is not more than 20kb

iii) Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - 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

iv) Hand-written declaration Image:

- The applicant has to write the declaration in English only clearly on a white paper with black ink.
    - File type: jpg / jpeg
    - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)

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- File Size: 50 KB – 100 KB

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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.

Note:

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that Photo, Signature, Thumb impression and Hand written declaration are uploaded at the specified spaces only in the online application form.

Procedure for scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ 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.
- 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.

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- 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.

Online Application will not be registered unless candidate uploads his/her Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

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

(2) After uploading the Photograph / signature / 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 photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) 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.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) Candidates should ensure that the signature uploaded is clearly visible.

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(6) 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.)

(7) 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."

(8) 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 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).

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

12. CALL LETTERS FOR THE ON-LINE TEST

The date of the On-line Test is TENTATIVELY FIXED as March 2025. However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Online Examination.

1) PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING ONLINE TEST:
All eligible candidates will be required to download their call letter for on-line examination and the Information Handout from the Bank's website. Date of commencement of downloading interview call letters for the posts will be intimated by way of separate notice on the Bank's website. Hence, candidates are advised to visit the bank's website frequently for the date of commencement of downloading of on-line examination/interview call letters. Candidates should note that the call letters will not be sent through any other mode.

2) In case of any difficulty in downloading the call letter, the candidate should contact the Help Desk as mentioned in FAQs with regard to downloading the call letter.

Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions.

All announcements/addendum/ corrigendum/ details pertaining to this process will be only published / provided on authorized Bank's website www.centralbankofindia.co.in from time to time under Career section. No separate communication/ intimation will be sent to the candidates who are not selected/ shortlisted in the process. All notification/ communication placed on Banks's website shall be treated as intimation to all candidates who have applied for the process.

Merely satisfying the eligibility criteria norm does not entitle the candidate to be called for GD/Interview/Selection process. The Bank reserves the right to call only the requisite number of candidates for GD/Interview/Selection process after preliminary screening/ shortlisting with preference to the candidates' age, qualification, experience, essential requirements, suitability etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the recruitment process entirely at any stage without assigning any reason.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

-SD-

Date: 20.01.2025 **GENERAL MANAGER (HCM)**

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ANNEXURE-I

FORM- SC/ST

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

1.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]

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

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This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____ Father /Mother* of Sh / 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 _____.

3. 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.

……....

* 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 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. / Kum*_____ Son / Daughter* of Shri / Smt.* _____ of village/Town* _____ District/Division* _____ in the _____ State belongs to the _____ community which is recognized as a backward class under:

(i) Resolution No.12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No.186 dated 13/09/93.
(ii) Resolution No.12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No.163 dated 20/10/94.
(iii) Resolution No.12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No.88 dated 25/05/95.
(iv) Resolution No.12011/96/94-BCC dated 09/03/96.
(v) Resolution No.12011/44/96-BCC dated 06/12/96 published in the Gazette of India Extraordinary Part I Section I No.210 dated 11/12/96.
(vi) Resolution No.12011/13/97-BCC dated 03/12/97.
(vii) Resolution No.12011/99/94-BCC dated 11/12/97.
(viii) Resolution No.12011/68/98-BCC dated 27/10/99.
(ix) Resolution No.12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No.270 dated 06/12/99.
(x) Resolution No.12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No.71 dated 04/04/2000.
(xi) Resolution No.12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000.
(xii) Resolution No.12015/9/2000-BCC dated 06/09/2001.
(xiii) Resolution No.12011/1/2001-BCC dated 19/06/2003.
(xiv) Resolution No.12011/4/2002-BCC dated 13/01/2004.
(xv) Resolution No.12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No.210 dated 16/01/2006.
(xvi) Resolution No.12011/9/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No.67 dated 12/03/2007.
(xvii) Resolution No.12015/2/2007-BCC dated 18/08/2010.
(xviii) Resolution No.12015/13/2007-BCC dated 08/12/2011.

Shri/Smt./Kum. _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of _____State. This is also to certify that he/she does not belong to the persons/ sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93- Estt.[SCT], dated 08/09/93 which is modified vide O.M. No.36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide O.M. No.36033/3/2004-Estt.(Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:
District Magistrate /
Deputy Commissioner /
Competent Authority
Seal
*Please delete the word(s) which are not applicable.

NOTE : (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
(b) The authorities competent to issue Caste Certificates are indicated below:

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(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

(iii) Revenue Officer not below the rank of Tehsildar and

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

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

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FORM-EWS

Government of ……..

(Name & Address of the authority issuing the certificate

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

(Prescribed proforma subject to amendment from time to time)

Certificate No. ……

Date: ……

VALID FOR THE YEAR ……

This is to certify that Shri/Smt./Kumari …….. son/daughter/wife of …….. permanent resident of …….. Village/Street …….. Post Office……. District…… in the State/Union Territory …… Pin Code ……. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets*** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities

2. Shri/Smt./Kumari …… belongs to the …… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office ……

Name …… Designation ……

Recent Passport Size Attested Photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
Note 2 :The term **'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-
The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: - (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner, (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
(iii)Revenue Officer not below the rank of Tehsildar and
(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

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FORM-I

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism 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 passport 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**
- **Dwarfism**
- **Blindness**

(Please tick as applicable)

(B) The diagnosis in his/her case is _____
(A) He/She has _____% (in figure) _____ percent (in words) permanent locomotor disability/ dwarfism /blindness in relation to his/her _____ (part of body) as per guidelines (……number and date of issue of the 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/ Thumb impression of the person in whose favour disability certificate is issued

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

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FORM – II

Certificate of Disability
(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 am satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) for the disabilities ticked below, 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 %)
01	Locomotor disability	@		
02	Muscular Dystrophy			
03	Leprosy cured			
04	Dwarfism			
05	Cerebral Palsy			
06	Acid Attack Victim			
07	Low vision	#		
08	Blindness	#		
09	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language Disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum disorder			
15	Mental-illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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

In figures: - _____ percent
In words: - _____percent

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2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is :

(i) not necessary,
Or
(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____
@ - e.g. Left/Right/both arms/legs
 # - e.g. Single eye
£ - 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 – III

Certificate of Disability

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

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

Recent Passport size Attested Photograph (Showing face only) of the persons 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 HouseNo._____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 (……number and date of issue of the 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	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid Attack Victim			
6	Low vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and Language Disability			
10	Intellectual Disability			

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11	Specific Learning Disability			
12	Autism Spectrum disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(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
 # - e.g. Single eye / both eyes
£ - e.g. Left / Right / both ears

1. 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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APPENDIX- I

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 Applicable)	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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APPENDIX II

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/her 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)

Place:

Date:

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