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Azadi Ka Amrit Mahotsav | सेन्ट्रल बैंक ऑफ़ इंडिया | Central Bank of India | G20 भारत 2023 INDIA

Human Capital Management, Central Office

RECRUITMENT NOTIFICATION 2024-2025

RECRUITMENT OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25

Central Bank of India, (hereinafter referred to as Bank) is a leading listed Public Sector Bank in its 112th year of serving the nation, with Head Office at Mumbai having Pan India presence, established in 1911. Central Bank of India was the first Indian commercial bank which was wholly owned and managed by Indians. The establishment of the Bank was the ultimate realisation of the dream of Sir Sorabji Pochkhanawala, founder of the Bank. Central Bank of India invites applications from the eligible candidates, for filling up vacancies for the post of Safai Karmachari Cum Sub-Staff and/ or Sub-Staff

Click here to apply for RECRUITMENT OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25: https://ibpsonline.ibps.in/cbisksnov23/

Tentative schedule of events is as follows:

Activity	Tentative Dates
Online registration including edit/ modification of application by candidates	**20.12.2023 to 09.01.2024**
Payment of application fees/Intimation charges (only online mode)	**20.12.2023 to 09.01.2024** **(Rs. 175/- (inclusive of GST) for SC/ST/PwBD/EXSM candidates. Rs. 850 /- (inclusive of GST) for all other candidates)**
Download of Call letters for Pre-exam training	**January 2024**
Conduct of Pre-Exam Training (PET)	**January 2024**
Download of call letters for Online Examination	**January/February 2024**
Conduct of Online Examination	**February 2024**
Result of Online Examination	**February 2024**
Call letters for Local language test (Zone wise)	**March 2024**
Conduct of Local language test (Zone wise)	**March 2024**
Provisional selection	**April 2024**

Candidates are advised to regularly keep in touch with the authorized Bank website www.centralbankofindia.co.in for details and updates.

1. **POST/DESIGNATION: Safai Karmachari cum Sub-Staff And/ Or Sub-Staff.**

2. **JOB PROFILE:**
All the normal and routine duties of the subordinate staff cadre and for performance of which no special pay shall be payable.

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3. SCALES OF PAY (IN RS.) & PROBATION:

a. Selected candidates will be placed under the below mentioned pay scale in the Subordinate staff cadre, as per the Bipartite Settlement.

14500	500	16500	615	19575	740	22535	870
	4		5		4		3
25145	1000	28145	(20 years)				
	3						

b. In addition to the Basic Pay, the selected candidate will be entitled for DA, HRA, CCA, Special Allowance, Transport Allowance, Special Pay, Leave Fare Concession, Leave encashment, Group Medical Insurance for self & dependents, Medical Aid, Gratuity, Defined Contributory Pension Scheme, Staff Overdraft facility, House Building Loan, Conveyance Loan, Group Personal Accident Insurance, Staff Welfare Schemes, etc., as per the Industry-wide applicable Bipartite Settlement and the policies/ the rules of the Bank.

c. The selected candidate will be on probation for a period of six months of active service from the date of his/her joining the Bank and will be confirmed after successful completion of the same. "It may also be noted that if the performance of the selected candidate is not found to be satisfactory during the probation period, his/her candidature may be cancelled."

4. ELIGIBILITY CRITERIA:

a. Nationality/Citizenship:

An applicant must either be-

i. a citizen of India, or

ii. a subject of Nepal, or

iii. a subject of Bhutan, or

iv. a Tibetan refugee, who migrated 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 or Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii) / iii) / (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India before the date of this notification.

b. Cut-off date: The tentative cut-off Date for the purpose of eligibility criteria for the process shall be 31.03.2023. However the final cut-off date shall be intimated on Bank's website.

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FOR FRESH CANDIDATES:-

Age: The age of candidate should have been between 18 years to 26 years as on 31.03.2023.

Category wise relaxation in Upper age limit:-

Sr. No.	Category	Age relaxation
1	General	Nil
2	Scheduled Caste/Scheduled Tribe	5 years
3	Other Backward Classes (Non-Creamy Layer)	3 years
4	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
5	Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years (for Ex-Servicemen /Disabled Ex-Servicemen 8 years belonging to SC/ST) subject to a maximum age limit of 50 years. In similar line to OBC candidates as per Government guidelines.
6	Widows, divorced women and women legally separated from their husbands who have not remarried	Age concession upto the age of 35 years for General/EWS, 38 years for OBC and 40 years for SC/ST candidates

NOTE:-

(i) 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 as mentioned above in table.

(ii) The maximum age limit specified is applicable to General Category candidates and Economically Weaker (EWS) Category Candidates.

(iii) The Candidates seeking age relaxation will be required to submit necessary certificate(s) in original along with photo- copies at the time of joining/ document verification and at any subsequent stage of the recruitment process as required by the Bank. In case such candidate fails to submit the same, his/her candidature will be treated as cancelled

Caste / Category Certificate (with the Caste Validity certificate, wherever applicable) issued by the Competent Authority in the prescribed format as stipulated by the Government of India in case of SC / ST / OBC/ PWBD category candidates shall be treated as valid. In case of candidates belonging to OBC category, their Caste/ Category certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under the Government of India. The Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time.

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(iv) The following rules applicable to Ex-Servicemen re-employed under the Central government would apply to Ex-Servicemen candidates appearing for the examination:

a. Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/ 'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation on second occasion for Ex-Servicemen in Central Government jobs.

b. An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex. Servicemen status will be governed in terms of OM No. 36034/1/2014-Estt. (Res.) dated 14.08.2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, as amended from time to time.

c. Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category whose date of completion of specific period of engagement (SPE) is completed on or before 31.03.2024 are eligible to apply.

d. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman.

e. Candidates belonging to SC/ST /OBC/EWS category can also apply for un-reserved vacancies. However, in such cases guidelines applicable to candidates belonging to unreserved category would apply

Educational Qualification:

The minimum educational qualification shall 10th standard pass /SSC pass or its equivalent examination pass.

FOR CANDIDATES WHO HAD APPLIED IN THE RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF FY 2012-13 IN 38 REGIONS (ANNEXURE-I-A) WHERE THE RECRUITMENT PROCESS WAS NOT COMPLETED :-

As a one-time measure such temporary/casual workers so engaged by various branches within the guidelines of Central Office Management will be allowed to participate in the Recruitment Process for selection to the post of sub-ordinate staff with the designation 'Safai Karmachari-cum-sub-staff' and/or 'Sub-staff, on Full-Time basis (as per the eligibility criteria) along with fresh candidates, subject to fulfilling all the following conditions:

Age:

i. Such temporary/casual worker should have been engaged in sub-ordinate cadre (including as Safal Karmachari) and have put in a minimum 45 days service during a continuous period of 12 months as on or before 09.08.2012 and should have applied in the Recruitment Process of Safai Karmachari cum Sub-staff and/ or Sub-staff FY 2012-13 (documentary evidence required).

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ii. The age of the candidate should have been between 18 to 26 years (relaxable in eligible categories as per rules) when they were initially engaged as temporary/casual worker.
iii. The age of the candidate as on the date of Settlement dated 09.08.2012 should not have been more than 45 years, irrespective of category (i.e., SC/ST/OBC/GEN). (Note: - The maximum age of the candidate should not be more than 57 years as on 31.03.2023)
iv. If selected, candidate should produce satisfactory proof acceptable to the Bank in support of his/her claim of having worked with the bank on temporary/casual basis for a minimum 45 days in a continuous period of 12 months.
v. Posting of successful candidates shall be made within the Region to the extent of sanctioned vacancies.
vi. It may please be noted that allowing the temporary/casual workers along with the said Recruitment Process which will be conducted for selection of 'Safal Karmachari- cum-sub-staff' and/or 'Sub-staff', is a one-time measure applicable only for this process under the Settlement dated 09.08.2012 in compliance with the Apex Court directions and shall not be quoted as a precedent, in future. Further, such temporary/casual workers who have not applied for the process under this dispensation for the reasons what-so-ever and, or those who, having participated in the process but could not be selected therein, have no right/claim what-so-ever to be called again for such process in succession or in future.
All other guidelines regarding production of Certificate as mentioned in page-3 will also be applicable for person applying in this category.

Educational Qualification: Minimum Eighth standard Pass or its equivalent examination pass. Higher qualification does not have any concession, weightage in the service of the Bank.

Other criteria (Common for both the channels):

i. The candidate should have proficiency in the official language of the State/Union Territory (i.e. Candidate should be able to read, write and speak in the official language of the State/Union Territory) for which vacancies a candidate wishes to apply.
ii. Candidate should be a local resident of the State/Union Territory

Reservation for Persons with Benchmark Disabilities

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

A. Orthopedically Challenged ("OC" category):
A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological / limb dysfunction. Orthopedically challenged persons are covered under locomotor disability:
a. **"Leprosy cured person"** means a person who has been cured of leprosy but is suffering from:
i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and

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eye-lid but with no manifest deformity;

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

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

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

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

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

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

B. Visual Impairment ("VI" Category):

Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. **Blindness:**

i. Total absence of sight; OR

ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR

iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR

b. **Low Vision:**

i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR

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

iii. degree.

C. Hearing Impaired ("HI" Category):

a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.

b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

D. "ID" Category: Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

i. Intellectual Disability.

a. **Autism Spectrum Disorder (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

b. "**Specific Learning Disability" (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such

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conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

c. **"Mental Illness" (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence

ii. "Multiple Disabilities" means multiple disabilities amongst clause "A"; "B"; "C";"D (i)".

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

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

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per actual vacancies declared by the Bank.

a. Guidelines for Persons with Benchmark Disabilities/Specified Disabilities using a Scribe

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F. No. 16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013-Welfare dated 26.04.2013, Office Memorandum F. No. 34-02/2015-DD-III dated 29.08.2018 of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and F. No. 29-6/2019-DDIII dated 10.08.2022.

In all such cases where a scribe is used, the following rules will be applicable:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- For candidates availing scribe in accordance with OM - F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I. Such candidates shall also, upload their certificate while filling up the application form.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25.
- Deliberate Wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for

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RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25 examinations.

- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- In view of the importance of the time element, the examination being of a competitive nature, the candidate must fully satisfy the Medical Officer of the Bank that there was necessity for use of a scribe as he/ she has physical limitation to write including that of speed by the disabilities as mentioned in guidelines regarding Persons with Benchmark/Specified Disability using the services of a scribe.
- The scribe arranged by the candidate should not be a candidate who has applied for the online examination under RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25. If violation of the above is detected at any stage of the process, candidature for RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25 of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A Scribe can act as Scribe only for one candidate for RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25. If violation of the same is detected at any stage of the process, candidature of the candidates for RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25 will be cancelled and the scribe shall be debarred from future RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25 examinations.
- Only candidates registered for compensatory time (at the time of online registration) will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she has not registered for the same at the time of online registration. Candidates not registered for compensatory time shall not be allowed such concessions.
- During the exam, at any stage if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the Candidate and scribe may also be debarred either permanently or for a specified period from all RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25– examinations.
- Bank reserves the right to share the list of debarred candidates/scribes to other Recruiting agencies for their information.
- Bank may also conduct online Aadhaar verification on voluntary basis of the candidate/ scribe.

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

c. Guidelines for Visually Impaired candidates

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

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- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

d. **Guidelines for Candidates with Intellectual Disability (ID)**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

e. **Guidelines for persons with specified disability having less than 40 % disability and having difficulty in writing**.

- Compensatory time not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

Note:

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

ii. Bank reserves the right to conduct re-examination if there is doubt about the genuineness/validity of candidate's score/ performance.

Definition and meaning:-

Ex-Servicemen (EXSM)

i. **Ex-Servicemen (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No. 36034/5/85 Estt. (SCT) dated 27.10.1986 as amended from time to time.

ii. **Disabled Ex-Servicemen (DISXS):** Ex-servicemen who while serving in Armed Forces of the Union were disabled during war or in peace time but their disability being attributable to Military service, shall be treated as Disabled Ex-Servicemen.

iii. **Dependents Of Servicemen Killed In Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz: Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

For the purpose of availing the concession of reservation for Dependents of Servicemen killed in action the member of the family would include his widow, son, daughter or his near relations who agree to support his family and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action will have to be submitted at the time of joining.

The relaxation in upper age limit and in educational qualifications is not available to Dependents of Servicemen killed in action.

NOTE: 1) (i) Candidates, who are released/retired from Armed Forces are required to submit a certificate as per Proforma 'A' attached to this notification if they do not possess discharge certificate/booklet, (ii) The candidates, who are still serving in Armed Forces and desirous of applying under Ex-Servicemen category will be required to submit a certificate (Proforma 'B')

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from the competent authority showing his/her date of completion of the specific period of engagement (SPE) along with declaration (Proforma 'C'). Such candidates whose SPE is completed on or before 31.03.2024 only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining the Bank that he/she is entitled to the benefits admissible to Ex-Servicemen in terms of Govt. of India rules, (iii) Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificate as per Proforma 'D'. If selected, such candidates mentioned in (ii) and (iii) above, should get released on or before 31.03.2024 and join the Bank. These certificates are required to be submitted at the time of joining invariably.

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

Important: Government guidelines regarding definitions, relaxation etc. is subject to change from time to time. It is expressly clarified that any person who is employed by any branch of the armed services at the time of submission of his/ her application cannot be considered as an Ex-Serviceman unless he/ she fulfills the prescribed conditions in the notification.

EWS (Economically Weaker Section)

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

i.) 5 acres of Agricultural Land and above;
ii.) Residential flat of 1000 sq. ft. and above;
iii.) Residential plot of 100 sq. yards and above in notified municipalities;
iv.) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

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

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CREDIT HISTORY:

(i) The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining of Bank. The minimum credit score will be as per the policy of Bank, amended from time to time.

(ii) Those candidates whose CIBIL status has not been updated before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer may be withdrawn / cancelled. The final discretion in this regard remains with the allotted Bank.

NOTE: Candidates with no bank account shall not be required to produce the CIBIL status. CIBIL Score requirement is not a pre-condition to apply.

5. PRE-EXAMINATION TRAINING:

Bank will arrange pre-examination training (PET) in online mode for SC/ST/OBC/Religious Minority Community candidates in consonance with the guidelines issued by the Government of India. All eligible candidates to opt for and wish to avail of pre-examination training should fill in the relevant column in the Online application.

6. SELECTION PROCESS:-

Selection will be through O**nline examination (conducted by IBPS) and Local language test (by Bank) strictly on merit**, subject to Reservation policy and guidelines issued by the Government of India in this regard.

The structures of the Online Examination which will be conducted online are as follows:

Subject	Medium of Exam	Total Marks	Duration
English Language Knowledge	English	10	90 minutes
General Awareness	*	20	
Elementary Arithmetic	*	20	
Psychometric Test- (Reasoning)	*	20	
Total		70	

Candidates have to qualify in each of the above four tests by securing cut-off marks to be decided by the Bank as per the Government guidelines. Adequate number of candidates in each category as decided by the Bank depending upon requirements will be shortlisted for local language test/examination.

Local language test-

After online examination, 4 times of total vacancies (State wise and category wise) qualified candidates will be called at concerned Zonal Offices (list attached) for the Local language test. Schedules of local language test/exam will be informed separately.

Subject	Total marks	Duration
Local Language test	30	30 minutes

Candidates have to qualify Local Language test subject by securing cut-off marks decided by the Bank. Any change in the structure of the examination will be intimated through authorised Central Bank of India website www.centralbankofindia.co.in. Other detailed information

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regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters through the authorised website i.e. www.centralbankofindia.co.in.

* **List of Version of tests (Medium of examination) for the post of SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF according to State Applied for**

Sr. No.	State	Version of tests (Medium of examination)
1	Bihar	English and Hindi
2	Chhattisgarh	English and Hindi
3	Delhi (NCT)	English and Hindi
4	Gujarat	English, Hindi and Gujarati
5	Jharkhand	English and Hindi
6	Madhya Pradesh	English and Hindi
7	Maharashtra	English, Hindi, Marathi and Konkani
8	Odisha	English, Hindi and Odia
9	Rajasthan	English and Hindi
10	Uttar Pradesh	English, Hindi and Urdu

In the Online Application, candidates will be provided the option to indicate the Version of Tests (Medium of Examination) as applicable above. Candidates should be careful in exercising this option of indicating the Medium of Examination. Also there will be 5 options for each question in the Online Examination.

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

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

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

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the Online Examination is 90 minutes, the candidates may be required to be at the examination center/ venue for about 2 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

PLEASE NOTE:
Call letter for Online Examination will be collected at the examination venue. It will be duly authenticated/ stamped by the exam centre staff. Those candidates who are called for Local Language test will be required to bring Local Language test call letter and other requisite documents as per information provided in the "information handout".
However, scribe form (wherever applicable) will be collected during the Online Examination.

Penalty for Wrong Answers (Online Examination)
There will be penalty for wrong answers marked in the Objective Tests. For each question to which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned

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to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

Cut-off Score (Online examination + Local Language test)

Each candidate will be required to obtain a minimum score (Cut-off) in each subject of Online Examination and also a minimum total score to be shortlisted for the Local Language test. Further, shortlisted candidates for Local Language test will be required to obtain a minimum score (Cut-off) in Local Language test also. A candidate should qualify both in the Online examination and Local Language test and be sufficiently high in the merit to be shortlisted for subsequent provisional selection process. Depending on number of the State/ UT wise vacancies available, total cut-off marks will be decided accordingly. Details of which will be made available subsequently on authorized Bank website www.centralbankofindia.co.in.

Prior to the completion of provisional selection process scores obtained in the Online Examination will not be shared with the candidates. Decision of the Bank in shortlisting and provisional selection shall be final.

H. Examination Centres

(i) The Online examination will be conducted online in venues across many centres in India. The Local Language test will be conducted in 8 Zones (Zones: 1. Ahmedabad, 2. Bhopal, 3. Delhi, 4. Kolkata, 5. Lucknow, 6. MMZO(Mumbai Metropolitian Zonal office), 7. Pune and 8. Patna). The tentative list of Examination centres for the Online exams and State wise list of Zones for the Local Language test is available in Annexure-II. is available in Annexure II.

(ii) No request for change of Centre for Examination shall be entertained.

(iii) Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

(iv) Bank also reserves the right to allot the candidate to any Centre other than the one he/she has opted for and a candidate may be allocated a Centre of exam outside the State/UT for which vacancies he/she is applying.

(v) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

(vi) Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from the future exams conducted by the Bank.

7. PROVISIONAL SELECTION

The total marks allotted for Online Examination are 70 and Local language test are 30. A candidate should qualify in the Online Examination as well as local language test and be sufficiently high in the merit to be considered for subsequent provisional selection process, details of which will be made available subsequently on authorised Bank website i.e. www.centralbankofindia.co.in.

Guidelines on reservation policy, various guidelines issued by the Government of India/Others from time to time, administrative exigency, etc. shall be treated as valid. Vacancies given in this notification are indicative. Provisional selection shall be done on the basis of actual vacancies to be reported at the end of process. Candidates should not claim indicative vacancies as final for the provisional selection. It may be noted that no further change in the data already provided or registered by the candidate in the online application form is possible.

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A **Candidate belonging to reserved category, selected on the basis of norms as applicable to General Category, will be treated at par with a General Category candidate. Such own merit candidates belonging to reserved categories who are provisionally selected under unreserved (General) category will not be adjusted against a reserved post. However their original category as registered in the online registration will remain unchanged and they shall be required to produce their caste certificate as applicable to them irrespective of their selection under unreserved category. Failure to provide the same shall debar the candidate from further process.**

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.

The provisional selection is subject to the candidate fulfilling the criteria for the Bank and identity verification to the satisfaction of the Bank. This does not constitute an offer of employment. Verification of documents with regard to eligibility criteria will be carried out by the Bank. The Bank will also ascertain Proficiency of local language (reading, writing and speaking) of the State/UT for the provisionally allotted candidates. The Bank reserves the right to cancel the candidature on account of deficiency of the same. Decision of the Bank here shall be final and binding upon the candidates. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria, his/her candidature/ chance in the process shall stand forfeited.

As the provisional selection will be made to Bank on merit basis, once the provisional selection is made, no request for change shall be entertained. Any request for change shall result in cancellation of candidature. Provisional selection once made shall be final and binding on the candidate and no further allotment can be requested. Further, a candidate who is provisionally selected will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the Bank.
Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the Bank and shall be final and binding.

Prescribed Formats of SC, ST, OBC, EWS, PwBD certificates, Proforma A, B, C, D as applicable for Ex-Servicemen can be downloaded from Bank website www.centralbankofindia.co.in. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.
While reporting for the Joining/ Document Verification, the candidate should produce valid prescribed documents given below in addition to the documents requested by the Bank to which candidate is provisionally selected.
In the absence of valid documents, the candidature of the candidates shall be cancelled. All the documents/ certificates stated below must be submitted to the bank as per the given directions.

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8. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF JOINING/ DOCUMENT VERIFICATION (AS APPLICABLE)

The following documents in original and **self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of joining/document verification. Non submission of requisite documents by the candidate at the time of joining/document verification will debar his candidature.

(i) Valid system generated printout of the online application form registered for recruitment of Safai Karmachari Cum Sub-Staff and/ or Sub-Staff 2024-25.

(ii) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSC/ Std. X Certificate with DOB).

(iii) Photo Identify Proof as indicated in above point of the notification.

(iv) Mark-sheets & certificates for SSC/10th pass/ or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 31.03.2023 has to be submitted.

(v) Caste Certificate issued by the Competent Authority in the prescribed format as stipulated by the Government of India in the case of SC / ST / OBC/EWS category candidates (with the Caste Validity certificate, wherever applicable).

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

(vi) Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.

(vii) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category

(viii) Certificate in case of persons 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, to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I.

(ix) If the candidate has used the services of a Scribe at the time of Online Examination the duly filled in details of the scribe in the prescribed format.

(x) Ex-Servicemen candidates:

a) Candidates who are released/ retired from Armed Forces are required to submit a certificate as per Proforma A. Such Ex-servicemen candidates have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of joining.

b) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit Proforma B from the Competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in Proforma C. Such candidates whose SPE is completed on or before 31.03.2024 are eligible to apply. Such candidates have to submit a release letter and a self-declaration from the candidate that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules.

(c) Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit the certificate as per Proforma D.

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(d) Dependents of Servicemen killed in action or those who have been severely disabled have to produce satisfactory documentary proof showing that they are Dependents of Servicemen killed in action or severely disabled and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action or severely disabled.

(xi) Candidates serving in Government / Quasi Government Offices/ Public Sector Undertakings (including Nationalised Bank and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of joining/ document verification, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

(xii) Persons eligible for age relaxation under "Widows, divorced women and women legally separated from their husbands who have not remarried" clause must produce the Death certificate of husband/ documents in support of Divorce or judicial separation and an affidavit/ declaration that they are not remarried.

(xiii) Experience certificates, if any.

(xiv) Persons falling in categories (ii), (iii), (iv) and (v) of Point 4 (a) should produce a certificate of eligibility issued by the Govt. of India.

(xv) Any other relevant documents in support of eligibility.

Note: -

1. Candidates will not be allowed to join the Bank if he/ she fails to produce the relevant eligibility documents as mentioned above.
2. Non production of relevant eligibility documents at the time of joining/document verification shall make the candidate/s ineligible for further process of recruitment under Safai Karmachari Cum Sub-Staff and/ or Sub-Staff 2024-25.
3. No documents shall be directly sent to the Bank by candidates.

9. IDENTITY VERIFICATION

i. Documents to be produced

In the examination hall, the call letter along with a photocopy of the candidate's currently valid photo identity **(bearing exactly the same name as it appears on the call letter)** such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer or People's Representative on official letter head / Identity Card issued by a recognised college or university/ Aadhaar/ E-Aadhaar card with a photograph/ Employee ID with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination**.

- Ration Card and Learner's Driving License will not be accepted as valid id proof for this process.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

ii. IRIS Scan/Biometric Verification :

- At different stages of the process: Photograph and Biometric data (Right thumb impression or otherwise) may be captured/ verified. The photo captured will be matched with the photo uploaded by the candidate in the application. Candidate must NOT change his/her appearance

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from the photo uploaded in the application. Refusal to participate in the process of Biometric Thumb Impression capture/verification on any occasion may lead to cancellation of candidature.

- With regards to the biometric data capture, please note the following:

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

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

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

d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

- In such cases impression of other fingers, toes etc. may be captured.
- Decision of the Biometric verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

iii. Bank may also conduct Online Aadhaar verification on voluntary basis of the candidates/scribes at different stages of the process.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. To avoid any dispute, name recorded at the time of application should be identical to authorized/valid identity proof.

iv. Social Distancing Mode conduct of Exam Related Instructions

1. Candidate is required to report at the exam venue strictly as per the time mentioned in the call letter.

2. Items permitted into the venue for Candidates

Candidates will be permitted to carry only certain items with them into the venue.

a. Mask (WEARING A MASK is COMPULSORY)
b. Gloves
c. Personal transparent water bottle
d. Personal hand sanitizer (50 ml)
e. A simple pen and blue ink stamp pad
f. Exam related documents (Call Letter, ID card in Original, Photocopy of ID Card, etc)
g. Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.
h. In case of Scribe Candidates – Scribe form duly filled and signed with Photograph affixed.

No other Items apart from items mentioned above are permitted inside the venue.

* Candidates are advised to bring their own water bottle.

3. Candidate should not share any of their personal belonging/material with anyone
4. Candidate should maintain safe social distance with one another.
5. Candidate should stand in the row as per the instructions provided at venue.
6. If candidate is availing the services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and water bottle. Wearing a mask is compulsory. Both candidate and Scribe will be required to wear N95 Mask.

7. Candidate registration:

a. Candidate registration will be done through photo capture.
b. Photograph will be taken while candidate is standing.

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c. Seat number will be given to the candidate after successful registration.

8. Rough sheet, call letter and ID proof management

Rough sheet(s) kept at each candidate desk will be used by candidate. After the end of examination candidates need to submit the rough sheets as instructed at the venue.

Call letter: Candidates need to bring one additional photograph (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per the information provided in the "information handout" and call letter.

These documents along-with other requisite documents need to be submitted during the Exam. Candidates need to bring the call letter and other requisite documents as per information provided in the "information handout" and call letter.

Candidates reporting without photograph pasted on the call letter or without one additional photograph (same as pasted on call letter) will not be allowed to appear for the exam.

(It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process).

9. Post Examination Controls

On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

(Some more instructions related to exam may be added or modified depending on the situation during the scheduled date of exam)

10. <u>EXAMINATION CENTRES (Tentative List)</u>: As per **ANNEXURE-II.**

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

11. <u>HOW TO APPLY:</u>

Detailed guidelines and procedure for

A. Application registration
B. Payment of Fees
C. Photograph and Signature scan and upload

A. Application registration:

Tentative date for online application:- From 20.12.2023 to 09.01.2024 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should—

i. **Scan their** –

-photograph (4.5cm × 3.5cm),

-signature and

-left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are

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available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
- a hand written declaration (text given below) { In case of candidates who cannot write may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications}.
ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Notification.

ii. Signature in CAPITAL LETTERS will NOT be accepted.

iii. The photograph/ signature/left thumb impression/ handwritten declaration/certificate as mentioned in Clause 7 (viii) (if applicable) should be properly scanned and should not be smudged/ blurred.

iv. The text for the hand written declaration is as follows – "*I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required*."

v. The above mentioned hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.

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

vii. Have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. IBPS/Bank may send intimation regarding 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 email ID before applying on-line and must maintain that email account

Procedure for applying online

i. Candidates are first required to go to the Bank website www.centralbankofindia.co.in or and click on the Home Page to open the link "RECRUITMENT OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25" and then click on the option "CLICK HERE TO APPLY ONLINE FOR RECRUITMENT OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF" to open the On-Line Application Form.

ii. Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their application by 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

iii. Candidates are required to upload their
- Photograph - Signature - Left Thumb Impression
- A hand written declaration
- Certificate as mentioned in Clause 7 (viii) - (if applicable)
as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure III).

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

v. The candidate should indicate in the online application form the state to which he/she opts for provisional selection on selection. The option once exercised will be irrevocable.

Necessary instructions to be followed by the Candidates while filling up the Online Application:

i. Candidates should carefully fill in the details in the Online Application form at the appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the Online Application format. Before pressing the "COMPLETE REGISTRATION" button, candidates are advised to verify every field filled in the application form. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application form 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 save the data already entered. When the data is saved, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application form is filled in completely, candidate should submit the data.

ii. The online 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 Final Submit, an additional page of the online 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 then 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.

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After completing the procedure of applying online including payment of fees / intimation charges, the candidate should take a printout of the system generated online application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, State in which applied for, will be considered as final and no change/modifications will be allowed after final submission of the online application form. Candidates are hence advised 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 online application form or omission to provide the required details in the online 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 proper passport size photograph, signature, left thumb impression and the hand written declaration/certificate as mentioned in Clause 7 (viii) - if applicable, uploaded in the online application form/ unsuccessful fee/intimation charges payment will not be considered as valid.

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

Bank does not assume any responsibility for the candidates not being able to submit their online application forms 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 rejected.

Any information submitted by an applicant in his/ her online application form 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 are found to be false at a later stage.

B. Mode of Payment:

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

- **Payment of fees/ intimation charges via ONLINE MODE**
- **Application Fees/ Intimation Charges [Only online payment Payable from 20.12.2023 to 09.01.2024 (Tentative), both dates inclusive shall be as follows**
- **Rs. 175/- (inclusive of GST) for SC/ST/PwBD/EXSM candidates.**
- **Rs. 850 /- (inclusive of GST) for all other candidates.**

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

C. Photograph and Signature scan and upload:

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

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport size 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 is 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.
- Photo uploaded should be of appropriate size and clearly visible.

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

- 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
- Signature uploaded should be of appropriate size and clearly visible.
- 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
- The applicant has to write the declaration in English 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)
- File Size: 50 KB – 100 KB

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- 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.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that the photo, signature, left thumb impression, hand written declaration and certificate– if applicable, are uploaded at the specified spaces only in the online application form.

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 and certificate– if applicable,.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/certificate – if applicable, "
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration/certificate – if applicable,. 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration and certificate as mentioned in Clause 7(viii) – if applicable, as specified.

Note:

In case the face in the photograph or signature or left thumb impression or the hand written declaration/certificate– if applicable, is unclear / smudged the candidate's application may be rejected.

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a. After uploading the Photograph / signature / left thumb impression / hand written declaration/certificate– if applicable, 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 or certificate – if applicable, 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 or certificate– if applicable, prior to submitting the form.

b. 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.

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

d. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

e. Candidates should ensure that the signature uploaded is clearly visible

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

12. GENERAL INSTRUCTIONS

i. Candidates will have to invariably produce the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of online examinations. No document shall be directly sent to Bank by candidates before or after the online examination.

ii. During online examination the call letter and copy of Photo ID proof will be collected at the examination venue. Candidates need to submit the scribe form (wherever applicable) during the online examination.

iii. Candidates who do not bring the call letter of online examination and photocopy of ID proof at the time of online examination will not be allowed to appear for the online examination.

iv. Candidates need to bring one additional photograph (same as pasted on call letter) along with the call letter and other requisite documents as per information provided in the information handout and call letter. Candidates reporting without photograph pasted on call letter or without one additional photograph (same as pasted on call letter) will not be allowed to appear for the examination.

v. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given for submitting online application.

vi. A Candidate's admission to the online examination /and shortlisting for subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional selection has been issued to the candidate does not imply that his/ her candidature has been finally cleared by Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s).If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard

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will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in the Bank, his/her services are liable to be summarily terminated.

vii. Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, verification etc. and any other matter relating to the recruitment of Safai Karmachari Cum Sub-Staff and/ or Sub-Staff 2024-25 will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this regard. Bank take no responsibility to receive/ collect any certificate/remittance/ document sent separately.

viii. The scribe arranged by the candidate should not be a candidate for the examination (recruitment of Safai Karmachari Cum Sub-Staff and/ or Sub-Staff 2024-25). If violation of the above is detected at any stage of the process, candidature for recruitment of Safai Karmachari Cum Sub-Staff and/ or Sub-Staff 2024-25 of both the candidate and the scribe will be cancelled.

ix. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

x. Multiple attendance/ appearances in the online examination will be summarily rejected/ candidature cancelled.

xi. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

xii. Any resulting dispute arising out of this notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

xiii. The candidate should indicate in the online application the State to which he/she opts for provisional selection on selection. The option once exercised will be irrevocable.

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

xv. Any request for change of date, time and venue for Online Examination will not be entertained.

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

xvii. In case any dispute arises on account of interpretation of clauses in any version of this notification other than English, the English version available on authorized Bank website shall prevail.

xviii. 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 correspondence with the Banks in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted. Signature uploaded should be of appropriate size and clearly visible.

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

xx. The photograph/ signature/ left thumb impression/ handwritten declaration/certificate as mentioned in Clause 7 (viii) which is scanned and uploaded in the online application form should not be smudged or blurred. In case the face in the photograph or signature or left thumb

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impression or handwritten declaration or certificate as mentioned in Clause 7 (viii) is unclear/ smudged, the candidate's application form shall be rejected.

xxi. The hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)

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

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

xxiv. Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Bank and subject to service and conduct rules of the Bank. Decision of the Bank to which candidates are provisionally allotted will be final and binding on candidates.

xxv. Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional selection etc.

xxvi. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form for recruitment of Safai Karmachari Cum Sub-Staff and/ or Sub-Staff.

xxvii. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank and candidates are advised to keep a close watch on the authorised Bank website www.centralbankofindia.co.in for latest updates.

xxviii. If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.

xxix. The candidates are required to follow all the Guidelines regarding Social Distancing Mode of Exam given in this notification and subsequently. Any violation may result in cancellation of candidature.

xxx. Bank reserves the right to share the list of debarred candidates / scribes to other recruiting agencies for their information.

13. ITEMS NOT ALLOWED INSIDE THE EXAMINATION CENTRE

Following items are NOT allowed inside the examination centre:-

a. Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.

b. Any communication device like Mobile phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc. –

c. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.

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d. All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
e. Any Watch/Wrist Watch, Camera, devices with screen freeze or storage facilities etc.
f. Any metallic item
g. Any eatable item opened or packed, water bottle etc.
h. Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.
Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Bank or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

14. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

(1) At the time of Online examination or in a subsequent selection procedure, if a candidate is (or has been) engaged in :-
(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv) resorting to any irregular or improper means in connection with his/ her candidature or
(v) obtaining support for his/ her candidature by unfair means, or
(vi) carrying mobile phones or similar electronic devices of communication in the examination hall or devices with screen freeze or storage facility etc.
(vii) furnishing any particulars that are false, tampered with or fabricated and suppress any material information while submitting online application form, shall be liable :
(a) to be subjected to criminal prosecution.
(b) to be disqualified from the examination for which he/ she is a candidate
(c) to be debarred either permanently or for a specified period from any examination conducted by the Bank.
(d) for termination of service, if he/ she has already joined the Bank. Bank reserves the right to share the list of debarred candidates/scribes to other Recruiting agencies for their information.
Important: Bank would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates without any notice.

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15. CALL LETTERS

The Centre, venue address, date and time for online examinations shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the authorised Bank website www.centralbankofindia.co.in or by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

The candidates who have opted for the services of a scribe in the online application form will be required to fill in the details of the scribe at the time of downloading examination call letter. The scribe declaration form containing the filled in details has to be downloaded (separately) along with the call letter. The candidate will be required to bring the call letter as well as the filled in scribe declaration form at the time of examination along with other requisite documents.

Intimations regarding the call letter will be sent by email and/ SMS to the email ID and mobile number registered in the online application form for recruitment of Safai Karmachari Cum Sub-Staff and/ or Sub-Staff 2024-25. The Bank will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of the Bank. Candidates are hence advised to regularly keep in touch with the authorised Bank website www.centralbankofindia.co.in or for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

16. ANNOUNCEMEMTS

All further announcements/ details pertaining to this process will only be published/ provided on the Bank's authorised website www.centralbankofindia.co.in from time to time.

17. DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Bank, regarding process for recruitment of Safai Karmachari Cum Sub-Staff and/ or Sub-Staff 2024-25 shall be final and binding.

MUMBAI **GM-HCM**
Date: 19.12.2023

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ANNEXURE-I

STATEWISE & CATEGORYWISE VACANCIES UNDER RECRUITMENT PROCESS OF SAFAI KARMACHARI CUM SUB-STAFF AND/ OR SUB-STAFF 2024-25:

Zone	State/ UT	Total for State / U.T.	Category					Out of total no. of vacancies				
			SC	ST	OBC	EWS	GEN	OH	VH	HI	ID	EXM
Ahmedabad	**Gujarat**	76	5	11	21	8	31	1	1	1		19
Bhopal	**Madhya Pradesh**	24	3	4	3	2	12	1				6
	Chhattisgarh	14	1	4	0	1	8		1			3
Delhi	**Delhi**	21	3	1	5	2	10				1	5
	Rajasthan	55	9	7	11	5	23		1	1		13
Kolkata	**Odisha**	2	0	0	0	0	2					
Lucknow	**Uttar Pradesh**	78	16	0	21	8	33	1		1	1	19
MMZO &Pune	**Maharashtra**	118	11	10	31	12	54	1	1	1	1	29
Patna	**Bihar**	76	12	0	20	8	36		1	1	1	19
	Jharkhand	20	2	5	2	2	9	1				5
Total		**484**	**62**	**42**	**114**	**48**	**218**	**5**	**5**	**5**	**4**	**118**

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ANNEXURE-I-A

STATE WISE 38 REGIONS WHERE THE RECRUITMENT PROCESS OF 2012-13 WAS NOT COMPLETED TENTATIVE VACANCY POSITION FOR RECRUITMENT PROCESS OF SUBSTAFF 2024-25:-

Zone	Region	State/ UT	No. of vacancies	Total for State/U.T.	Category					Out of total no. of vacancies				
					SC	ST	OBC	EWS	GEN	OH	VH	HI	ID	EXM
Ahmedabad	**Ahmedabad**	Gujarat	12	76	5	11	21	8	31	1	1	1		19
	Baroda		17											
	Gandhinagar		21											
	Jamnagar		11											
	Surat		15											
Bhopal	**Bhopal**	Madhya Pradesh	14	24	3	4	3	2	12	1				6
	Indore		10											
	Raipur	Chhattisgarh	14	14	1	4	0	1	8		1			3
Delhi	**Delhi A(south)**	Delhi	13	21	3	1	5	2	10				1	5
	Delhi B(north)		8											
	Jaipur	Rajasthan	15	55	9	7	11	5	23		1	1		13
	Kota		20											
	Jodhpur		20											
Kolkata	**B'neshawar**	Orrisa	2	2	0	0	0	0	2					
Lucknow	**Bareilly**	Uttar Pradesh	3	78	16	0	21	8	33	1		1	1	19
	Etwah		9											
	Deoria		10											
	Gorakhpur		18											
	Jhansi		7											
	Kanpur		7											
	Lucknow		12											
	Varansi		12											
MMZO	**Mumbai**	Maharashtra	11	118	11	10	31	12	54	1	1	1	1	29
Pune	**Amravati**		27											
	Nagpur		18											
	Ahmadnagar		18											
	Aurangabad		13											
	Nasik		16											
	Pune		15											
Patna	**Darbhanga**	Bihar	7	76	12	0	20	8	36		1	1	1	19
	Motihari		11											
	Muzaffarpur		11											
	Siwan		13											
	Patna		14											
	Gaya		10											
	Purnea		10											
	Dhanbad	Jharkhand	10	20	2	5	2	2	9	1				5
	Ranchi		10											
TOTAL			**484**	**484**	**62**	**42**	**114**	**48**	**218**	**5**	**5**	**5**	**4**	**118**

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ANNEXURE-II

STATE WISE EXAMINATION CENTRES:-

Zone	State/ UT	Tentative Centres
Ahmedabad	Gujarat	**Ahmedabad, Gandhinagar, Surat, Rajkot**
Bhopal	Madhya Pradesh	**Bhopal, Jabalpur, Gwalior, Indore**
	Chhattisgarh	**Raipur**
Delhi	Delhi	**Delhi/NCR**
	Rajasthan	**Jaipur, Kota**
Kolkata	Orrisa	**Bhubaneswar**
Lucknow	Uttar Pradesh	**Lucknow, Gorakhpur, Kanpur, Meerut, Varanasi, Agra**
MMZO & Pune	Maharashtra	**Mumbai, Navi Mumbai, Thane, Pune, Nagpur, Chhatrapati Sambhaji Nagar**
Patna	Bihar	**Patna, Gaya, Muzaffarpur, Purnea**
	Jharkhand	**Ranchi**

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ANNEXURE III

GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS:

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

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport size 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 is 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.
- Photo uploaded should be of appropriate size and clearly visible.

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

- 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
- Signature uploaded should be of appropriate size and clearly visible.
- 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
- The applicant has to write the declaration in English 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)
- File Size: 50 KB – 100 KB

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- 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.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that the photo, signature, left thumb impression, hand written declaration and certificate– if applicable, are uploaded at the specified spaces only in the online application form.

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 and certificate– if applicable,.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/certificate – if applicable, "
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration/certificate – if applicable,. 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration and certificate as mentioned in Clause 7(viii) – if applicable, as specified.

Note:

g. In case the face in the photograph or signature or left thumb impression or the hand written declaration/certificate– if applicable, is unclear / smudged the candidate's application may be rejected.

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h. After uploading the Photograph / signature / left thumb impression / hand written declaration/certificate– if applicable, 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 or certificate – if applicable, 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 or certificate– if applicable, prior to submitting the form.

i. 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.

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

k. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

l. Candidates should ensure that the signature uploaded is clearly visible

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

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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 / UnionTerritory*_____belongs to the_____Caste/Tribe* which is recognizedas 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, theNorth-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 ScheduledTribes Orders (Amendment) Act, 1976 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996**;**
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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 # 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 / Smt / Kumari*_____Father /Mother* of Sri / Smt /Kumari*_____of village / town_____in District/Division*_____of the State/Union Territory*_____who belong to the_____Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issuedby 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: **[With seal of Office]**
Date : **State/Union Territory**

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

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

List of authorities empowered to issue Caste / Tribe Certificates:

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

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

3. Revenue Officer not below the rank of Tehsildar.

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

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

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FORM - OBC

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

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

Dated: **District Magistrate**

Deputy Commissioner etc.

Seal

*** - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.**

****- As amended from time to time.**

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

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The Prescribed proforma shall be subject to amendment from time to time as per Government ofIndia 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. 8lakh (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

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*Note 1 : [illegible]

Note 2 :The term **'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents andsiblings 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 whileapplying the land or property holding test to determine EWS status.

NOTE :-

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The Income and Asset Certificate issued by anyone of the following authorities in the prescribed format as givenabove 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 and Seal of Authorised Signatory of notified Medical Authority)

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

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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 %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and LanguageDisability			
12	Intellectual Disability			

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13	**Specific Learning Disability**			
14	**Autism Spectrum disorder**			
15	**Mental-illness**			
16	**Chronic Neurological Conditions**			
17	**Multiple sclerosis**			
18	**Parkinson’s disease**			
19	**Haemophilia**			

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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

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 shallbe 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 Membe r**	**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 person with disability

Certificate No. : **Date :**

This is to certify that I have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri_____**Date of Birth (DD / MM / YY)** ____ ____ ____

Age_____**years, male/female**_____**Registration No.** _____

_____

permanent resident of House No._____
Ward/Village/Street

_____ **Post Office** _____**District** _____ **State** _____**, whose photograph is affixed above, and am satisfied that he/she is a Case of**

_____ **disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……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			

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6	Low Vision	₹		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and LanguageDisability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			

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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 shallbe valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both

arms/legs# - e.g. Single eye /

both eyes

£ - e.g. Left / Right / both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and

Seal)

Countersigne

d

{Countersignature and seal of theCMO/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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PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel (Prescribed proforma subject to amendment from time to time)

It is certified that No._____Rank_____Name_____ whose date of birth is_____has rendered service from_____to_____in Army/Navy/Air Force.

2. He has been released from military services :

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

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

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

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

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

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

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

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

Date: **SEAL**

% Delete the paragraph which is not applicable.

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

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

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

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PROFORMA - B

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

It is certified that No. _____ Rank _____ Name _____ is serving in the Army/Navy/Air Force from _____.

2. He is due for release/retirement on completion of his specific period of assignmenton or before 20.07.2024.

3. No disciplinary case is pending against him

Place: **Signature, Name and Designation of theCompetent Authority ****

Date: **SEAL**

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

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

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

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PROFORMA - C

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

(1) **I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, asamended from time to time.**

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

Place :

Date : Signature and Name of Candidate

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PROFORMA - D

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

It is certified that No _____ Rank _____ Name _____ whose date of birth is_____is serving in the Army/Navy/Air Force from _____

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

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

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

Date : **SEAL**

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

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

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

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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 capabilityowing 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 (nameto 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 formaximum 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 (ifavailable)	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

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:Date

: