



SOUTH WESTERN RAILWAY

Railway Recruitment Cell

Old GM's Office Complex, 2nd Floor, Club Road, Keshwapur, Hubballi-580023

Centralized Notification for Engagement of Apprentices under the Apprentices Act, 1961 on SWR for the year 2018-19

Notification No.SWR/RRC/Act Appr/02/2018

Date: 17.12.2018

Opening date of Online Application	Date & time of closing of Online Application
17.12.2018	16.01.2019; 24:00 hrs

ONLINE applications are invited from interested candidates for engagement of Act Apprentices for imparting training under the **Apprentices Act, 1961** in the designated trades at Divisions/Workshops/Units of South Western Railway. Applications complete in all respects should be submitted only "**ONLINE**" till 24:00 hrs. of the closing date and candidates those who are already undergoing/undergone training should not be apply against this notification.

- Candidates should note and to take cognizance of the fact that, this is a Centralized Notification for engagement of Act Apprentices under the Apprentices Act, 1961 for South Western Railway and Railway Recruitment Cell, South Western Railway, Hubballi (RRC/SWR/UBL) has been nominated as nodal agency for obtaining ONLINE applications from interested candidates and preparation of their merit list. Candidates can submit their applications ONLINE only on RRC/SWR/UBL website www.rrchubli.in
 - This notification is open to all candidates with prescribed educational qualification. The candidates who have registered with local employment exchange falling in Karnataka and adjoining districts of states, served by South Western Railway i.e., Tamilnadu (Districts namely Dharmapuri, Salem & Vellore), Andhra Pradesh (Districts namely Anantapur & Chittoor), Maharashtra (Sangli District) & Goa will be given preference as per CPO/SWR's letter No.SWR/P.563/Act App/Vol.5, dtd.26.09.2012. The other candidates will be given opportunity if the slots were unfilled.
 - For the wards of Serving Railway Employees and wards of retired/deceased Railway Employees may indicate the details in portal. Such candidates must be produced the declaration as per Annexure – VII & VIII at the time of document verification.
- After preparation of merit list, the candidates will have to appear for document verification.
- Apprentices will be engaged in the following trades.

(i) Hubballi Division

Sl. No.	Break-up of training slot						ITI pass in trade to be eligible for consideration	Training period
	Trade	UR	SC	ST	OBC	Total		
01	Fitter	83	23	11	34	151	Fitter	01 Year
02	Welder	03	01	00	01	05	Welder (Gas & Electric)	
03	Electrician	42	11	6	17	76	Electrician	
04	Refrigeration and Air Conditioner Mechanic	09	02	01	04	16	Refrigeration & Air conditioning Mechanic	
05	Programming and System Administration Assistant (PASAA)	21	06	03	09	39	Computer Operator & Programming Assistant	
	TOTAL	158	43	21	65	287		

(ii) Carriage Repair Workshop, Hubballi

Sl. No.	Break-up of training slot						ITI pass in trade to be eligible for consideration	Training period
	Trade	UR	SC	ST	OBC	Total		
01	Fitter	45	14	07	24	90	Fitter	01 Year
02	Turner	05	01	01	02	9	Turner	
03	Machinist	04	01	00	02	7	Machinist	
04	Welder	14	04	02	07	27	Welder (Gas & Electric)	
05	Electrician	10	03	02	05	20	Electrician	
06	Painter	06	02	01	03	12	Painter	
07	Carpenter	06	01	01	03	11	Carpenter	
	TOTAL	90	26	14	46	176		

(iii) Bengaluru Division

Sl. No.	Break-up of training slot						ITI pass in trade to be eligible for consideration	Training period
	Trade	UR	SC	ST	OBC	Total		
01	Fitter(Diesel Loco Shed)	18	06	03	10	37	Fitter	01 Year
02	Electrician (Diesel Loco Shed)	08	03	01	05	17	Electrician	
03	Electrician General	40	12	05	22	79	Electrician	
04	Fitter(Carriage & Wagon)	60	17	08	32	117	Fitter	
05	Programming and System Administration Assistant (PASAA)	04	02	02	02	10	Computer Operator & Programming Assistant	
06	Welder	04	02	02	02	10	Welder (Gas & Electric)	
07	Fitter	04	02	02	02	10	Fitter	
	TOTAL	138	44	23	75	280		

(iv) Mysuru Division

Sl. No.	Break-up of training slot						ITI pass in trade to be eligible for consideration	Training period
	Trade	UR	SC	ST	OBC	Total		
01	Fitter	30	09	05	16	60	Fitter	01 Year
02	Welder	02	00	00	00	02	Welder (Gas & Electric)	
03	Electrician	22	06	03	12	43	Electrician	
04	Programming and System Administration Assistant (PASAA)	35	11	5	19	70	Computer Operator & Programming Assistant	
05	Stenographer	02	00	00	00	02	Stenography	
	TOTAL	91	26	13	47	177		

(v) Central Workshop, Mysuru

Sl. No.	Break-up of training slot						ITI pass in trade to be eligible for consideration	Training period
	Trade	UR	SC	ST	OBC	Total		
01	Fitter	09	03	01	05	18	Fitter	01 Year
02	Turner	02	01	00	01	04	Turner	
03	Mechanist	03	01	00	01	05	Mechanist	
04	Welder	03	01	00	02	06	Welder (Gas & Electric)	
05	Electrician	02	01	00	01	04	Electrician	
06	Painter	02	00	00	01	03	Painter	
07	Programming and System Administration Assistant(PASAA)	02	00	00	01	03	Computer Operator & Programming Assistant	
	TOTAL	23	07	01	12	43		

NB: Slots of PWD (Person with Disability) and Ex-Servicemen in the above tables are not separate, but included in the total number of slots.

Training will be imparted at respective divisions/units

★ Training will be imparted by Railway Construction Unit/Bangalore Cantonment.

When the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available, the training slots so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be to the Scheduled Caste and if the prescribed training slots cannot be filled even in the above given manner, then the training slots so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes. Similarly, the slots remain unfilled by OBC candidates to be filled by unreserved category.

Note: Please go through the above mentioned training slots and your ITI trade thoroughly and choose the locations (i.e. Hubballi, Bengaluru or Mysuru) accordingly. Further, the candidates will be given Division or Workshop based on the requirement at that time. It should not happen that you select a unit where there is no training slot requirement for your ITI Trade. In such a situation, your application may eventually become meaningless, as you would not be allowed to make any changes after the final submission of ONLINE application. Moreover, you are also not allowed to make multiple applications, which will lead to rejection of your application summarily.

4. MODE OF SELECTION :

4.1 Engagement will be on the basis of merit list prepared in respect of all the candidates who apply against the notification. The merit list will be prepared for the purpose on the basis of percentage of marks in matriculation with minimum 50% (aggregate marks) + ITI marks in the trade in which Apprenticeship is to be done. The panel will be on the basis of simple average of marks in the matriculation and ITI. For the purpose of calculation of percentage of matriculation marks obtained by the candidates in all subject will be reckoned and not on the basis of marks of any subject or a group of subjects like best of five etc. For the purpose of calculation of percentage of ITI marks, marks mentioned in the provisional /final certificate issued by NCVT/SCVT will be reckoned.

For the purpose of calculation of percentage of marks of SSC of candidates from Board of Secondary Education Andhra Pradesh, Board of Public Examination, Kerala etc RRC will take midpoint of range of grades obtained by the candidates. After obtaining midpoints of all the attempted subjects according to grades awarded, average will be calculated treating each subject is out of 100 marks, as there is no standard method or multiplying factor for calculation of average of matriculation for such Boards.

4.2 In case of two candidates having the same marks, the candidates with older age shall be preferred. In case the dates of birth are also same, then the candidate who passed matriculation exam earlier shall be considered first.

4.3 A final merit list will be prepared Division/Workshop/Unit wise, trade wise and community wise, equal to the number of slots in the descending order of percentage of marks obtained by the candidate, as stated above.

4.4 Candidates finally enlisted would be subject to verification of original documents and being found fit in appropriate Medical examination as applicable for the Divisions/Workshops/Units.

5. During submission of ONLINE application, a Registration number will be issued to each applicant. Candidates are advised to preserve/note their Registration Number for further stages of engagement process/correspondence with RRC/SWR/UBL.

NOTE-I: To avoid last minute rush, candidates are advised their own interest to submit ONLINE application much before the closing date and time, to avoid possible inability/failure to log on to the website of RRC/SWR/UBL on account of heavy load on the internet or website jam during last days.

NOTE-II: RRC/SWR/UBL does not accept any responsibility for the candidates not being able to submit their application "ONLINE" within the last day on account of aforesaid reasons or any other reason.

6. ELIGIBILITY CONDITIONS

- 6.1 The candidates should have completed 15 years of age and should not have completed 24 years of age as on last date of notification.
- 6.2 Upper age limit is relaxable by 05 years in case of SC/ST candidates and 3 years in case of OBC candidates.
- 6.3 For Persons with Disabilities, upper age limit is relaxed by 10 years.
- 6.4 Upper age limit is relaxable by up to additional 10 years for ex-servicemen to the extent of service rendered in Deference Forces plus 03 years, provided that they have to put in a minimum of 6 months service at a stretch, except Ex-servicemen who have already joined in the Government service on Civil side after availing the servicemen status for the purpose of their engagement. However, regardless of their community Ex-servicemen will be considered against the Ex-servicemen quota, if available. If UR vacancies are not available then only Ex-servicemen belonging to those particular communities where the vacancies are available will be considered against Ex-servicemen quota.
- 6.5 The candidates who want to avail the benefit of reservation of SC/ST must produce his/her Caste certificate on Central Government format issued by appropriate authority as per sample Annexure – I at the time of document verification. Similarly the candidates, who want to avail the benefit of reservation of OBC, must produce Caste certificate and Non-Creamy Layer Certificate issued on or after 01/04/2018 on Central Government format by appropriate authority as per sample Annexure – II at the time of document verification.
- 6.6 The candidates who want to avail the benefit of reservation of Ex-servicemen and Armed Forces Personnel must produce Discharge certificate and in case of children of Ex-servicemen and children of Armed Forces Personnel, they must produce discharge certificate or Armed Forces serving certificate respectively (as case may be) of his/her parents at the time of document verification.

7. EX-SERVICEMEN

- 7.1 An Ex-serviceman candidate selected under the reservation provided for them is to be placed in the appropriate category viz. UR/SC/ST/OBC to which he belongs. Reservations to Ex-servicemen, their children and children of Armed Force personnel will be engaged for Apprenticeship as per details mentioned below:-

- a) Children of deceased/disabled Ex-servicemen including those killed/disabled during peace time.
- b) Children of Ex-Servicemen.
- c) Children of serving jawans.
- d) Children of serving officers.
- e) Ex-Servicemen.

8. **MINIMUM EDUCATIONAL QUALIFICATION:**

The candidate must have passed 10th class examination or its equivalent (under 10+2 examination system) with minimum 50% marks, in aggregate, from recognised Board and also possess National Trade Certificate in the notified trade issued by the National Council for Vocational Training or Provisional Certificate issued by **National Council for Vocational Training/State Council for Vocational Training (NCVT/SCVT)**.

Note: Engineering Graduates and Diploma holders are not eligible to apply for apprenticeship in response to this notification as they are governed by separate scheme of apprenticeship.

9. **PAYMENT OF FEES**

- 9.1 Applications fees (Non-refundable) – Rs.100/-
- 9.2 The payment will have to be made online through payment gateway as a part of online applications process.
- 9.3 After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the online application. No change/edit will be allowed thereafter.
- 9.4 The payment can be made by using debit card/credit card/Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- 9.5 On successful completion of the transaction, e-receipt with the data entered by the candidate will be generated which should be printed and retained by the candidate.
- 9.6 If the online transaction is not successfully completed, and no money is debited then please login again to make payment online. If money is already debited from your account and still another payment is made for the same application by the applicant, then application will be considered basis the payment received against the application number and applicant agrees that the duplicate payment will be forfeited by the applicant; hence, it is strongly advised to avoid multiple payment.
- 9.7 No fee is required to be paid by SC/ST/Women/PWD candidates.

10. **STANDARDS OF FITNESS FOR THE PERSONS WITH DISABILITY**

10.1 Only Loco motor or Cerebral palsy (OH) who suffers from not less than 40% of relevant disability and Hearing Handicapped (HH) having 60 decibels or more in the better ear in the conversational range of frequency are eligible to apply.

10.2 **FOR LOCO MOTOR OR CEREBRAL PALSY (OH)**

TRADES	DISABILITY REQUIREMENT
Fitter	Lower limb partially damaged from one side can join.
Welder	A person without leg and without three finger of one hand can be accommodated.
Electrician	Partially lower limb candidates can be accommodated
Refrigeration and Air Conditioner Mechanic	Only one lower limb partially working can be accommodated. Small finger of each hand damaged can be accommodated.
Turner	Lower limb partially damaged from one side can join
Mechanist	Only small finger damaged can join
Painter	One upper and lower limb partially damaged
Carpenter	One upper and lower limb partially damaged
Programming And System Administration Assistant (PASAA)	Both lower limbs

10.3 **LOW VISION (VH)**: “Person with Low Vision” means a person with impairment of visual functioning of even after treatment or standard refractive corrections but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

10.4 Person with Disability (PWD) who want to avail the benefit of reservation must produce a disability certificate issued by a competent authority (i.e. Medical Board duly constituted by the Central or State Government), as per Annexure-III, IV, V & VI respectively.

10.5 Other than abovementioned Persons with Disabilities (PWD) candidates should not apply as PWD and they will not be eligible for such concessions/facilities.

11. **HOW TO APPLY**

11.1 Candidates are required to apply “ONLINE” by visiting www.rrchubli.in and the detailed instructions for filling up “ONLINE” applications will be available on the website.

11.2 Candidates are required to log on to the RRC/Hubli website www.rrchubli.in provided for filling “ONLINE” applications and fill up the personal details/BIO-DATA etc. carefully.

NOTE – I: Candidates should ensure their name, father’s name, date of birth exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during the document verification will lead to cancellation of candidature.

NOTE – II: Candidates are advised to indicate their active mobile number, Aadhar Number (for authentication purpose), details of self bank account which is linked to Aadhar account and valid e-mail ID in the “ONLINE” application and keep them active during the entire engagement process as all important messages will be sent through e-mail/SMS which will be treated as deemed to have been read by the candidates.

- 11.3 Candidates trying to submit more than one application with different particulars like Name/Father's Name/Community/ Photo (face)/ Educational and/or technical qualification etc. or with different E-mail ID/Mobile Number are advised that all such applications will be summarily rejected.
- 11.4 Candidates have to keep printouts of their "ONLINE" application, if found eligible, he/she will be called for document verification and the print out of "ONLINE" application is required to be produced at the time of document verification.
- 11.5 Candidates should upload necessary documents and the same will be cross checked with originals during the time of document verification.

12. **SCANNED PHOTOGRAPH/SOFT COPY OF PHOTOGRAPH**

- 12.1 Candidates are required to upload their colour photograph (size 3.5 cm x 3.5 cm) not older than three months from the date of application in JPG/JPEG format, 100 DPI, size of the file should be 2MB without cap and sunglasses. Candidates may note that RRC/Hubli may at any stage, reject the applications for uploading old/unclear photograph or for any significant variations between photographs uploaded in the Application Form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing at the time of document verification.
- 12.2 The PWD candidates are advised to upload their photograph which shows their disability.

13. **SCANNED SIGNATURE/SOFT COPY OF IMAGE OF SIGNATURE**

- 13.1 Candidates are also required to upload their signature (size 3.5 cm x 3.5 cm JPG/JPEG format, 100 DPI, size of the file should be between 20 Kb – 30 Kb)

14. **LAST DATE FOR RECEIPT OF APPLICATION**

- 14.1 The "ONLINE" application, complete in all respect, can be submitted through "ONLINE" process to RRC/Hubli up to **16.01.2019 till 24.00 hrs.** No physical copy of the application is required to be sent to RRC/Hubli. Even if it is received, no cognizance will be given to it.

15. **TRAINING PERIOD & STIPEND**

- 15.1 For all trades the training period will be 01 year and as per extant rules, directives issued by Railway Board from time to time.
- 15.2 No Hostel accommodation will be provided and selected candidates will have to make their own arrangement during their training as per Apprentice Act, 1961 and they will be released on completion of the training.

16. **AGREEMENT OF TRAINING**

- 16.1 Before commencement of the Apprenticeship training in the designated trade, the selected candidate or if he/she is a minor then, his/her guardian has to enter into a Contract of Apprenticeship with the employer.

- 16.2 Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the contract (as notified under the Apprentices Rules, 1992), candidate will be paid apprentice compensation as prescribed.
- 16.3 In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and conditions of the contract (as notified under the Apprenticeship Rules, 1992), the candidate/surety has to pay such amount as is determined by the Apprenticeship Adviser as and towards the cost of training.
17. **MEDICAL FITNESS**
- 17.1 A person shall be eligible for being trained under the Apprentices Act, 1961 and Apprenticeships Rules 1992, as amended from time to time, if he or she satisfies the minimum standards of physical fitness as prescribed in the aforesaid Act and Rules & the standards prescribed for imparting training to the relevant trade. The candidates should bring medical certificate signed by Government authorized doctor (Gaz.) not below the rank of Asst. Surgeon of Central / State Hospital at the time of document verification. The candidates hereby advised to download the medical certificate proforma uploaded in the official website of www.rrchubli.in
18. **HELP DESK**
- 18.1 For any issues/problem you may submit your representation/grievance to the following e-mail id: **swractapprentices201819@gmail.com**. This facility can be availed while filling the online application also through the 'contact us' tab in the portal
19. **IMPORTANT INSTRUCTIONS**
- 19.1 The decision of the Railway administration in all matters relating to eligibility, acceptance or rejection of the applications and mode of selection shall be final.
- 19.2 In terms of Railway Board letter No.E(MPP)/2009/6/14 (RBE No.120/2015), it is not obligatory on the part of the Railways to offer any employment to the Apprentices on completion of their Apprenticeship training. Accordingly, the Act Apprentices imparted training in Railway establishments, will have no claim to seek employment on Railways on the basis of such training.
- 19.3 No correspondence for engagement will be entertained.
- 19.4 **CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE AND NO CORRESPONDENCE WILL BE ENTERTAINED IN THE MATTER.**
- 19.5 Before applying, the candidates should ensure that he/she fulfils the eligibility and other criteria, at any stage of engagement and if erroneously engaged, such candidates shall be summarily dismissed without notice.
- 19.6 Candidature of the candidate shall be cancelled if he/she fails to produce the required original documents at the time of verification or any other discrepancy noticed.
- 19.7 If it is noticed by the Railway administration that the applicant has furnished wrong/fake/false Certificates, the Railway administration reserves the right to discharge the candidate/selected candidate at any stage without notice even after his selection to undergo training.

- 19.8 The Railway administration does not undertake any responsibility for sending reply to the candidates not selected or not called for. No correspondence in respect of the application submitted shall be entertained or replied by the office to any individual or organisation.
- 19.9 The Railway administration will not be responsible for any printing error.
- 19.10 Selected candidates are advised to bring Aadhar Card for document verification.
- 19.11 No daily allowance/conveyance allowance or travelling allowance will be paid to the candidate who will be called for document verification.
- 19.12 Candidates need not send any application printouts or certificates or copies to RRC/Hubli by post. The candidature of the candidates will be considered only on the basis of information furnished in the "ONLINE" application.
- 19.13 After selection for engagement, request of candidate to change the Divisions/Workshops/Units will not be considered.
- 19.14 Online payment made to Railway Recruitment Cell, South Western Railway, Hubballi via the online portal is non-refundable and hence refund request will not be entertained under any circumstances. If candidate attempts to reverse the online transaction through any means, then the application will be considered as withdrawn and no further communication will be entertained in this regard.

Place : Hubballi

Date : 17.12.2018

CHAIRMAN
Railway Recruitment Cell
South Western Railway, Hubballi

Copies forwarded to give wide publicity of the notification:

1. PS to GM/SWR for information.
2. CME/SWR for information.
3. CPO/SWR
4. CPO/RWF/YNK
5. Sr.DPO/UBL, Sr.DPO/SBC, Sr.DPO/MYS and WPO/MYSS
6. Dy.CMM/GSD/UBL
7. Sr. EDPM/SWR/UBL to upload the Notification on SWR Rail Net.
8. All the Shop Supervisors/UBLS.
9. The Regional Director, Directorate of Apprenticeship Training, ATI-EPI Campus, Ramantapur, Hyberabad-500 013.
10. The District Employment Officer, Bagalkot, Bangalore Urban, Bangalore Rural, Belgaum, Bellary, Bidar, Bijapur, Chamarajanagar, Chikballapur, Chikmagalur, Chitradurga, Dakshina Kannada, Davanagere, Dharwad, Gadag, Gulbarga, Hassan, Haveri, Kodagu, Kolar, Koppal, Mandya, Mysore, Raichur, Ramanagara, Shimoga, Tumkur, Udupi Uttara Kannada, Yadgir, Salem, Vellore, Dharnapuri (TN), Ananthapur, Chittoor (AP), Sangli(MH), Goa.
11. The Principal, Industrial Training Centre, Hosur, Hubli.
12. The Principal Chedhdha Industrial Training Institute, Rajnagar, Hubli-580 032.
13. ITI Institutes, Belgaum, Gadag and Bellary.
14. The Secretary, Durgadevi Harijan Sangh, Ayodhya oni, Hubli.
15. The General Secretary/SWRM Union/South Western Railway/Hubli for information.
16. The General Secretary/AISCTRE Association/South Western Railway/Hubli.
17. The General Secretary/AIOBC Association/South Western Railway/Hubli.
18. The Secretary/SWRM Union / AISCTRE Association/ AIOBC Association /UBLS.
19. CI/BTC/UBLS & SI/TTC/UBLS

FORM OF CASTE CERTIFICATE FOR SC/ST CANDIDATES 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* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognised as a Scheduled Caste/ Scheduled Tribe under,

- * The Constitution (Scheduled Caste) Order 1950.
- * The constitution (Scheduled Tribe) Order 1950.
- * The Constitution (Scheduled Caste) (Union Territories) Order 1951.
- * The constitution (Scheduled Tribes)(Union Territories) Order 1951 (as amended by the Scheduled Castes and Scheduled Tribes (Modification) Order 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re- organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- * The Constitution (Jammu & Kashmir) Scheduled Caste Order 1956.
- * The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- * The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order 1962.
- * The Constitution (Dadra & 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 & Diu) Scheduled Castes Order 1968.
- * The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968.
- * The Constitution (Nagaland) Scheduled Tribes Order 1970.
- * The Constitution (Sikkim) Scheduled Tribes Order 1978.
- * The Constitution (Sikkim) Scheduled Castes Order 1978.

2. Applicable in the case of Scheduled Caste/Scheduled Tribe persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Caste /Scheduled Tribe certificate issued to Shri/ Smt/ Kumari_____ Father/ Mother _____ of Shri/Shrimati/Kumari _____ of village/Town _____ in _____ District/Division* _____ of the State/Union Territory _____ who belongs to the _____ caste/tribe which is recognised as a Scheduled Caste/Scheduled Tribe * in the State/Union Territory* of _____ issued by the _____ (name of the prescribed Authority) vide their letter No. _____ dt. _____.

3. Shri/Smt/Kumari. _____ and /or/his/her family ordinarily reside(s) in Village/Town _____ District/Division of the State/Union Territory of _____.

Place :

Date :

Signature :

Designation:

(With Office Seal)

- Please delete the words which are not applicable.
- Please quote specific Presidential Orders.

NOTE: The term (ordinarily resides) used here will have the same meaning as in Section 20 of the Representation of Peoples Act.1950.

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 _____ son/daughter of _____ Of village _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is Recognized as a backward class under

- (i) Resolution No.12011/63/93 - BCC (C) dated the 10th September 1993, published in the Gazette of India Extraordinary - Part I, Section I, No.186 dated 13th September, 1993.
- (ii) Resolution No.120011/9/94 - BCC dated the 19th October, 1994, published in the Gazette of India Extraordinary Part- I Section I, No 163, dated 20th October.1994.
- (iii) Resolution No, 12011/7/95 - BCC, dated the 24th December- 1995, published in the Gazette of India - Extraordinary - Part I, Section I No.88, dated 25th May- 1995.
- (iv) Resolution No.12011/44/96 - BCC, dated the 6th December 1996 published in the Gazette of India - Extraordinary - Part-I, section I, No 210, dated the 11th December 1996.

Shri. _____ and /or his family ordinarily reside(s) in the _____ District/Division of the _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the schedule to the Government of India. Department of Personnel & Training O.M.No.36012/22/93 - Estt. (SCT) dated 8.9.1993.

District Magistrate.
Deputy Commissioner etc.

Date:

Seal:

(a) The term ordinarily used here will have the same meaning as in Section 20 of the Representation of the People Act. 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

- I. District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional
- II. Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class stipendiary Magistrate).
- III. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- IV. Revenue Officer not below the rank of Tahasildar and Sub-Divisional Officer of the area where the candidate and / or his family resides.

Certificate of Disability
 (In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
 (See Rule 4)
 (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:
 *Locomotor Disability
 *Dwarfism
 *Blindness
 (Please tick as applicable)
- (B) The diagnosis in his/her case is
- (1) 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 Authorized Signatory of notified Medical Authority)

Signature/Thumb Impression of the person in whose favour disability certificate is issued
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Certificate of Disability
 (In cases of multiple disabilities)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
 (See Rule 4)

Recent passport
size attested
photograph
(Showing face only) Of
the person with
disability

Certificate No. : Date:.....

1. This is to certify that we 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.....whose photograph is affixed above and are satisfied that:

(A) He/She is a case of **Multiple Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

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	#		
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:% in words:percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
 3. Reassessment of disability is:
 (i) not necessary, Or
 (ii) is recommended/afteryears.....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

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:

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

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

Certificate of Disability
(In cases other than those mentioned in Forms III and IV)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See Rule 4)

Recent passport
size attested
photograph
(Showing face only) of
the person with
disability

Certificate No. :

Date:

1. 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.....whose photograph is affixed above, and I 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			
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/afteryears.....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 document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
 {Counter signature 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)}

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

Note : In case this certificate is issued by a Medical Authority who is not a Government Servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

**NAME & ADDRESS OF THE INSTITUTE /HOSPITAL
DISABILITY CERTIFICATE**

Certificate No.....

1. This is certified that Smt./Shri Kum*..... son/daughter of Shri..... age.....sex Male/Female having identification marks as below is suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected:
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (iv) OA-One arm affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) BH-Stiff back and hips (cannot sit or stoop)
- (vi) MW-Muscular weakness and limited physical endurance.

Paste here your recent colour photograph showing the disability (The photograph should be attested by the Chairperson of the Medical Board.

Signature of candidate
in the above box below
the photograph

B. Blindness or Low Vision:

- (i) B-Blind (ii) PB-Partially Blind (i) D-Deaf (ii) PD-Partially Deaf

C. Hearing Impairment:

(Delete the category whichever is not applicable)

2. This is certified that Smt./Shri/Kumari being unable to perform the Typing Skill Test because of his/her physical disability i.e. (indicate the category whichever is applicable) may be exempted from Typing Skill Test.

3. This condition is progressive/non-progressive/likely to improve/not likely to improve. Reassessment of this case is not recommended/is recommended after a period of.....years.....months.

4. Percentage of disability in his/her case is%

5. Smt./Shri/kum.....meets the following physical requirement for:

(i) F-Can perform work by manipulating with fingers	Yes	No
(ii) PP-Can perform work by pulling and pushing	Yes	No
(iii) L-Can perform work by lifting	Yes	No
(iv) KC-Can perform work by kneeling and crouching	Yes	No
(v) B-Can perform work by bending	Yes	No
(vi) S-Can perform work by sitting	Yes	No
(vii) ST-Can perform work by standing	Yes	No
(viii) W-Can perform work by walking	Yes	No
(ix) SE-Can perform work by Seeing	Yes	No
(x) H-Can perform work by hearing/speaking	Yes	No
(xi) RW-Can perform work by reading and writing	Yes	No

<p>(Signature of Doctor) Name: Registration No. Member, Medical Board</p>	<p>(Signature of Doctor) Name: Registration No. Member, Medical Board</p>	<p>(Signature of Doctor) Name: Registration No. Member, Medical Board</p>
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*Please delete the words which are not applicable

Place:

Date:

Counter signature of the Medical Superintendent/ CMD/
Head of Hospital (with seal)

Note: (1) According to the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Rules, 1966 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of section 73 of the Persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of whom at least one shall be a specialist in the particular field for assessing the locomotor/hearing and speech/Visual disability. (ii)

The certificate would be valid for a period of 5 years of those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.

DECLARATION FORM TO BE FILLED IN BY THE WARDS OF THE RETIRED/DECEASED EMPLOYEES

1. Name of Retired/Deceased Railway Employee :
2. Designation :
3. Department :
4. Station at which last employed :
5. Date of Appointment :
6. Date of Termination/Retired :
7. Scale of Pay and Grade Pay :
8. Last Pay Drawn :
9. Nature of Relationship to the Applicant :

Signature of Applicant

Note: Copy of Service Certificate/Pension payment order of the Retired/Deceased Railway Employee is to be Attached.

DECLARATION FORM TO BE FILLED IN BY THE WARDS OF THE SERVING RAILWAY EMPLOYEES

1. Name of Retired/Deceased Railway Employee :
2. Designation :
3. Ticket No./PF No.
4. Department :
5. Station at which employed :
6. Date of Appointment :
7. Date of Birth :
8. Date of Retirement :
9. Scale of Pay and Grade Pay :
10. Pay :
11. Nature of Relationship to the Applicant :

Signature of Applicant

DECLARATION FORM TO BE FILLED IN BY THE SERVING RAILWAY EMPLOYEE

I certify that Shri./Kum._____ son/daughter of Shri./Smt._____ an applicant for the post of trade apprentice is my _____ (Nature of relationship). I declare that above furnished information is true and correct to best of my knowledge if it is found to be false then I am liable for disciplinary action.

Signature of serving Railway Employee

SERVICE CERTIFICATE

CERTIFICATE TO BE ISSUED BY THE CONCERN DEPARTMENTAL GAZETTED OFFICER

Certified that Shri./Smt._____ is employed in _____ (Office/Shop) as _____ (Designation).

Office Seal:

Signature :

Designation: