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यूको बैंक UCO BANK
(भारत सरकार का उपक्रम) (A Govt. of India Undertaking)
सम्मान आपके विश्वास का Honours Your Trust

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RECRUITMENT OF LOCAL BANK OFFICER (LBO) 2025-26

Advertisement No: HO/HRM/RECR/2024-25/COM-75

ONLINE REGISTRATION OF* APPLICATION *& PAYMENT OF FEES: FROM 16-01-2025 TO 05-02-2025

UCO Bank invites online applications from eligible candidates for appointment as Local Bank Officer (LBO).

1. Before applying, candidates are advised to ensure that they fulfil the eligibility criteria for the position as on the date of eligibility.
2. **The date of Online Examination and Declaration of Result will be announced on Bank's official website.**
3. Candidates are advised to check Bank's website **https://ucobank.com -> career** regularly for details and updates.
4. **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
5. No hard copy of application & other documents to be sent to this office.

Eligible Candidates are required to apply Online as per the registration link available on Bank's website **https://ucobank.com ->career ->Recruitment Opportunities** after carefully reading the advertisement regarding the selection process, eligibility criteria, online registration process, payment of application fee/intimation charges, process & pattern of examination/interview etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

1) Details of Vacancies:

S.No.	State	Mandatory Local Language Proficiency	Vacancies	SC	ST	OBC	EWS	UR	Out of Which			
									VI	HI	OC	ID & OTHERS
1	Gujarat	Gujarati	**57**	08	04	15	05	25	01	01	00	00
2	Maharashtra	Marathi	**70**	10	05	18	07	30	01	01	00	00
3	Assam	Assamese	**30**	04	02	08	03	13	01	00	00	00
4	Karnataka	Kannada	**35**	05	02	09	03	16	01	00	00	00
5	Tripura	Bengali/Kokborok	**13**	01	00	03	01	08	00	00	00	00
6	Sikkim	Nepali/English	**06**	00	00	01	00	05	00	00	00	00
7	Nagaland	English	**05**	00	00	01	00	04	00	00	00	00
8	Meghalaya	English/Garo/ Khasi	**04**	00	00	01	00	03	00	00	00	00
9	Kerala	Malayalam	**15**	02	01	04	01	07	00	00	00	00
10	Telengana & Andhra Pradesh	Telugu	**10**	01	00	02	01	06	00	00	00	00
11	Jammu & Kashmir	Kashmiri	**05**	00	00	01	00	04	00	00	00	00
	Total		**250**	**31**	**14**	**63**	**21**	**121**	**04**	**02**	**00**	**00**

Abbreviations stand for: SC - Scheduled Caste; **ST** - Scheduled Tribe; **OBC** - Other Backward Classes; **EWS** – Economically Weaker Section; **UR** – Unreserved, **PwBD** – Persons with Benchmark Disabilities; **VI** – Visually Impaired; **HI** – Hearing Impaired; **OC** – Orthopedically Challenged/ Locomotor Disability, **ID** - Intellectual Disability

**The vacancies mentioned above are provisional and may vary according to actual requirement of the Bank. The Bank reserves its right to interchange the number of reserved vacancies in various categories as per Government guidelines.

Candidates will have to apply for vacancy of one state only. A candidate applying against vacancy of one state will not be eligible to apply against vacancy of any other state, in such case the application is liable to be rejected.

Candidates must be proficient (reading, writing and speaking) in the specified local language of the state as per table of vacancies given above.

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Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying/appearing for and being shortlisted in the online examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

2) Pay Scale and Emoluments:

Scale	Basic Pay Scale
Junior Management Grade Scale-I	48480- 2000/7- 62480- 2340/2- 67160- 2680/7- 85920

- D.A., H.R.A. / Lease accommodation, C.C.A., medical benefits, other allowances and perquisites shall be admissible as per prevailing rules and regulations in the Bank. Change in rules of the Bank and Industry level settlements in this regard will be applicable from time to time.
- Prior experience will not be considered for any service seniority.
- The selected candidate shall be posted within the State against whose vacancy they are selected up to their promotion to SMGS-IV or 12 years of service, whichever is earlier.
- The candidate selected for the position of LBO will be allowed to participate in the promotion as per extant Bank's promotion policy for Generalist Officers subject to fulfilling the prescribed norms.

3) Eligibility Criteria:

A. Nationality/ Citizenship

A candidate must be either
(i) a Citizen of India or
(ii) a subject of Nepal or
(iii) subject of Bhutan or
(iv) a Tibetan Refugee who came over to India before Jan.1962 with the intention of permanently settling in India or
(v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

provided that of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour certificate of eligibility has been issued by the Govt. of India.

B. Age as on 01-01-2025:

Minimum: 20 years Maximum: 30 years i.e. A candidate must have been born not earlier than 02.01.1995 and not later than 01.01.2005 (both dates inclusive)

Relaxation of Upper age limit:

S.No.	Category	Age relaxation
i.	Scheduled Caste/Scheduled Tribe(SC/ST)	5 years
ii.	Other Backward Classes (Non- creamy layer) {OBC-NCL}	3 years
iii.	Persons With Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
iv.	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, subject to ceiling as per Government guidelines	5 years
v.	Persons affected by 1984 riots	5 years

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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 Point iii to v.
II. The maximum age limit specified is applicable to General Category candidates and Economically Weaker Section (EWS) Category Candidates.
III. Candidates seeking age relaxation will be required to submit necessary certificate(s) in original along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by Bank. Caste / Category Certificate should be submitted in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PwBD category candidates.
IV. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. 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.
V. 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. There is no reservation for Ex-servicemen in Officers' Cadre.
VI. Candidate belonging to reserved category for which no reservation has been mentioned can apply for vacancies announced for general category provided they fulfil criteria applicable to general category.

C. RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES

Reservation for Persons with Benchmark Disability is horizontal within the overall vacancies. Reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "The Rights of Persons with Disabilities Act, 2016", 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.

1) 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 degree.

2) 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.

3) Orthopedically Challenged/ Locomotor Disability ("OC" / "LD") 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

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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 eye- lid but with no manifests 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 centimetres) 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. f. Persons with Spinal Deformity (SD) and Spinal Injury (SI) shall be covered under the respective Sub category such as OA,OL,BA,BL,OAL,BLOA and BLA, as the case may be.

4) Intellectual Disability ("ID" Category):

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

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 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 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 recognize 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 characterized by sub normality of intelligence

5) "Multiple Disabilities"
means multiple disabilities amongst clause "I"; "II"; "III"; "IV" ABOVE

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, at any point during the process or thereafter.

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

(i) 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 by 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

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vide letter F. No. 3/2/2013- Welfare dated 26.04.2013 and Office Memorandum F. No. 29-6/2019-DD-III dated 10.08.2022 issued by Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). In all such cases where a scribe is used, the following rules will apply:

- 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 the application form. Also, the qualification of the scribe should be one step below the qualification of the candidate taking examination. Letter of undertaking as per Appendix II should be submitted by such candidates at the time of examination.
- The scribe may be from any academic. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil 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.
- 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 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 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 the guidelines regarding Persons with Benchmark Disabilities/ Specified Disabilities using the services of a scribe.
- **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.** The scribe arranged by the candidate should **not** be a candidate for the online examination under this recruitment process. If violation of the above is detected at any stage of the process, candidature 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 this recruitment process. If violation of the same is detected at any stage of the process, candidature of the candidates will be cancelled.
- 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 is not registered for the same. 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.
- Bank may also conduct online Aadhaar verification of the candidate/ scribe.

(ii) **Guidelines for Visually Impaired (VI) 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.
- 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.

(iii) **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).

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(iv) **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).

(v) **Guidelines for persons with specified disabilities having less than 40% disability and having difficulty in writing**

A compensatory time of not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe.

Use of Scribe & Compensatory time (persons with specified disabilities covered under the definition of section 2(s) of the RPwD Act 2016 but not covered under the definition of section 2(r) of the said act, i.e. persons having less than 40% disability and having difficulty in writing):

In terms of Office Memorandum F. No .29-6/2019-DD-III dated 10/08/2022 of Government of India, Ministry of Social Justice & Empowerment , Department of Empowerment of persons with Disabilities(Divyangjan)) , In addition to the instructions applicable to PwBD candidates (who have disability 40% or more) the facility of scribe and /or compensatory time shall be granted solely to the persons with disabilities covered under 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 those having difficulty in writing, subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government healthcare institution as per prescribed Proforma at Appendix-I of the said O.M. In case the candidate opts to bring his / her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. Candidate opting for own scribe should submit details of the own scribe as per Proforma at Appendix-II of the said O.M

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-exam if there is doubt about the genuineness/ validity of candidate's score/ performance.

D. 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 EWS 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 EWS, 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/interview 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/interview.
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.

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Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

E. Educational Qualification as on 01-01-2025:

A Degree (Graduation) in any discipline from a University recognised by the Govt. of India or any equivalent qualification recognized as such by the Central Government. The candidate must possess valid Mark-sheet / Degree Certificate and indicate the percentage of marks obtained in Graduation while registering for the position.

(1)All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 01-01-2025.
(2) Proper document from Board / University for having declared the result on or before 01-01-2025 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
(3) Candidate should indicate the percentage obtained in Graduation/ Post Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA are awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
(4) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.

The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%. In case Grade point system (CGPA/ OGPA) is adopted, the candidates are required to convert their CGPA/ OGPA into percentage as per criteria adopted by the University/ Institute. The candidates must produce documentary proof of the criteria for conversion into percentage adopted by the University/ Institute at the time of Interview/ Document Verification.

4) Application Fee/ Intimation Charges (Non-refundable):

Application Fees/ Intimation Charges [Payable from 16-01-2025 to 05-02-2025 (Only online payment), both dates inclusive] shall be as follows: -

Rs. 175/- (inclusive of GST) for SC/ST/PwBD candidates.
Rs. 850/- (inclusive of GST) for all others.

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate. Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other exam or selection.

5) Structure Of Examination:

Sr. No	Subjects	No. of Questions	Maximum Marks	Medium of Exam	Time allotted for each test (Separately timed)
1.	Reasoning & Computer Aptitude	45	60	English & Hindi	60 minutes
2.	General/ Economy/ Banking Awareness	40	40	English & Hindi	35 minutes
3.	English Language	35	40	English	40 minutes
4.	Data Analysis & Interpretation	35	60	English & Hindi	45 minutes
	Total	**155**	**200**		**3 hours**

There will be no sectional qualifying marks. There are minimum qualifying marks on aggregate and the minimum qualifying marks will be as decided by the Bank.

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Any change in the structure of the examination will be intimated through Bank's website https://ucobank.com. Other detailed information regarding the examination will be given in Bank's website https://ucobank.com.

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

(1) Valid Call Letter for the respective date and session of Examination.
(2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form
(3) 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.
(4) Though the duration of the Online Examination is 3 hours, candidates may be required to be at the venue for about 4 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.

- **Penalty for Wrong Answers:**

For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question

- **Cut-Off Score**

Each candidate will be required to obtain a minimum score on aggregate in the Online examination and to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the Online Main examination will not be shared with the candidates shortlisted for interview. Decision of Bank in shortlisting and calling number of candidates for common interviews/ provisional allotment shall be final.

The number of candidates to be called for Interview based on the performance in the written test shall be three times the number of vacancies in respect of candidates belonging to unreserved category and five times the number of vacancies in respect of candidates belonging to reserved categories.

- **Scores**

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method. Scores up to two decimal points shall be taken for the purpose of calculations

6) Examination Centers:

The examination will be conducted online in venues across many centers in India. The tentative list of Examination centers for the Online Examination is attached as **Annexure-I:**

(I) No request for change of center for Examination shall be entertained.
(II) Bank, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
(III) Bank also reserves the right to allot the candidate to any center other than the one he/she has opted for.
(IV) Candidate will appear for the examination at an Examination Centre at his/her owns risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
(V) Any unruly behavior/misbehavior in the examination hall may result in disqualification/ cancellation of candidature from this exam and also from the future exams conducted by Bank.

7) PRE-EXAMINATION TRAINING

Pre-Examination Training shall be arranged to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Other Backward Classes/ Minority Communities in Online Mode. All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. Depending on the response and administrative feasibility etc., the right to cancel any of the Pre- Examination Training and/or make alternate arrangements is reserved by Bank. By merely attending the Pre-Examination Training no candidate acquires any right to be selected.

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8) IDENTITY VERIFICATION:

IRIS SCAN/BIOMETRIC Data – Capturing and Verification Bank, at various stages, may capture thumb impression or IRIS of candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that correct thumb impression or IRIS is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehndi, ink, chemical etc. on their hands or wear contact lenses.

Documents to be produced: In the examination hall, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-Aadhar card with a photograph/ Employee ID, 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 the identity of the applicant is in doubt, he / she will not be allowed to appear in the selection process. The decision of the Bank in this regard will be final.

9) Language Proficiency Test:

The candidates applying for the position of LBO of a particular state, should be proficient (reading, writing, speaking) in any one of the specified local languages of that State as mentioned in this notification. Candidates shortlisted through the online written test will have to appear in the local proficiency test, failing which they will not be allowed to appear for personal interview and thus their candidature will not be considered for further selection process.

Candidates who produce 10th or 12th standard mark sheet/ certificate evidencing having studied the local language will not be required to undergo the language test.

10) Personal Interview:

The venue and date of personal interview will be decided and informed in due course to the applicants who have qualified the written examination. The interview shall be of 100 marks, minimum qualifying mark shall be 40 while for the candidates belonging to SC/ST/OBC/PwBD categories; minimum qualifying mark shall be 35.

The weightage (ratio) for Online Test and interview shall be 80:20 respectively. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Online Examination and Interview.

A candidate should qualify both in the Online Exam and interview and be sufficiently high in the merit to be shortlisted for selection. Selection will be made from the top ranked candidates in merit list prepared on state-wise and category-wise. Final Selection will be subject to Qualifying in test of specified local language, where applicable, as detailed above.

11) List of Documents to be produced at the time of interview (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 interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his / her candidature from further participation in the recruitment process.

(I) Printout of the valid Interview Call Letter.
(II) Valid system generated printout of the online application form registered for the recruitment process.
(III) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB).
(IV) Photo Identify Proof as indicated in Point 8) of this notification.
(V) Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 01-01-2025 has to be submitted.
(VI) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in case of the SC / ST / OBC category candidates. 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.
(VII) A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC

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category stating that he/ she does not belong to the Creamy Layer. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2024 to the date of interview, should be submitted by such candidates, if called for interview.

(VIII) The EWS candidates are required to produce for verification the 'Income & Asset Certificate' issued based on gross annual income for the Financial Year 2023-24 as per extant Govt. guidelines. The 'Income & Asset Certificate' issued based on gross annual income for the financial year 2023-24 must be obtained by the candidate on or before the date of interview. No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained and if a candidate fails to produce the 'Income & Asset Certificate' at the time of interview, he/ she will not be considered for appointment in the Bank.

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

(X) 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.

(XI) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 05-02-2026. Please note that failure to provide this certificate will result in immediate disqualification. The candidates falling in this category are advised to apply for this certificate at the earliest to avoid disqualification.

(XII) Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. Production of conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.

(XIII) Persons eligible for age relaxation under 3 B (V) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.

(XIV) Experience certificates, if any.

(XV) Persons falling in categories (ii), (iii), (iv) and (v) of Point 3). B should produce a certificate of eligibility issued by the Govt. Of India.

(XVI) Any other relevant documents in support of eligibility

Note: -

1. Candidates will not be allowed to appear for the interview if he/ she fail to produce the relevant Eligibility documents as mentioned above.
2. Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process
3. No documents shall be directly sent to Bank by candidates before or after the interview.
4. **All documents like Educational Qualification, Caste Certificates including OBC Non Creamy Layer certificate, EWS Certificate, Disability Certificate etc. will be verified with the issuing authority to ensure the veracity and validity of the same as and when required. Any wrongful submission of such documents will attract action of debarring the candidate and further taking legal action as applicable.**
5. **It will solely be the responsibility of the candidate to submit genuine and proper documents, any wrongful submission found after joining will also attract same action as mentioned in point 3 above.**

12) Probation and Service Bond:

The selected candidates will be on probation for 2 (two) years of active service from date of joining. Confirmation will be made on being satisfied about the performance and conduct during the period of probation. If any candidate fails to achieve minimum standard stipulated, his/her services may be terminated as per policy of the Bank in force at the material time.

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The selected candidate to execute a Bond to serve the Bank for a period of two years or pay an amount of Rs. 2.00 Lacs in case the officer leaves the Bank prior to completion of two years.

13) Applications from Serving Employees of the Bank

- Subject to their fulfilling the eligibility criteria, existing employees of UCO Bank may apply for the positions notified by the Bank as new candidates. If selected, such applicants shall resign from their present positions in the Bank and join the new position as a fresh candidate.
- He/she shall not be eligible for any benefits attached to his earlier post in the new position.
- No protection of last pay drawn in the earlier position shall be considered.

14) The Competent Authority for the issue of the certificate to SC / ST / OBC / Economically Weaker Section PERSONS WITH BENCHMARK DISABILITIES is as under (as notified by GOI from time to time):

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

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

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

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at the time of interview.

15) How To Apply

Candidates can apply online only and no other mode of application will be accepted.

Pre-Requisites for Applying Online: Refer Annexure II

(1) Candidates are first required to go to the authorised Bank website https://ucobank.com and click on the Career Page and further go to "**Recruitment Opportunities**" and then click on the option "**CLICK HERE TO APPLY ONLINE FOR LOCAL BANK OFFICER (LBO) 2025-26**" to open the Online Application Form.
(2) 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.
(3) Candidates are required to upload their - Photograph - Signature - Left thumb impression - A hand written declaration - Certificate as mentioned in clause 11 (x) (if applicable) - Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure II). Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.
(4) Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in the online application form.

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Intimations, wherever required will be sent by email and/or sms only to the email ID and mobile number mentioned in the online application form. 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. Candidates are advised to keep a close watch on the authorized Bank's website **https://ucobank.com** for latest updates.

Mode of Payment

Candidates can make the payment of requisite fees/ intimation charges through ONLINE mode only. Candidates must keep the necessary details/ documents ready to make Online Payment of the requisite application fee/ intimation charges.

Payment of fees/ intimation charges via ONLINE MODE

(i) Candidates should carefully fill in the details in the Online Application 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 on mobile/email mentioned in the application. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application 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/ UPI by providing information as asked on the screen.
(iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
(v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
(vi) On successful completion of the transaction, an e-receipt will be generated.
(vii) Candidates are required to take a printout of the e-receipt and online application form containing fee payment details. 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 prices charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.
- Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence 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 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, the hand written declaration and certificate as mentioned in clause 11 (x) (if applicable)

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uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.

- Applicants are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet. or website jam. Bank does not assume any responsibility for the applicants not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of UCO Bank.
- Please note that the above procedure is the only valid procedure for applying. No other mode of application 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.

16) Call Letters

The Centre, venue address, date and time for Online examinations and interview shall be intimated in the respective Call Letter. An eligible candidate should download his/her call letter from the authorized Bank's website https://ucobank.com 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.

17) General Information:

1. Before applying for the post, candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete filling up of application form and submit the same as per the instructions given in this regard.
2. Candidates are advised to take a printout of their system generated online application form after submitting the application.
3. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this notice, including criteria for qualifying/method and procedure for selection.
4. Candidates are advised to keep their e-mail ID alive for receiving advices.
5. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, acceptance or rejection of applications, mode of selection, the documents to be produced for the purpose of interview, cancellation of the selection process either in part or full and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
6. Filling up of the position is solely at the discretion of the Bank based on suitability of candidates and no claim will arise for appointment, if the position is not filled due to unsuitability / insufficient number of candidates.
7. Request for change of contact no./address/ email ID/examination centre will not be entertained.
8. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance in examination/ interview will result in rejection/ cancellation of candidature.
9. It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of Application as these would be needed for further stages of this selection process.
10. At the time of interview/joining, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records etc. The bank reserves right to deny the appointment depending upon such disclosures and/ or independent verification.
11. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
12. Canvassing in any form will be a disqualification.
13. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Rules & Policies of the Bank.
14. Candidates serving in Govt. /Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of appointment and clearance from the respective authorities, wherever applicable.
15. Any dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.

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16. **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**

18) ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on Banks website **https://ucobank.com** from time to time.

19) Disclaimer:

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice. Decision of bank in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard. **Bank reserves all rights pertaining to this recruitment process and would be final.**

The Bank is not responsible for printing errors, if any.

Place: Kolkata
Date: 16-01-2025

General Manager
HRM Department

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Annexure-I

Tentative List of Examination Centers

SN.	State/UT	Tentative Exam Centres	SN.	State/UT	Tentative Exam Centres
1	Andhra Pradesh	Ananthapur, Vijaywada/Guntur, Vishakhapatnam,	17	Manipur	Imphal
2	Assam	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur	18	Meghalaya	Shillong
3	Bihar	Patna, Bhagalpur, Muzaffarpur, Purnea, Gaya	19	Mizoram	Aizawl
4	Chhattisgarh	Raipur	20	Nagaland	Kohima
5	Delhi NCR	Delhi/New Delhi/Delhi NCR, Ghaziabad	21	Odisha	Bhubaneshwar, Cuttak, Berhampur-Ganjam
6	Goa	Panaji	22	Puducherry	Puducherry
7	Gujarat	Ahmedabad/Gandhinagar, Anand, Bhavnagar, Jamnagar, Mehsana, Rajkot, Surat, Vadodara	23	Punjab	Amritsar, Patiala
8	Haryana	Faridabad, Ambala, Hisar	24	Rajasthan	Jaipur, Jodhpur
9	Himachal Pradesh	Shimla, Bilaspur, Baddi	25	Sikkim	Gangtok
10	Jammu & Kashmir	Jammu, Srinagar, Baramulla, Samba, Budgam, Pulwama	26	Tamilnadu	Chennai, Coimbatore, Tiruchirappalli, Tirunelveli
11	Jharkhand	Ranchi, Jamshedpur	27	Telangana	Hyderabad/Secunderabad, Warangal, Karimnagar, Khammam, Mahabubnagar, Nizamabad, Narsampet
12	Karnataka	Bengaluru, Mangaluru (Mangalore), Mysuru (Mysore), Kalaburagi(Gulbarga), Shivamogga (Shimoga), Belagavi (Belgaum), Hubli-Dharwad, Davanagere	28	Tripura	Agartala
13	Kerala	Ernakulam, Kozhikode, Thiruvananthapuram, Thrissur, Alappuzha, Kannur, Kollam, Kottayam, Malappuram, Palakkad	29	Uttar Pradesh	Lucknow, Meerut, Gorakhpur, Prayagraj, Varanasi
14	Madhya Pradesh	Bhopal, Indore, Jabalpur	30	Uttarakhand	Dehradun, Haldwani, Roorki
15	Maharashtra	Akola, Chhatrapati Sambhaji Nagar (Aurangabad), Kolhapur, Mumbai/ Thane/ Navi Mumbai/ MMR, Nagpur, Nanded, Pune, Solapur, Nasik, Jalgaon, Amaravati,Sangli, Ahmednagar	31	West Bengal	Kolkata/ Greater Kolkata, Durgapur, Siliguri, Asansol, Burdwan, Hooghly, Kalyani,
16	Chandigarh	Mohali	32	Arunachal Pradesh	Naharlagun

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Annexure-II

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 as mentioned in Clause 11 (x), - if applicable, as per the specifications given below.

Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

Photograph Image: (4.5cm × 3.5cm)	**Photograph Capture**
• Photograph must be a recent passport style colour picture. • Make sure that the picture is in colour, taken against a light-coloured, preferably white, background. • Look straight at the camera with a relaxed face • If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows • If you have to use flash, ensure there's no "red-eye" • If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. • Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. • Dimensions 200 x 230 pixels (preferred) • Size of file should be between 20kb–50 kb • Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning. • Photo uploaded should be of appropriate size and clearly visible.	• In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone. • On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form. • On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture:

Dos	**Don'ts**
• Ensure the photo is captured against a light coloured, preferably white background and there is adequate light. • Look straight at the webcam/ camera. • Photograph should be of passport size.	• Small size photograph not to be clicked/ uploaded. • Coloured glasses or sunglasses/ Cap should not be worn. • Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image. • Photo not taken in dark/ improper background.

Signature

• The applicant has to sign on white paper with Black Ink pen.
o Dimensions 140 x 60 pixels (preferred)
o Size of file should be between 10kb – 20kb
o Ensure that the size of the scanned image is not more than 20kb
o Signature (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

Left thumb impression:	**Hand-written declaration Image:**
• The applicant has to put his left thumb impression on a white paper with black or blue ink. o **File type:** jpg / jpeg o **Dimensions:** 240 x 240 pixels in 200 DPI (Preferred for	• The applicant has to write the declaration in English clearly on a white paper with black ink. o File type: jpg / jpeg o Dimensions: 800 x 400 pixels in 200 DPI (Preferred

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required quality) i.e 3 cm * 3 cm (Width * Height)
- **File Size:** 20 KB – 50 KB

Note: If a candidate does not have 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 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.

for required quality) i.e. 10 cm * 5 cm (Width * Height) o File Size: 50 KB – 100 KB
- **Note:** The hand written declaration has to be in the candidate's hand writing and in English only. The text 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 that 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).

The text for 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."

Certificate as mentioned in Clause 11 (x) for eligible candidates:
- Document must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

- 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 as mentioned in Clause 11 (x) - if applicable, are uploaded at the specified spaces only in the online application form.

Ensure that all these scanned documents adhere to the required specifications.

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 mentioned in Clause 11 (x) – if applicable,
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/certificate as mentioned in Clause 11 (x) – if applicable,
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration/certificate as mentioned in Clause 11 (x) – 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.

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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 11 (x) – if applicable, as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration/certificate as mentioned in Clause 11 (x) – if applicable, is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration/certificate as mentioned in Clause 11 (x) – 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 as mentioned in Clause 11 (x) – 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 as mentioned in Clause 11 (x) – if applicable,, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

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

(5) 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.

(6) Candidates should ensure that the signature uploaded is clearly visible and not smudged/ blurred.

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

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

(9) 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.

(10) Signature/ Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

(11) Ensure that the photograph, signature, left thumb impression, hand written declaration and certificate as mentioned in Clause 11 (x) are uploaded at the specified spaces only in the online application form**.**

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FORM SC/ST

The form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates

1. This is to certify that Sri / Smt / Kumari* ..... son/daughter* of ..... village / town* ..... in District / Division* ..... of the State / Union Territory* ..... belongs to the ..... Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under:

@The Constitution (Scheduled Castes) Order, 1950;
@The Constitution (Scheduled Tribes) Order, 1950;
@The Constitution (Scheduled Castes)(Union Territories)Orders, 1951;
@The Constitution (Scheduled Tribes)(Union Territories)Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

@The Constitution (Jammu and Kashmir) Scheduled Castes Order1956;
@The Constitution (Andaman and Nicobar Islands) Scheduled
Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
@The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
@The Constitution (Pondicherry) Scheduled Castes Order 1964;
@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
@The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
@The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
@The Constitution (Nagaland) Scheduled Tribes Order, 1970;
@The Constitution (Sikkim) Scheduled Castes Order, 1978;
@The Constitution (Sikkim) Scheduled Tribes Order, 1978;
@The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
@The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
@The Constitution (ST) Orders (Amendment) Ordinance, 1991;
@The Constitution (ST) Orders (Second Amendment) Act,1991;
@The Constitution (ST) Orders (Amendment) Ordinance, 1996**;**
@The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
@The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
@The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002

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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 belongs to the Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of ..... issued by the ..... dated .....

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

Signature .....

****Designation .....**

Place: .....
Date : .....

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

*Please delete the words which are not applicable.
Delete the paragraph which is not applicable.
@ Please quote specific Presidential Order.

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

I. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/ 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
II. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
III. Revenue Officer not below the rank of Tehsildar.
IV. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
V. Administrator/Secretary to Administrator/ Development Officer (Lakshadweep)

(The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines)

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FORM OBC

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

This is to certify that Sri / Smt. / Kumari _____son/daughter of _____ of village/Town _____ 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 & Training OM No.36012/22/93- Estt.(SCT), dated 8-9-1993, OM No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. 36033/1/2013-Estt. (Res) dated 27th May, 2013 **.

Signature _____

Designation _____$

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.

$- List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste/ Scheduled Tribe certificates.

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

(The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines)

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FORM EWS

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. .....

Date : .....

VALID FOR THE YEAR .....

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

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

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

Signature with seal of Office .....
Name .....
Designation .....

Recent passport size attested photograph of the applicant

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

(The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines)

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FORM-V

Certificate of Disability

(In case of Single Disability)

[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/UDID No. : **Date of Issue:**

This is to certify that I/we have carefully examined ....., Son/Daughter/Care of ..... , Date of Birth ....., Gender ....., Registration No. (UDID Enrolment No.) ..... Resident of ..... whose photograph is affixed above, and I am /we are satisfied that:

(A) He/She is a case of (Any one of the following disabilities):

I. Locomotor Disability
II. Muscular Dystrophy
III. Leprosy Cured
IV. Dwarfism
V. Cerebral Palsy
VI. Acid Attack Victim
VII. Low Vision
VIII. Blindness
IX. Hearing Impairment
X. Speech and Language Disability
XI. Intellectual Disability
XII. Specific Learning Disabilities
XIII. Autism Spectrum Disorder
XIV. Mental Illness
XV. Chronic Neurological Conditions
XVI. Multiple Sclerosis
XVII. Parkinson's Diseases
XVIII. Hemophilia
XIX. Thalassemia
XX. Sickle Cell Disease

(B) Name of affected body part:

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(C) The diagnosis in his/her case is .....

(D) He/She has ..... % (in figure) ..... percent (in words) disability and the nature of certificate is ..... {Permanent / temporary and valid till ..... as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide Notification No. ..... dated .....

Signature / Thumb impression of the Person with Disability:

Signature of notified Medical Authority Member(s):

Signature:
Name and Address of the Medical Authority Issuing the Certificate:

Logo of Government of India	**Logo of Department of Empowerment of Persons with Disabilities, GoI**	**Logo of Respective State or Union Territory**

(The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines)

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FORM - VI
Certificate of Disability
(In case of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport size Attested Photograph (Showing face only) of the

Certificate No. : **Date of Issue:**

This is to certify that we have carefully examined ……,Son/Daughter/Care of ……., Date of Birth …… , Gender ……., Registration No. (UDID Enrolment No.) …… Resident of …… whose photograph is affixed above, and we are satisfied that:

(A) He/ She is a case of **Multiple Disabilities.** His/her extent of physical impairments/ disabilities have been evaluated as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide dated vide Notification No. …… dated …… for the disabilities below:

S. No.	Disability	Name of Affected Body Part	Diagnosis	Disability Percentage
1	Locomotor disability			
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low vision			
8	Blindness			
9	Hearing Impairment			
10	Speech and Language Disability			
11	Intellectual Disability			
12	Specific Learning Disability			
13	Autism Spectrum disorder			

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S. No.	Disability	Name of Affected Body Part	Diagnosis	Disability Percentage
14	Mental illness			
15	Chronic Neurological Conditions			
16	Multiple sclerosis			
17	Parkinson's disease			
18	Hemophilia			
19	Thalassemia			
20	Sickle Cell disease			

(Note: Only the disabilities diagnosed will be listed)

(B) He/ She has ..... % (in figure) ..... percent (in words) overall disability and the nature of certificate is {permanent/ temporary and valid till .....)}

Signature / Thumb impression of the Person with Disability:

Signature of notified Medical Authority Members:

Signature:

Name and Address of the Medical Authority Issuing the Certificate

(The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines)

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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 candidate) S/o / D/o _____, a resident of _____ (Vill/PO/PS/District/State), aged _____ yrs, a person with _____ (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.

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

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

Signature of Medical Authority

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

Name of Government Hospital / Health Care Centre with Seal

Place:
Date:

(The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines)

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APPENDIX II

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

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

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

3. I do hereby undertake that his/her qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:

Date:

(The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines)