For more job news visit : www.kpscvaani.com

Hindustan Aeronautics Limited

Azadi Ka Amrit Mahotsav

ENGAGEMENT OF PERSONNEL UNDER CONTRACT BASIS

(Ref No.H/HR/RECTT(RWA)/05-R/2024 dated 26.09.2024)

Hindustan Aeronautics Limited (HAL) is a premier aeronautical complex in Asia, propelling the 'Make in India' dream of the country by undertaking design, production, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Accessories, Avionics and Systems. HAL has 20 Production Divisions, 10 R&D Centres and one Facilities Management Division, spread across seven states and nine geographical locations in India.

2. Rotary Wing Academy (RWA) at HAL - Helicopter Division, was conceived on 10th March 1998 with the objective of providing training to Helicopter pilots. The Academy is one of its kinds in India. The orientation of RWA has changed considerably from training of civil pilots for commercial pilot license only to include training of Indian Defence Forces pilots and Pilots of Defence Forces from other friendly Countries. In addition, RWA is providing SAR (Search & Rescue) coverage for aircraft manufactured and flown by Company Pilots.

3. To fuel its ambitious growth plan, RWA is looking for engagement of the qualified and experienced personnel from the Armed Forces on contract basis for a period of 04 years, for the following posts as mentioned below. The contract will come to an end automatically on completion of four years from the date of joining / or may be extended at the discretion of the Management.

1. DETAILS OF POST/DISCIPLINE/QUALIFICATION:

SL No	Post Name	No. of posts	Age	Qualification & Experience Requirement
1.	Flying Instructors	2	Maximum 65 Years. However, the applicant should have at least 2 years of service left, as on date of joining (tentative date of joining will be 01.11.2024)	**Experience:** i) Should have served as a QFI in the Armed Forces. ii) Should have Instructional Flying Experience on Chetak / Cheetah / Cheetal Helicopters **Desirable:** Candidates with CHPL
2.	Technical Tradesman (Airframe)	1 (Airframe Trade)	No Age bar till the concerned person is Medically Fit	Ex-servicemen from IAF / Army / Navy aviation with Minimum Two years' experience on Helicopter Maintenance in the Airframe trade.
3	Administrative Officer	1	30 Years As on 30.09.2024	**Qualification:** Bachelor's Degree with PG Degree / PG Diploma / MBA / MSW / MA with specialization in Human Resources / Personnel Management / Industrial Relations / Labour Management / Organizational Development / Human Resource Development / Labour Welfare etc., from Institutes / Universities recognized by appropriate statutory authorities. **Experience:** i) Three years post qualification experience as on 30.09.2024 ii) He / She should be conversant with (a) Prevailing laws in the country (b) Office management with knowledge of MS office

For more job news visit : www.kpscvaani.com

2. JOB SPECIFICATION:

1. For the post of Flying Instructor
   a. Capable of imparting flying training to Trainee Pilots.
   b. Should be able to authorize flights of Helicopters operated by the Academy with the necessary approval.
   c. Should be able to carry out skill tests for issue and renewal of Pilots' licenses, with DGCA approval.
   d. Should be able to act as overall in charge of the flying training activities of the Academy.
   e. Should be able to authenticate entries in Pilots logbooks.
   f. Should be able to carry out periodical progress and standardization checks of QFIs/FIs.
   g. To fly as safety pilot with Trainees as required.
   h. To provide SAR coverage for Aircraft test flown.
   i. Carry out such tasks as has been assigned from time to time

2. For the post of Technical Tradesman (Airframe)
   a. To be able to assist certifying staff in Maintenance activities of the Helicopters.
   b. To be able to identify components of Helicopter.
   c. Up keep of tools and testers, special tools and ground equipment.
   d. Able to carry out snag rectification, schedule maintenance, removal / installation of different components
   e. To carry out marshaling of Helicopters and carry out related activities in the field.
   f. To be able to carry out ground MCF classes for the trainee pilots.

3. For the post of Administrative Officer
   a. He / she is required to coordinate with Flying Instructors and Engineer and detail admin staff to cater for the requirements of flying.
   b. He / She has to provide administrative support to Pilots, Ground Instructors, Technicians, and admin staff in terms coordinating their licenses, leave, medical and other requirements.
   c. He / she is required to liaise with Army, Coast Guard, Navy and other customers regarding scheduling of courses, arrival and departure formalities of the trainees.
   d. He / she is to coordinate invoicing and receipts of training fees from the customers.
   e. He / she is to maintain personal record of all contracts personal and coordinate renewal of contracts.
   f. He / she is to supervise the serviceability of office automation systems and periodically ensure renewal of AMCs and servicing of the office equipment.
   g. He / she is to screen and ensure proper civil students are inducted for the training courses (when required).
   h. He / she is to ensure that the documentations and other requirements as per DGCA norms are met by the trainees and take appropriate action in time to meet the requirements of DGCA when required.
   i. Take up renewal of license with DGCA, if required.
   j. He / she is to coordinate with Flying and Maintenance staff to prepare for periodic and surprise inspections by any authorized agency.
   k. Liaise with HR and other departments of the Division for smooth running of RWA.
   l. Take up with DGCA for renewal of licenses, permissions and extensions if any.
   m. Maintain such records required by Division, DGCA (whenever required) and Defence forces for smooth conduct of training.
   n. Take up cases pertaining to manning, construction/ expansion of training facilities, provisioning of training material with IMM and finance.
   o. Carry out such tasks as required by GM (H) and CTP for successful conduct of courses.
   p. Plan the annual work services requirement and process new cases for work services.
   q. Coordinate the Non Scheduled operation flying requirements if any.

3. AGE LIMIT/RELAXATION/CONCESSION:

(i) Age, Qualification & Experience will be counted as on 30.09.2024.

(ii) In respect of candidates applying for the post of Administrative Officer,

   a. the upper age limit shall be 30 years as on 30.09.2024 for Unreserved Category.
   b. Relaxation upto 5 years in age is admissible for the candidates belonging to SC/ST category.

For more job news visit : www.kpscvaani.com

c. Relaxation upto 3 years in age is admissible for the candidates belonging to OBC (Non Creamy Layer) category.
d. The Upper age limit for Persons with Benchmark Disabilities (PWBD) is relaxable upto 10 years. Relaxation in Age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
e. Upper Age Limit is relaxable by 5 years in respect of the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01.01.1980 to 31.12.1989.

(iii) Reservation / Concession in respect of Ex-Servicemen / Commissioned Officers / ECOs / SSCOs would be made as per Government Directives.

(iv) Reservation / Concession in case of PWBD candidates would be as per Government Directives.

(v) Candidates belonging to OBC Category must submit the Certificate in the prescribed format as enclosed at **Appendix I**

(vi) Candidates belonging to SC/ST Category must submit the SC/ST Certificate in the prescribed format as enclosed at **Appendix II**

(vii) Candidates belonging to PWBD Category must submit the PWBD Certificate in the prescribed format as enclosed at **Appendix III.**

4. QUALIFICATION REQUIREMENT:

4.1 For the post of Administrative Officer

(i) Candidates should have secured minimum 60% of aggregate Marks of all the semesters / years or corresponding CGPA ratings / gradations in their qualifying examinations. 10% relaxation of marks is applicable in respect of candidates belonging to SC/ST category.

(ii) The qualification of here would mean Regular / Full Time courses acquired from recognized Universities / Institutions under the 10+2+3+2 system.

(iii) Candidates possessing qualifications acquired through Part-Time / Correspondence / Distance Education / E-learning qualification will not be equated with regular / full time courses.

(iv) Candidate pursuing / enrolled for any other qualifications should mandatorily indicate the same in the application format. All the qualifications possessed by the candidates and qualifications / courses being pursued by them at the time of submitting the application for employment, are to be clearly indicated in the application. In other words, all the qualifications already possessed and qualifications / courses , which are being pursued / currently undergoing are to be indicated in the application while submitting the same for notified posts in HAL.

(v) Candidates should not round off the percentage of marks in the qualifications. The percentage has to be calculated in the following manner (upto 2 decimal places)

$$\frac{\text{Total Marks obtained in all semesters / years}}{\text{Maximum marks (Cumulative of all semesters / years)}} \times 100$$

(vi) Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. Candidates are required to submit a certificate to this effect from the University / Institute at the time of Interview

For more job news visit : www.kpscvaani.com

5. POST QUALIFICATION REQUIREMENT (PQ):

(i) Experience will be calculated from the date of acquiring the requisite Professional Qualification. Experience prior to acquiring the requisite Professional Qualification will not be reckoned for calculation of Professional Qualification experience.

(ii) Any Full-Time additional degree acquired during the period of experience post acquiring Professional Qualification, will not be reckoned as experience and the duration of course will be deducted from the total Professional Qualification experience possessed.

4. PLACE OF POSTING:

The selected candidates will be posted at Rotary Wing Academy (RWA), Helicopter Division, Bangalore. However, they are liable to be transferred / posted / assigned to any place where HAL has the Divisions / Offices / Bases depending upon organizational requirements.

5. REMUNERATION:

5.1 The personnel engaged will be paid consolidated remuneration (inclusive of Basic, DA, HRA, Perks & Allowances) as indicated below:-

Post	Flying Instructor (FI)	Administrative Officer	Technical Tradesman
Consolidated Remuneration	Rs.1,64,560/-	Rs.82,280/-	Rs.43,054/-
Flying Allowance	As per Company rules	NA	NA

5.2 Besides above, the Personnel engaged will be eligible for the following benefits and allowance:-

(i) An annual increase of 3% shall be admissible on the Basic component on completion of 1 year service, subject to satisfactory performance and other terms and condition.

(ii) Medical facilities for self only at HAL Hospitals only, subject to receipt of NOC from the concerned ECHS authorities, wherever applicable.

(iii) The Pilots engaged at RWA would be eligible for Insurance as applicable in HAL (Loss of License, Flying Insurance, etc.)

(iv) Shoe allowance (safety shoes, wherever applicable in place of shoe allowance).

(v) Provident Fund contributions will be calculated taking into account the Basic + Dearness Allowance components of the Consolidated Emoluments.

(vi) The personnel will be entitled to 1 day Casual Leave and 2.5 days' Vacation Leave with pay, for every calendar month of engagement as per rules of the Company.

(vii) Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.

(viii) The personnel will not be entitled for any allowance or benefits other than those indicated in the scheme for Engagement of such Personnel in the Company.

For more job news visit : www.kpscvaani.com

(ix) The personnel engaged will be provided with uniform as per the prevailing rules of the Company. The uniform stitching allowances will be paid on par with the regular employees in the similar category.

(x) In case of allotment of Company accommodation, the HRA component will be reduced from the consolidated remuneration. Further, the deduction of house rent, water & electricity will be affected as per rules.

6. APPLICATION FEE:

(i) The candidates are required to pay an Non-refundable application fee of Rs.500/- (Rupees Five Hundred Only) for the post of Flying Instructor & Administrative Officer and Rs.200/- (Rupees Two Hundred Only) for the post of Technical Tradesman. The application fee is inclusive of GST of 18%.

(ii) Candidates belonging to SC/ST/PWBD are exempted from payment of application fees.

(iii) The above application fee is to be deposited in the name of "Hindustan Aeronautics Limited - Recruitment Account" in State Bank of India bearing Account Number 41496209808 (IFSC Code SBIN0009077) at any core banking branches of State Bank of India (SBI) only in the prescribed challan or online payment. HAL will not be responsible in case a candidate deposits the Application Fee in a wrong Account. No other form of payment is accepted.

(iv) Candidates are required to pay applicable amount towards Bank commission (if any) for depositing fee at other than SBI, HAL Branch, Bangalore.

(v) Candidates are required to provide the details of the application fees paid in the application form. If details are not provided, the application will be treated as incomplete and will not be accepted. Application fee can be deposited till the last date of submission of application. Candidates are required to write their particulars in the challan.

(vi) Application fee once deposited into the company's account will not be refunded under any circumstances, even if the candidate is unable to forward the application details or due to being ineligible at the time applying or rejection of application etc. Therefore, depositing the application fees, candidates are required to ensure that they meet all the eligibility criteria.

7. HOW TO APPLY:

(i) The eligible and interested candidates are required to download the application form attached herewith. After downloading, the candidates are requested to fill the details/ columns without missing any information. In case there is no space to write about the work experience / training details / qualification details or any other, candidates may use additional A4 sheet papers and attach the same with application format while forwarding to us;

(ii) The last date to receive the application by HAL is 12.10.2024. The application should reach HAL Helicopter Division before the said date through Registered Post / Speed post / Courier only. Sending the application through email / fax will not be acceptable. Applications received after the due date will be summarily rejected;

(iii) Eligible candidates may forward their duly filled in Application in the prescribed format to the following address:

The Deputy General Manager (HR),
Helicopter Division, Hindustan Aeronautics Limited,
P.B. No. – 1790, Vimanapura Post,
Bangalore – 560017

For more job news visit : www.kpscvaani.com

(iv) Candidates are requested to superscribe the Envelope with the name of the post they are applying to;

(v) HAL will not be responsible for any postal delay and will not consider any applications received beyond the due date whatsoever the reason;

(vi) Candidates are required to fill the application in BOLD letters legibly and should not leave any columns blank. If there are some columns that are not applicable to them, then they have to write as Not Applicable. Corrections in the application will not be entertained. Hence, before filling the details, candidates may ensure that they have all the details such as percentage of marks, proper dates / months and years of qualification / Experience etc;

(vii) Candidates should not round off the percentage of marks in the qualifications. The percentage has to be calculated in the following manner.

$$\frac{\text{Total Marks obtained in all semesters / years}}{\text{Maximum marks (Cumulative of all semesters / years)}} \times 100$$

(viii) Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. Candidates are required to submit a certificate to this effect from the University / Institute at the time of Interview;

(ix) The applicants are required to attach attested / self-attested copies of the relevant documents / Certificates / testimonials along with Application Form. However, it may be noted that all the candidates who are called for Interview at a later stage will have to mandatorily produce Certificates in original in respect of all the particulars submitted in the Application Form and Document Verification.

(x) The intimation regarding the Written Test, Interview and Document Verification, Medical Test etc. will be sent through e-mail only. HAL will not be responsible for bouncing of e-mail sent to the candidates. They are also advised to retain this e-mail ID active as any important intimation to them shall be provided by HAL through e-mail.

(xi) Request for change of mailing address, Category, Discipline etc. as declared in the Application will not be entertained.

(xii) If the information / certificates furnished by the candidates at any stage are found to be false or incomplete or are not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/ appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.

(xiii) Any further Information/Corrigendum/Addendum would be uploaded only on HAL website (www.hal-india.co.in).

(xiv) The last date for submission of the Online Application is 12.09.2024

(xv) No application will be accepted in person.

8. SELECTION PROCEDURE:

(i) Selection process will comprise of All-India based Selection Test and Interview.

(ii) The eligible candidates short-listed based on initial screening for the Posts of Flying Instructor and Administrative Officer will be called directly for Interview.

(iii) Eligible candidates short-listed based on initial screening with reference to Qualification, relevance of experience and other credentials declared in the application form will be called for the Written Test/Interview.

For more job news visit : www.kpscvaani.com

(iv) Candidates applying for the post of Technical Tradesman have to appear for Written Test at their own expenses, on the date, time & venue, which will be mentioned in their Admit Card.

(v) The Date, Time and Venue of Written Test & Interview at Bangalore as applicable will be intimated to the short-listed / eligible candidates through email and the Interview schedule will be hosted on our HAL website.

(vi) The written test will be held at Bangalore. No request for change of written test will be considered.

(vii) The written test will be 2 ½ hours duration. The test will be in 3 parts, comprising of Multiple Choice Questions (MCQs). Part-I will consist of 20 questions on General Awareness, Part-II will consist of 40 questions on English & Reasoning. Part-III will consist of 100 questions on the concerned Discipline.

9. PERIOD OF CONTRACT:

The tenure of Contract for all the Posts will be for the period of FOUR YEARS, extendable for such period(s) depending upon the availability of work, organizational requirement and satisfactory performance.

10. PRE-EMPLOYMENT MEDICAL STANDARDS:

(i) Candidates provisionally selected by HAL, including PwBDs, will have to undergo a Pre-employment Medical Examination at HAL, Hospital before joining HAL.

(ii) Appointment of selected candidates will be subject to receipt of satisfactory medical report from the Company's doctor as per the medical standard.

(iii) The decision of the Company's Doctor in this regard will be final and binding.

(iv) No relaxation in health standards will be allowed and the decision of the Company's Doctor will be final and binding.

11. GENERAL CONDITIONS:

a. Only Indian Nationals need to apply.

b. Candidates employed in Central / State Government / Public Sector Undertakings etc. (including candidates engaged on Contract basis therein) who are provisionally selected should produce "No Objection Certificate (NOC)" at the time of the document verification from their employer failing which their candidature will be cancelled.

c. Experience possessed by candidates engaged on Contract Basis directly by PSU / Central / State Governments concerned shall be considered as experience for the purpose of selection. In that case, Experience Certificate is to be produced from such PSUs/Central/State Governments, etc, indicating the contract engagement. As regards No Objection Certificate, the same needs to be in line with the Terms & Conditions of contract engagement and Rules applicable for such contract engagement in the concerned Organization.

d. Experience possessed by candidates in Private Organizations on contract basis shall be considered as experience, subject to scrutiny in terms of nature of experience, responsibilities, assignments etc.

e. The contract experience possessed by candidates mentioned above will be considered as experience for the purpose of selection only if the experience is in Executive cadre of the concerned PSU / Central / State/ Private Organisations.

For more job news visit : www.kpscvaani.com

f. Once an employee avails himself/herself of voluntary retirement from a PSU, he/she shall not be allowed to take up employment in another PSU. If he/she desires to take up the employment, he/she shall have to return the VRS compensation received by him/her to the PSU concerned. Personnel who have opted for VRS from other PSUs should furnish documentary evidence that they have deposited their terminal benefits with the concerned PSU before their appointment in the Company

g. Candidates who have work experience in the Private Sector, should produce the experience certificate in the letter head of the Company at the time of Interview. The letter head of the company should have the details of the company.

h. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms as mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respect.

i. HAL reserves the right to cancel / restrict / enlarge / modify / alter the Advertisement / Recruitment process and / or the Selection Process depending upon the response of the advertised Posts thereunder, without issuing any further notice whatsoever. The number of vacancies can be modified as per the discretion of the Management.

j. A candidate is requested to apply only for the post which he/ she is suited and fulfilling all the criteria mentioned for the post.

k. Mere submission of Application will not entail right for claiming engagement.

l. Candidates belonging to SC/ST/OBC categories are required to submit copies of Caste Certificates/ Disability Certificate in the prescribed format as applicable at the time of Document Verification / Interview.

m. Shortlisting of candidates for the Written Test for the post of Technical Tradesman will be purely provisional without verification of Age, Qualification, Category (SC / ST / OBC- Non Creamy Layer / PWBD / XSM etc.) of the candidates.

n. Engagement of selected candidates is subject to verification of Caste and Character & Antecedents, as the case may be, from the concerned Authorities, as per the Rules of the Company.

o. Candidates should clearly mention all the details sought in the Application Format. In case of no clarity/ discrepancy in the information provided, Application will be summarily rejected. No communication will be sent to the candidates.

p. Furnishing wrong / incorrect information or suppression of relevant information at any stage will lead to rejection of candidate and the application will be out-rightly rejected.

q. The personnel engagement on contract will not confer any right on the personnel to claim the status of a regular employee of the Company.

r. They will abide by the various company rules and regulations governing carrying out the assigned tasks and their conduct, like standing orders, transferability to other departments or Divisions or Places, Termination of contract for reasons of non-performance or poor performance or without assigning any reason.

s. Candidates attending Personal Interview for the post of Flying Instructor, from outside Bangalore will be paid to Travelling Allowance (3AC Rail Fare/ Bus fare) by the shortest route on production of proof of travel, as per rules.

For more job news visit : www.kpscvaani.com

t. The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of Selection, conduct of interview, Verification of Documents etc. will be final and binding on candidates.

u. Necessary information regarding the selection, Interview, Written test etc. will be hosted on HAL Website www.hal-india.co.in from time to time. All correspondences to the candidates will be made via email on the e-mail id provided by the candidate at the time of online application. No other method of communication will be adopted.

v. As per the extant rules of the Company, Internal candidates are not eligible to apply

w. It may be noted that the Application received after 12.10.2024 will not be considered.

x. Any sort of Canvassing or influencing of the Officials related to Recruitment / Selection Process would result in immediate disqualification of the candidates.

y. In case of any particular clarification, the candidates can write to HAL, Helicopter Division, Bangalore at rectt.helicopter@hal-india.co.in or contact us at 080- 22323744 / 22322964. No other method of Communication will be entertained.

z. Court of jurisdiction for any dispute/ cause will be in Bangalore only.

aa. Any corrigendum/addendum (if any) will be hosted / published on the HAL website.

-oOo-

For more job news visit : www.kpscvaani.com

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

This to certify that Shri / Smt / Kumari , son / daughter of _____, of Village / Town _____ in 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 and Training O.M.No. 36012/22/93- Estt. (SCT), dated 8-9-1993**.

District Magistrate,
Deputy Commissioner, etc.

Dated :

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 20 of the Representation of the people's Act, 1950

For more job news visit : www.kpscvaani.com

Annexure – I(A)

DECLARATION TO BE FURNISHED BY CANDIDATES SEEKING RESERVATION AS OBC

To:

The Dy. General Manager (HR)/ Chief Manager (HR) / Senior Manager (HR)

_____

_____

_____

Sub:- Selection for the post of _____

Respected Sir,

"I _____ son / daughter of Shri _____ resident of village / Town / City _____ Dist _____ State _____ hereby declare that I belong to the _____ community which is recognized as Backward Class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel & Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 8.9.1993, It is also declared that I do not belong to Persons/sections (creamy layer) mentioned in column 3 of the Schedule to the above-referred Office Memorandum dated 8.9.1993."

2. I further declare that I have been selected and offered the above said post provisionally which is reserved for the persons belonging to OBC Non Creamy Layer Category. I know that my appointment to this post is provisional and is subject to the community certificate being verified through the proper channels and if the verification reveals that my claim to belong to Other Backward Class or not to belong to Creamy Layer is false, my services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false caste certificate.

Thanking you,

Yours faithfully,

Signature of the candidate

For more job news visit : www.kpscvaani.com

Appendix – II

FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATES BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE

This is to certify that Shri/ Shrimathi*/ Kumari* _____Son/daughter* of _____ of Village/town*_____ in District/Division*_____ of the State/Union Territory*_____ belongs to the _____Caste/ Tribe, which is recognized as a Scheduled Caste / Scheduled Tribe* under:

*The Constitution (Scheduled Castes) order 1950
*The Constitution (Scheduled Tribes) order 1950
*The Constitution (Scheduled Castes)(Union Territories) order 1950
*The Constitution (Scheduled Tribes) (Union Territories) order 1951

{As amended by the Scheduled Castes and Scheduled Tribes lists(Modification Order, 1956, the Bombay Reorganization act, 1960, the Punjab Reorganization Act, 1966, the state of Himachal Pradesh Act 1970, the North-Eastern areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act 1976}

*The Constitution (Jammu and Kashmir) Scheduled Castes order 1956
*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
*The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962
*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order 1962
*The Constitution (Pondicherry) Scheduled Castes order 1964
*The Constitution (Scheduled Tribes) (Uttar Pradesh) 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

2. Shri / Shrimathi / Kumari*_____and/or * his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the state/Union Territory* of _____

Signature_____
Designation_____
(With seal of office)

Place _____
Date _____

* Please delete the words, which are not applicable

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

For more job news visit : www.kpscvaani.com

Appendix – III(A)

Disability Certificate (FORM –V)

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

[See rule 18(1)]

(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 / S mt. /Kum. _____ son /wife /daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____ 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 document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/thumb impression of the person in whose favour certificate of disabilitv is issued

For more job news visit : www.kpscvaani.com

Appendix – III(B)

Disability Certificate (Form – VI)
(In case of Multiple Disabilities)

[See rule 18(1)]
(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/YYYY) _____ 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 ev aluated 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:

Sl. 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	#		

For more job news visit : www.kpscvaani.com

8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures : - ---------- percent
In words :- ---------- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

1) Not necessary, or
2) Is recommended /after…… year…… months and therefore this certificate shall be valid till ----- ----- ------
(DD) (MM) (YYYY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

For more job news visit : www.kpscvaani.com

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

For more job news visit : www.kpscvaani.com

Appendix – III(C)

Disability Certificate (Form – VII)

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

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/YYYY)_____ _____ ____ 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:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			

For more job news visit : www.kpscvaani.com

12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of Disability is

(i) Not Necessary, Or

(ii) Is recommended / after_____ years_____ months and therefore this certificate shall be valid till _____ (DD/MM/YYYY).

@ 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)

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

Countersigned
{Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a Government servant (with seal)}

Note- In case this certificate is issued by a m edical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.