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Directorate General, Central Reserve Police Force,
East Block-7, Level-4, Sector-1, R.K. Puram, New Delhi, Pin-110066
(Ministry of Home Affairs, Govt. of India)
HELP LINE NO.011-26160255 Website – www.rect.crpf.gov.in
No. A.VI.19/2023-Rectt-DA-3 Dated, the 08 May'2023

Advertisement Notice

Recruitment for the post of ASI (STENO) AND HEAD CONSTABLE (MINISTERIAL) through LDCE-2023 in CRPF

Start Date of Submission of online applications	10/05/2023
Last date for receipt of online applications	31/05/2023
Release of Admit Card for Computer Based Test	15/07/2023
Schedule of Computer Based Test (Tentative)	22-28 July, 2023

"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"

The Central Reserve Police Force will conduct Limited Departmental competitive Examination for recruitment of Serving Personnel of CRPF for the post of Assistant Sub Inspector (Steno) and Head Constable (Ministerial) as per the Recruitment Rules formulated by the Ministry of Home Affairs (MHA).

2. The recruitment process will consist of Computer Based Test, Skill Test, Physical Standard Test (PST), Documents verification and Medical Test. The salient features of the recruitment are as under:

2.1 Applications will be accepted through **ONLINE** mode only. Hence, candidates are required to apply only online. No other mode for submission of application is allowed.

2.2 Computer Based Test will be conducted only in English and Hindi.

2.3 Skill Test will be conducted in English and Hindi only.

2.4 Skill Test/ Physical Standard Test(PST)/Documents Verification (DV)/Detailed Medical Test(DME)/Review Medical Test(RME) will be scheduled after conduct of Computer Based Test.

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2.5 Collection of required eligibility certificates/documents from qualified candidates and their verification will be carried out at the time of DV.

2.6 Final result will be declared by the CRPF based on the performance of candidates in the CBT subject to their qualifying the Skill Test, PST,DV, Medical Examination and other conditions stipulated in the Recruitment Notice.

2.7 Admit Card for any stage of Test will not be sent by Post. Facility for download of Admit Cards will be provided at the websites of CRPF i.e., http://WWW.rect.crpf.gov.in. Candidates are advised to regularly visit the websites of CRPF for updates of Test process and download of Admit Cards for each stage of Test.

2.8 Each stage of Test, every candidate should ensure to bring two colour copy of Admit Card. Each Candidate should handover one colour copy of Admit Card to the Invigilator at the time of Test.

3. **Pay Scale**: The post carries following pay level (as per 7th CPC).

POST	PAY LEVEL	PAY MATRIX
Assistant Sub Inspector (Steno)	05	29200-92300
Head Constable (Ministerial)	04	25500-81100

The post will carry Dearness allowance/House rent allowance/ transport allowance/ration money allowance, uniform allowance, free accommodation, free medical facilities, free leave pass once in a year during leave and other allowances as admissible under the rules in the Force.

4. **Vacancies:** The details of vacancies are as follows:

Post	UR	SC	ST	Total
ASSISTANT SUB INSPECTOR (STENO)	21	04	02	**27**
HEAD CONSTABLE (MINISTERIAL)	173	34	17	**224**

4.1 The vacancies are Tentative. Any Change in the number of vacancies will be intimated through the CRPF website www.rect.crpf.gov.in.

4.2 Candidates selected for appointment are liable to serve anywhere in India.

5. **Reservation and suitability of Posts:**

5.1 Reservation for Scheduled Castes (SC)/Scheduled Tribes (ST) are as per extant Central Government Orders.

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6. Eligibility:

Post	Eligible serving personnel of CRPF
ASI (Steno)	Head Constable (General Duty), Head Constable (Ministerial), Constable (General Duty), Constable (Trade) and Constable (Daftry).
HC (M)	Head Constable (General Duty), Constable (General Duty), Constable (Trade) and Constable (Daftry).

Note: Constable (Trade):- Carpenter, Mochi, Tailor, Brass Band, Pipe Band, Gardener, Bugler, Painter, Cook, Water Carrier, Barber/Hair Dresser, Washerman/woman, Safaikarmchari, Peon, SK/Min., Farash and Library Attendant .

6.1 They should have completed five years of combined regular service in Constable and/or Head Constable Grade including basic training on the last date of application.

6.2 Must have good record during entire service.

6.3 They should have minimum "Good" APARs of last 05 years and should have unblemished service records till the issue of offer of appointment for HC (Min). APARs of last 05 years should be considered which may be 4, 3 APARs or more in number. APAR grading in respect of recruits who have passed 44 weeks of basic training be treated as 'Good'

6.4 ACR/APAR grading "Good" and "Satisfactory" is at par and candidates having "Satisfactory" grading are also eligible.

6.5 Candidates having adverse remarks in APAR/Part APAR of last 05 years are not eligible for appearing in LDCE.

6.6 Candidates awarded minor or major punishments/penalties under relevant sections e.g. Section 11 of CRPF Act, 1949 read with table below Rule-27 of CRPF Rules, 1955 during service eligibility period years and till issue of offer of appointment for HC(Min.) be considered as "blemished record".

6.7 Candidates having NQS with punishment or punished in Orderly Room will be treated as 'blemished records'.

6.8 Warning / advisory should not be treated as "blemish".

6.9 Candidates should be free from vigilance angle and no DE/PE/ pending or being contemplated against them.

6.10 Medical Category Shape-I at the time of submitting applications.

6.11 NOC be obtained from HOO as per Annexure-II and upload in the application form. Hard copies of NOC will be verified at the time of DV stage.

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7. Age Limit:

7.1 The upper age limit for appearing in the LDCE will be 40 years as on closing date of receipt of application i.e. 31/05/2023 i.e. **candidate should not born before 01/06/1983.**

Upper age limit will be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.

7.2 Date of birth filled by the candidate in the online application form and the same recorded in the Matriculation/Secondary Exam. Certificate, will be accepted by the CRPF for determining the age and no subsequent request for change will be considered or granted.

8. Process of Certification and format of certificates:

8.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority in the prescribed format when such certificates are sought by CRPF at the time of document verification. Otherwise, their claim for SC/ ST status will not be entertained and their candidature/ applications will be considered under General (UR) category.

8.2 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the Test conducted by the CRPF in case they fraudulently claim the status of SC/ ST.

9. Educational qualifications (as on closing date of application i.e. 31/05/2023)

9.1 **Candidates must have passed Intermediate (10+2) or equivalent Test from a board or university recognized by Central or State Government.**

Note: Two or Three year Diploma Certificate in technical education done after10th class will not be considered equivalent to intermediate (10+2).

9.2 The candidates who have not acquired the essential educational qualification as on the stipulated date will not be eligible and need not apply.

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9.3 All candidates who are declared qualified in Computer Based Test, Skill Test and PST will be required to produce all relevant Certificates in original such as Mark sheets/Provisional Degree as proof of having acquired the minimum education qualification failing which the candidature of such candidates will be cancelled.

9.4 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the concerned authorities at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the concerned Appointing Authorities.

10. How to apply/Steps to apply:

10.1 Applications must be submitted in ONLINE mode. For detailed instructions for submission of online application, please refer to Annexure-I of this advertisement.

10.2 Candidates can apply for the post/trade provided they fulfill the prescribed eligibility conditions.

10.3 The application portal will be operational from 10/05/2023 (1000 hours) to 31/05/2023 (till 2355 hours).

10.4 Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the CRPF website.

10.5 The CRPF will not be responsible 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 CRPF.

10.6 Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online application form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc shall not be entertained

11. <u>Centre/City of Computer Based Test</u>:

11.1 The candidate has to indicate one options/ choices as Test centre for online Computer Based Test from the following:

Raipur	Jammu	Prayagraj	Delhi
Bilaspur	Srinagar	Hyderabad	Kolkata
Guwahati	Gandhinagar	Chennai	Ajmer
Imphal	Patna		

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hile filling in the online application form, the applicant should carefully decide about his/her choice of city of Test.

b) Candidate could be accommodated in Test cities opted by him/her.

c) CRPF reserves all rights to schedule candidate/s to any of the exam city even beyond the selected choice of candidate.

d) Test city, once opted, will **NOT** be changed under any circumstances.

e) Above Test centre are only for CBT. Test centre will be shifted to CRPF establishments for next stages of Recruitment.

12. **Scheme of Examination:**

12.1 The Examination will consist of Computer Based Test, Skill Test, Physical Standard Test, Documents Verification and Detailed Medical Examination (DME).All these stages of the Examination are mandatory. Details of these Papers/Tests is as follows:

12.2 **Computer Based Test**: The Computer Based Test will consist of one paper with 100objective type questions to be attempted in 1 ½ hours (90 Minutes):

Tentative Date of Computer Based Test	Section	Subject	No. of questions/Maximum Marks	Time Duration& Marks
22-28 July, 2023	A	Hindi Language Or English Language (optional)	25/25	90 Minutes/ 100 Marks
	B	General Aptitude	25/25	
	C	General Intelligence	25/25	
	D	Quantitative Aptitude	25/25	

12.2.1 Section B,C,D will be set as bilingual.

12.2.2 Questions will be of Objective Multiple choice type, Question will be set in Hindi and English.

12.2.3 There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

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12.2.4 The date & Centre of CBT will be informed to candidates via Admit Card(To be downloaded from CRPF website), SMS & Emails.

12.2.5 Marks scored by the candidates in CBT will be normalized and such normalized scores will be used to determine final merit and cut off marks.

12.2.6 The question in the CBT will be of Intermediate level.

12.2.7 A mock test link will be available in Candidates corner on CRPF website to familiarize the candidates with CBT.

12.2.8 Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Hall.

12.2.9 The Objection Management Link shall be hosted on CRPF website 2-3 days after the conduct of CBT to invite objections from the candidates related to questions and answers keys of the Test, if any.

12.2.10 Candidates may go through the Answer options while filing objections and submit representations, if any, within the time limit given by the CRPF through online modality only. No representation regarding Answer Keys shall be entertained later.

12.2.11 The dates of Tests indicated in the Notice are tentative. Any change in the schedule of Test will be informed to the candidates only through the website of the CRPF.

12.2.12 There is no provision for re-evaluation/rechecking of the scores. No correspondence in this regard shall be entertained.

12.3 Skill Test -Typing (HC/M)/Shorthand (ASI/Steno)}:

Only those candidates who qualify in CBT shall be called for next stage of recruitment i.e. Skill Test/PST/DV/DME which will be conducted at various Centres of the CRPF.

Skill Test (On computer) (For Assistant Sub Inspector (Steno)	Dictation : 10 minutes@80 words per minute. Transcription time- 50 minutes in English or 65 minutes in Hindi on computer.

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Skill Test (On computer) (For Head Constable/Ministerial)	English Typing with minimum speed of 35 words per minute on computer. OR Hindi Typing with minimum speed of 30 words per minute on computer. (35 words per minute in English and 30 words per minute in Hindi corresponding to 10500 key depressions per hour in English 9000 key depressions per hour in Hindi with average of 5 key depressions for each word on computer)

12.3.1 Skill test (typing) will be conducted/done only on computers. Computers & key board for the purpose will be provided by the Recruitment Centres.

12.3.2 Mode/Procedure/Method for conducting skill test will be decided by the department. Skill test will be of qualifying nature and no marks will be awarded for skill test.

12.3.3 Skill Test in Hindi shall be conducted only on "Remington Gail Key layout with MANGAL Font". Specimen of "MANGAL font" will be available in web site "www.rect.crpf.gov.in".

12.3.4 Each error (including spelling mistake, omission of word/punctuation mark, repeated word, word differing from the test/actual passage, word not in the passage, mixing-up of words, etc) will be counted as a mistake. Mistakes equaling to 5% of the words in the passage actually typed by the candidate will be allowed/permissible. For each mistake beyond 5% of the permissible limit, 10 words will be subtracted/deducted from the total words typed by the candidate for assessing actual typing speed (For HC(M) only).

12.3.5 They will be tested in stenography/short hand test {For ASI (Steno) only} as mentioned (Skill Test) above.

12.3.6 The transcription of shorthand notes will have to be done on computers & keyboards provided by the Department and in no case use of other typing mode shall be allowed.

12.3.7 The dictation will have to be noted/taken by the candidates in shorthand strokes and same will also be evaluated. Noting/taking of dictation in long hand

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(i.e. other than standard shorthand strokes) will not be accepted and such candidates will be declared failed in skill test even if they transcribe correctly in given time.

12.3.8 No request for re-test of skill test will be accepted /entertained.

12.3.9 Beyond 40 mistakes, which is 5% of 800 words in 10 minutes dictation @ 80 words per minute, the candidate will be declared "Failed' {For ASI(Steno)}.

12.3.10 CRPF reserve the right to make any modification compatible with Recruitment Rules in Skill test assessment procedure and any other changes to be made.

12.3.11 Detailed scrutiny of candidate's eligibility/documents will be undertaken at the time of Physical Standard Test. Therefore, it will the responsibility of the candidates to verify their eligibility as prescribed in this Notice from time to time before appearing for CBT/Skill Test/PST. Candidates shortlisted for Skill test/PST will be asked to go through biometric verification. The PST include measurement of height, weight, chest (as applicable).

12.4 **Physical Standard Test and Documents Verification (For all posts):**

12.4.1 Physical Standard Test (PST):

Sl. No.	Category of candidates	Height (in Cms)	Chest (in Cms)	
			Unexpended	Expanded
(i)	Male candidates except those listed at S No.(ii) and (iii)	165	77	82
(ii)	Candidates falling in the categories of Garwalies, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the state of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, UTs of Laddakh and Jammu & Kashmir.	162.5	77	82
(iii)	All candidates belonging to the Scheduled Tribes	162.5	76	81
(iv)	Female Candidates except those	155	N/A	N/A

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	listed at S No. (v) and (vi)			
(v)	Female candidates falling in the categories of Garwalies, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the state of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, UTs of Laddakh and Jammu & Kashmir.	150	N/A	N/A
(vi)	All female candidates belonging to the Scheduled Tribes	150	N/A	N/A

12.4.2 Proportionate/Corresponding to height and age as per medical standards (For males and females). Over/under weight will be disqualification at the stage of medical Test only.

12.4.3 Chest measurement for female candidates will not be taken.

12.4.4 Relaxation in height and chest (as the case may be) as mentioned above will be permissible only on production of certificate in the Performa as prescribed in **Annexure-VI** from the competent authorities of the district where they ordinarily reside(s).

12.4.5 Those candidates who are declared not qualified in Physical Standards, i.e. height and chest, may prefer an appeal, if they so desire, to appellate authority present on the PST ground. The decision of the appellate authority will be final and no further appeal or representation in this regard will be entertained.

12.4.6 PST will not carry any marks but will be of qualifying/elimination nature.

12.5 Document Verification: Candidates will be shortlisted for Document Verification from the pool of candidates who qualify in CBT, Skill Test and PST.

12.5.1 The candidates are advised to carry original documents along with self attested photocopies of the same with them at the time of reporting at Recruitment Centre. At the time of Document verification, documents as mentioned below will be physically verified.

12.5.2 Candidates have to bring two passport size recent colour photographs and original ID Proof issued by CRPF while appearing for the Document Verification

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12.5.3 Candidate will have to submit copies of various documents like:

12.5.3.1. Matriculation/Secondary Certificate.

12.5.3.2. Intermediate/10+2 Certificate.

12.5.3.3. Order/letter in respect equivalent Education Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

12.5.2.4. Caste Certificate, if belongs to reserved categories in the format prescribed at Annexure III of the Notice from the candidates seeking reservation/age relaxation.

12.5.3 Any other documents specified in the Admit Card for DV.

12.6 **Detailed Medical Examination (DME):**

12.6.1 The shortlisted candidates will be medically examined by the Medical Officer/Medical Board constituted by the CRPF to assess their physical and medical fitness. The medical examination of the candidates will be conducted in terms of Uniform Guidelines for recruitment, medical examination for GOs and NGOs in CAPFs and AR issued vide MHA UO No. A.VI.1/2014-Rectt(SSB)dated 20/05/2015 and OM No. E.32012/ADG(Med)/DME/RME/DA-1/2020 (Part file)/1166 dated 31/05/2021 and as amended from time to time by the Government of India.

12.6.2 **Candidates declared unfit during Detailed Medical Examination (DME) will be allowed to undergo Review Medical Examination (RME), provided they give their written consent by appending their signature on the intimation indicating the reasons for being unfit, as per ANNEXURE-VIII. RME of candidates will be conducted in continuation of DME preferably on the next day of DME. The consent for RME as per Annexure-(VIII) duly signed by the candidate should be submitted within 24 hours after he/she is informed of his/her unfitness in**

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DME. Guidelines issued vide GOI/MHA OM F.No.-E. 32012/ADG(MED)/DME & RME/DA-1/2020-(Part file)/1166 dated 31/05/2021 will strictly followed. Decision of Re-Medical Board /Review Medical Board will be final and no appeal/representation against the decision of the Re-Medical Board/Review Medical Board will be entertained.

12.6.3 Review Medical Board shall examine the candidate specifically for the deficiency for which the candidate has been declared unfit during DME as per instruction.

12.6.4 If the candidate is found fit in RME, his name will be included in the data/list of medically fit candidate for preparing the final merit list/result.

13 Admission to the Test:

13.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the CRPF as per the terms and conditions of the Notice of Examination will be assigned Roll numbers and issued Admit Card (AC) for appearing in the CBT.

13.2 The CRPF will not undertake detailed scrutiny of applications for the eligibility and others aspects at the time of Computer Based Test and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the CRPF's decision in this regard shall be final.

13.3 Admit Card for all the stages of examination will be issued through online mode only. Admit Card for any stage of examination will not be sent by post or any other means. Therefore, candidates are advised to visit the website of CRPF regularly for updates on the recruitment process.

13.4 Information about the Examination indicating the time table and City/Centre of Examination for the candidates will be uploaded on the websites of the CRPF about 1 week before the date of examination. If any candidate does not find

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his/her detail on the website of the CRPF, one week before the date of examination, he/she must immediately contact the helpline with proof of having submitted his/her application. Failure to do so will deprive him/her for any claim of consideration.

13.5 Candidate must write Registration Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the CRPF. Communication from the candidate not furnishing these particulars shall not be entertained.

13.6 Facility for downloading of Admit Cards will be available 1 week before the next stage of recruitment process on the website of CRPF. Candidate must bring 02 (two) coloured printout of the Admit Card to the Examination Centre

13.7 In case of inability to download admit cards for CBT/Skill Test/PST &DV/DME/RME from the website of CRPF, candidates should contact the CRPF at least one week before CBT, Skill Test, PST & DV and DME/RME whatever stage applicable. In case of non receipt of admit cards the candidate may contact at CRPF helpline number 011-**26160255**. (1000 to 1800 hrs on working days only)

13.8 In addition to the Admit Card, it is mandatory to carry at least two passport size recent colour photographs and I/Card issued by the CRPF.

13.9 **If Identity Card not available with the candidate then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admit Card and Certificate brought in support of date of birth, the candidate will not be allowed to appear in the Examination.**

13.10 Any other document mentioned in the Admit card may also be carried by the candidates while appearing in the Examination.

13.11 Applications with blurred photograph and/ or signature will be rejected.

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14. **Mode of Selection:**

14.1 The recruitment process will consist of CBT/Skill Test/PST &DV and medical examination (DME/RME).

14.2 Minimum qualifying marks in Computer Based Test are as follows:

15.2.1. UR: 40%

15.2.2. SC/ST: 35%

14.3 Marks scored by candidates in Computer Based Test (CBT) will be normalized and such normalized scores will be used to determine final merit.

14.4 On the basis of their performance in Computer Based Test, candidates will be shortlisted for appearing in Skill Test.

14.5 Skill test are mandatory but qualifying in nature.

14.6 Only those candidates who qualified in Computer Based Test will be allowed to appear in Skill Test.

14.7 PST are mandatory but qualifying in nature.

14.8 Only those candidates who qualified in Skill test will be allowed to PST, documents verification and Medical Examination.

14.9 Candidates are required to submit all documents in original for verification at the time of Document Verification.

14.10 Final Selection will be made on the basis of performance of candidates in Computer Based Test.

14.11 SC and ST candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from the amongst the eligible SC and ST candidates.

14.12 SC and ST candidates who qualified on the basis of relaxed standards viz., age limit or qualifications etc., irrespective of his/her merit position, is to be counted against reserved vacancies in respective categories and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the

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deficiency in the reserved quota, irrespective of their rank in the order of merit.

14.13 **Success in the Test confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.**

14.14 **The candidates applying for the Test should ensure that they fulfill all the eligibility conditions for admission to the Test. Their admission at all stages of the Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Computer Based Test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the Test will be cancelled.**

14.15 Candidates, who are appointed on the basis of this Test, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such Tests as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority otherwise reverted to original post.

14.16 If a candidate scoring more than cut-off marks in any stage of the Test is not qualified for the subsequent stage/final selection due to any reason, he/she must represent to the CRPF within two months of the declaration of the result or two weeks prior to the conduct of next stage of the Test, whichever is earlier.

14.17 If a candidate is finally selected and does not receive any correspondence from the CRPF within a period of 3 months from the declaration of final result, he/she must communicate immediately thereafter with the CRPF.

14.18 The candidates can choose **only one post at the time of submitting their** application otherwise candidature will be cancelled. Since written Test for both the posts will be conducted on same date/time on all India basis.

15. **Resolution of tie cases:**

15.1 In cases where more than one candidate secures the equal aggregates marks, in Computer Based Test, tie will be resolved by applying the following methods on after another:

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15.1.1. Date of birth, with older candidates placed higher.

15.1.2. Alphabetical order of names of the candidates.

16. **CRPF's decision final:**

The decision of the CRPF in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of Test(s), allotment of Test centre etc. to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

17. Action against candidates found guilty of misconduct:

17.1. If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of Test, their candidature for this Test will be cancelled and they will be debarred from the Tests for the CRPF for the period mentioned below:

S. No.	Type of malpractice	Debarment period
1	Taking away any Test related material such as Rough Sheets, CRPF Copy of Admit card, Typing material etc. from the Test hall or passing it on to unauthorized persons during the conduct of Test.	2 Years
2	Leaving the Test Venue uninformed during the Test.	2 Years
3	Misbehaving, intimidating or threatening in any manner with the Test functionaries "i.e. Supervisor, Invigilator, Security Guard or CRPF" representatives etc.	3 Years
4	Obstruct the conduct of Test/ instigate other candidates not to take the Test.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in "switched on" or" switched off" mode.	3 Years
8	A candidate who is also working on Test related matters in the same Test.	3 Years

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9	Damaging Test related infrastructure/ equipments.	5 Years
10	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
11	Possession of fire arms/ weapons during the Test.	5 Years
12	Assault, use of force, causing bodily harm in any manner to the Test functionaries" i.e. Supervisor, Invigilator, Security Guard or CRPF's representatives etc	7 Years
13	Threatening/ intimidating Test functionaries with weapons/ fire arms.	7 Years
14	Using unfair means in the Test hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
15	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the Test hall.	7 Years
16	Impersonate/ Procuring impersonation by any person.	7 Years
17	Taking snapshots, making videos of question papers or Test material, labs, etc.	7 Years
18	Sharing Test terminal through remote desktop software/ Apps/ LAN/VAN, etc.	7 Years
19	Attempt to hack or manipulate Test servers, data and Test systems at any point before, during or after the Test.	7 Years

18. **Court's jurisdiction**: Any dispute in regard to this recruitment will be subject to court/tribunals having jurisdiction over the place of Test of the CRPF where the candidates has appeared for the Test.

19. **Important Instructions to Candidates:**

19.1 The candidates whose date of birth, Name of parents do not match with the application submitted online; their candidature will be summarily rejected.

19.2 The candidates whose LTI, signature, handwriting and photo either one of these do not match with biometric data collected during CBT and submitted online by the applicants do not match at any stage of examination, they will be categorized as **suspected candidates**. Further, the CRPF may also take appropriate action to get the matter examined by the concerned authorities/forensic experts, etc to decide the candidature.

19.3 The candidates are advised to go through the following very carefully: -

1.	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY

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	CAREFULLY.
2.	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DOSCONNECTION/INABILITY OR FAILURE TO LOGIN TO THE CRPF WEBSITE ON ACCOUNT OF HEAVEY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
3.	Collection of documents from the candidates and their verification will be carried out at the time of DV by the Recruitment Board. Therefore, candidature will be accepted only provisionally. Before applying, candidates should go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the applied post. When scrutiny of documents is undertaken at the time of DV, if any claim made in the application is not found substantiated, the candidature will be cancelled.
4.	Candidates seeking reservation benefits available for SC/ ST or any other relaxation as per the provision of Notice of examination must ensure that they are entitled to such reservation/relaxation. They should also be in possession of the certificates in the prescribed format in support of their claim.
5.	A candidate belonging to a caste of SC, ST category, on migration from one state to another state will have to make an informed choice whether to get the benefit of reservation in the state of origin or to appear as unreserved candidate from the state of migration. Such choice will have to be exercised by the candidate in the online application form. No request for change of such option, after the submission of application form will be entertained by the CRPF. In case a candidate opt to avail the benefit of reservation from the state of origin, he will have to submit information about the district and state of current domicile as well as the district and state of his origin in the application form. His candidature in such cases will be considered from the state of origin.
6.	**Shape-I candidates are only eligible to apply for this examination**.
7.	Candidates are advised to fill their correct and active e-mail address and mobile number in the online application as correspondence may be made by the CRPF through e-mail/SMS.
8.	The candidates must write their name, date of birth and father's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the CRPF.
9.	**One candidate is allowed to apply for one post only**. Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates must exercise due diligence at the time of filling their online Application Form. **In case, more than one application of a**

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	candidate are detected, all the applications will be rejected and his/her candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/she will be debarred from the examination.
10.	Before submission of the final online application, candidates must check that they have filled correct details in each field of the form. After submission of the final online application form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, FAX, Email, by hand, etc shall not be entertained and application will be summarily rejected.
11.	Applications with blurred/illegible Photograph/signature will be rejected summarily.
12.	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Normally, printout of the online Application Form is not required to be submitted to the CRPF at any stage.
13	The candidates must carry two passport size recent colour photographs and CRPF's ID Proof to the Examination Venue, failing which they will not be allowed to appear for the same.
14.	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate will be held responsible for the same and liable for suitable legal action under IT act.
15.	Candidates should participate in the recruitment process with due physical/mental preparation and will be fully responsible for any incident/accident occurring during any stage of recruitment. GOI/CRPF/Recruiting Centre will not be responsible for any such unforeseen incident/accident. Candidates will participate in recruitment at their own risk.
16.	Admit card for any stage of examination will not be sent by post. Therefore, candidates are advised to visit CRPF website http://www.rect.crpf.gov.in for timely downloading of their admit cards.
17.	For any queries related to Admit Card of any stage of examination, candidates may contact concerned Recruitment Centre or Recruitment Branch, East Block No.7, Level-4, Sector-01, R.K. Puram, New Delhi helpline Number 011-26160255
18.	Appellate Authority for physical Standard Test will be the DIG of Group Centre of respective recruitment centre. If any candidate is not satisfied / do not agree with the decision of PST board, he/she may appeal to appellate authority through Presiding Officer only at concerned recruitment centre on same day. The decision of the appellate authority will be final and no further appeal or representation in this regard will be entertained thereafter.

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19.	If a candidate deliberately make head injury (bulge/swelling) or keep tamarind on his head for taking benefit of height, such candidate will be debarred from the further process of recruitment.
20.	If a candidate scoring more than cut-off marks at any stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/she must represent to the concerned Recruitment Centre within 05 days of the declaration of the result or 05 days prior to the conduct of next stage of the examination, whichever is earlier.
21.	If a candidate is finally selected and does not receive any correspondence within a period of 03 months after declaration of result, he/she must communicate immediately thereafter with the concerned recruitment centre.
22.	The candidates should bring two coloured print out of admit card at the time of each stage of examination. One copy of admit card is required to be handed over to the examination centre.
23.	Before proceeding to register your application, select name of post to be appeared during ASI(STENO) AND HC(M) LDCE– 2023 Examination. You must ensure that you have read and understood the eligibility criteria of the post and ensure about fulfilling all the eligibility conditions for the applied post. Later, at any stage of recruitment process, if it is found that you do not fulfill any of the eligibility conditions, or found guilty of suppressing any facts, your candidature for the examination will be cancelled by the Department.
24.	This Department will not be responsible for any consequences arising out of non acceptance of any correction/addition/deletion in any particular field in application form whatever the reasons may be.
25.	The candidates should clearly mention the post for which he/she is applying in the online application form.
26.	The appointment will be subject to the condition that the candidates declared medically fit as per laid down criteria and fulfilling all other required conditions.
27.	All the posts are combatised. Selected candidates will be sent for Basic training at any of the training institution/GC of the CRPF. The services of those who fail to complete the training successfully are liable to be reverted to previous rank as per the Rules / Instructions issued on the subject by the Govt./Department from time to time.
28.	Final scrutiny of eligibility criteria with regards to age, educational qualification, caste, physical/medical standard etc. will be undertaken at the time of DV/Medical Examination and also at the time of joining in the Force. Therefore, candidature of a candidate will be accepted only provisionally till joining the Force. At the time of medical examination/joining the Force when scrutiny is undertaken and if any claim made in application is not found substantiated, then the candidature will be cancelled and the decision of CRPF in this regard shall be final. Also after joining the Force, authenticity/ genuineness of

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	DOB/Education/Caste/other requisite certificates will be got verified from concerned Board/ authority/ institution and in case of any discrepancy found at any stage, concerned candidate shall revered to his/her original rank without assigning any reasons.
29.	Any amendment to the advertisement or updates regarding recruitment and tests/result etc. will only be published on CRPF **website www.rect.crpf.gov.in.**
30.	Relaxation in respective category will only be given to those cases where vacancies are available in the respective category for the applied post. If vacancies of the respective category are not available in the post and candidate is not taking relaxation of his category, he/she will be treated as UR category candidate. Where vacancy of SC/ST category is not available and candidate does not fulfill the criteria of UR category candidate, candidature of such candidates will be rejected at any stage.
31.	Beware of touts. Money is not charged for recruitment in CRPF. If you have paid or promised to pay money to any one, you are being cheated & you are losing money. If anyone demands money for getting you selected, immediately inform the presiding officer (PO) of recruitment board, IG/DIG of concerned recruitment centre or nearest police station.

(As approved by DG CRPF on e-note dated 03/05/2023)

Sd 08/05/2023
(N. K. Singh)
DIG (Rectt.), Dte.

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Annexure-I

PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION

Steps to Apply:

I	Candidates should have a valid personal e-mail ID & mobile number. It should be kept active during the entire recruitment process. Application sequence number, password & all other important communication/alerts will be sent on the same registered e-mail ID (please ensure that e-mail sent to this mail box is not redirected to your junk/spam folder).
II	Candidates should take utmost care to furnish the correct details while filling in the on-line application form. You can edit the information before submission of Step-I and Step-II. Once the form is submitted, it can't be edited.
III	The step by step process for submitting the application form is given below: Step-I: Registration of personal & contact details. Login ID and password will be sent to you through e-mail on registered e-mail ID. Step-II: Re-login and select the category and fill up the personal details, qualification details, upload photo, NOC & signature and submit .
STEP-I Registration:	
a.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' checkbox given below and pressing the 'Start' button.
b.	The candidates should fill up all the desired information i.e. Personal Details, Contact Details, etc correctly.
c.	On completion of Step-I registration, a message will be received in candidate's registered email ID conveying his/her login ID (Application Sequence Number) & Password.
d.	The candidates has to log-out and log-in again (for Step-II) in order to fill up other details in application form.
STEP-II Completion of Application form:	
e.	After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details, and Declaration etc.
f.	Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only JPG/JPEG format is acceptable: i. Photograph image: • Coloured photo of size 35mm (width) x 45mm (height) not older than 03 months. Black & white photo will not be accepted. • Light background. Light grey/white is suggested. No patterns. • The face should cover 70-80% of the photo. The applicant should

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	look straight at the camera with a normal expression. • Avoid uniforms of colours matching the background. • If the applicant wears optical glasses, then his/her eyes should be fully visible. • The size of the scanned image should be between 50-100 kb in JPG/JPEG format only. ii. Signature image: • The applicant has to sign on white paper with Black ink pen. • The signature must be signed only by the applicant and not by any other person. • **Please scan the signature area only and not the entire page**. • Size of file should be between 50-100 kb in JPG/JPEG format only.
i.	For the purpose of all future references, the candidates are advised to keep a printout of their application form after successful submission.
j.	For technical queries/clarifications relating the filling up of ON-LINE APPLICATION, please feel free to contact the helpdesk at **Email: helpdesk.bharti@nic.in or phone No. 02261087529 (1000 to 1800 working days)**

(As approved by DG CRPF on e-note dated 03/05/2023)

Sd 08/05/2023

(N. K. Singh)
DIG (Rectt.), Dte.

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"ANNEXURE-II"

CANDIDATE SHOULD OBTAIN FOLLOWING CERTIFICATE FROM THE HEAD OF OFFICE AND SUBMIT TO CONCERNED UNIT/OFFICE WITH THE APPLICATION FORM WITHIN STIPULATED TIME.

Certified that No._____Rank___ Name_____ Unit/Office_____:-

- Has completed ____ years of service including training period.
- Is free from vigilance angle.
- Integrity is beyond doubt.
- This office has no objection for his appearing in LDCE for the post of _____
- Has not been awarded any major punishment/minor punishment.
- Has not been awarded any punishment in the Orderly Room during the entire period of service.
- AME Category is _____ and date of last AME is_____.
- No. of chances for LDCE for post of _____ already availed (excluding present appln) : _____
- As per instructions eligible / not eligible for the LDCE for the post of _____.
- Height _____Cms
- APAR Grading for the past 5 years

Year	From	To	APAR Remarks (Average, Good, Very Good, Outstanding or NIC)

Place :

Date :

Head of Office with

Name & office seal

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ANNEXURE-III

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(*The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidate applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* _____ in District/Division *_____ of the State/Union Territory* _____

belongs to the Caste/Tribes_____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____ The Constitution (Scheduled Tribes) Union Territories Order, 1951*_____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956_____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Puducherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

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The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 991@
The Constitution (ST) orders (Amendment) Ordinance 1996

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____Father/mother _____ of Shri/Srimati/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_____ ____dated_____.

% 3. Shri/Shrimati/Kumari _____ and /or* his/her family ordinarily reside(s) in village/town*_____ of _____ District/Division* _____of the State/Union Territory of _____

Signature_____
_____
**
Designation_____
(with seal of office)

Place_____
Date_____

* Please delete the words which are not applicable
@ Please quote specific presidential order
% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** **List of authorities empowered to issue Caste/Tribe Certificates**:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officers not below the rank of Tehsildar.
(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER. 33

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ANNEXURE-IV

FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO INTEND TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT

Certified that Shri _____ S/o Shri _____is permanent resident of village _____, Tehsil/Taluka _____ District_____ of _____ State.

2. It is further certified that:

* Candidates falling in the categories of Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the States of Assam, Himachal Pradesh and Jammu & Kashmir.

* Candidates hailing from the North Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura and candidates hailing from Gorkha Territorial Administration (GTA) comprising of the three Sub-Divisions of Darjeeling District namely Darjeeling, Kalimpong and Kurseong and includes the following “Mouzas” Sub-Division of these districts:

(1)Lohagarh Tea Garden (2)Lohagarh Forest (3)Rangmohan(4)Barachenga (5)Panighata (6)ChotaAdalpur (7)Paharu (8)Sukna Forest (9)Sukna Part-I (10) Pantapati Forest-I (11)Mahanadi Forest (12)Champasari Forest (13)SalbariChhat Part-II (14)Sitong Forest (15)Sivoke Hill Forest (16)Sivoke Forest (17) ChhotaChenga (18) Nipania.

* He / she belong to Scheduled Tribe.

Signature

District Magistrate / Sub-Division Magistrate / Tehsildar

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Date:

Place:

* Delete whichever is not applicable.

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Annexure-V

FOR OFFICIAL USE ONLY

ASI (STENO) AND HC(M) EXAMINATION 2022

FORM NO. CAPFs/RANK (CADRE)/1 MEMORANDUM UNFIT

Subject : **Review Medical Examination of Candidates found to be UNFIT in DME for the post of _____(Rank) in Central Reserve Police Force (CRPF).**

Mr/Ms _____ Roll No. _____ is hereby informed that he/she has been medically examined for recruitment to the post of _____ (Rank) in CRPF on _____ at _____ and found UNFIT due to the reasons mentioned below :-

i. .....

ii) .....

iii) .....

iv) .....

2. You are hereby informed that you can apply for Review Medical Examination (RME) by signing on the consent form below. RME will be conducted on _____ for which you are required to report at _____ hours.

Date : Signature of Medical Officer

Centre - Name

Stamp

Counter signature of the Presiding Officer with seal

Result of Medical Examination received.

Name & Signature of the candidate

FOR USE OF CANDIDATE ONLY

To

The Presiding Officer of Recruitment Board

_____

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Subject : APPLICATION FOR REVIEW MEDICAL EXAMINATION.

Sir,

I hereby convey my consent for undergoing Review Medical Examination.

Place :
_____

Signature____

_____ Date :

_____ Name

_____ Roll No.

_____

(.....)

Signature of the Presiding Officer with seal