



NAINI AEROSPACE LIMITED
NAINI, PRAYAGRAJ

RECRUITMENT FOR THE VARIOUS POSTS ON FIXED TERM TENURE BASIS
Advertisement No. NAeL/Rectt./24/02

ABOUT COMPANY

Naini Aerospace Limited (NAeL) was incorporated on 29th December 2016 as a wholly owned subsidiary of Hindustan Aeronautics Limited (HAL).

Naini Aerospace Ltd is situated in the Naini industrial area of Prayagraj developed by UP State Industrial Development Corporation. The factory is located on Prayagraj-Mirzapur highway, approximately 20 km from Prayagraj City Centre.

The Company is mainly into the Production of Aircraft/ Helicopter Loom (Wire Harnesses), Stub Wings for LCA, Structure of Helicopters and Drone. The company has also obtained DGCA approval for Remote Pilot Training.

Applications are invited from eligible candidates in the prescribed Performa for the following posts on Tenure Basis for a period of Three (03) years in the Non-Executive cadre in the factory situated at UPSIDA Industrial Area, Naini, Prayagraj, UP. The tenure will come to an end automatically on completion of Three years from the date of joining / or may be extended at the discretion of the Management.

DETAILS OF POST/DISCIPLINE/RESERVATION/QUALIFICATION:

Sl. No	Name of Post (Trade)	Total Post	Category					Qualification
			SC	ST	OBC	EWS	UR	
1.	Operator SS (Fitter) (On Tenure Basis)	15	03	00	03	01	08	02 Year Regular/ Full time ITI (NTC) after 10 th Standard in the Trades of Fitter
2.	Operator SS (Electrician) (On Tenure Basis)	10	02	00	03	01	04	02 Year Regular/ Full time ITI (NTC) after 10 th Standard in the Trades of Electrician

UR=Unreserved, OBC=Other Backward Caste, SC=Scheduled Caste, ST=Scheduled Tribe, EWS=Economically Weaker Section.

The above number of vacancies is tentative and may vary on review. In that eventuality, the number of vacancies reserved for various categories may also undergo revision.

QUALIFICATION & EXPERIENCE REQUIRED:

- i. Candidates applying for the above mentioned posts should possess the qualification as mentioned against each post.
- ii. Candidates with Part Time/Correspondence/Distance Education/E-learning qualification will not be eligible to apply.
- iii. Candidates possessing higher qualifications than the required qualification indicated in the Notification need not apply. Candidature of such personnel who possess higher qualification than the required qualification indicated in the Notification and who apply for the post, will be rejected at any stage of the Recruitment or Selection.
- iv. Candidate pursuing / enrolled for any other qualifications should mandatorily indicate the same in the application format. All the qualifications possessed by the candidates and qualifications/ courses being pursued by them at the time of submitting the application for employment, are to be clearly indicated in the application. In other words, all the qualifications already possessed and qualifications / courses , which are being pursued / currently undergoing are to be indicated in the application while submitting the same for notified posts in NAeL

AGE LIMIT / RELAXATION / CONCESSION:

- i. The upper age limit shall be 28 years as on 30.06.2024 for UR Category and EWS category. Relaxation up to 5 years in age is admissible for the candidates belonging to SC/ ST category. Relaxation up to 3 years in age is admissible for the candidates belonging to OBC (Non Creamy Layer) category.
- ii. In respect of Persons with Benchmark Disability (PwBDs), upper age limit is relaxable by 10 years in the posts identified suitable for PWBDs which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC mentioned above.
- iii. Candidates belonging to OBC category are required to produce recently obtained Non-creamy layer Certificate in proof of their Community (not older than 6 months) stating that they do not come under the creamy layer from the Competent Authority, in the Central Govt. format and candidates belonging to the SC/ST and EWS category are also required to produce their certificate in proof of their community/Income at the time of Document Verification in the prescribed format
- iv. Ex-Servicemen who have put in not less than six (06) months of continuous service in the Armed Forces of the union, shall be allowed to deduct their period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the

post of service by more than 3 years, he is deemed to satisfy the condition regarding the age limit.

- v. For candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 01/01/1980 to 31/12/1989, upper age limit is relaxable by 5 years.
- vi. The age limit is relaxable to candidates with relevant post qualification experience, to a maximum extent of 7 years. Relaxation in age would be one year for every completed year of relevant post qualification experience over and above 28 years subject to a maximum age limit of 35 years. Experience will be counted as on last date of previous month in which this recruitment advertisement is notified.
- vii. The upper age limit in case of disabled Ex-Servicemen would be relaxed up to 45 Years (50 Years in the case of personnel belonging to SC/ST and 48 Years for OBC categories). The prescribed upper age limit in respect of disabled Ex-service men is additionally relaxed by 3 years for selection in the Non-Executive cadre.
- viii. As regard to ex-apprentice trainee applying for the notified posts if age bar comes in the way of the trainee the same would be relaxed to the extent of the period for which the apprentice had undergone training, in line with Apprentice Act.
- ix. The Upper Age limit with all relaxations shall not exceed 55 years. For PWBD candidates, the upper Age limit with all relaxations shall not exceed 56 years.
- x. Reservation of vacancies in respect of Persons with Benchmark Disabilities (PwBDs) as per the Govt. Directives will be distributed among all the categories i.e., SC, ST, OBC-NCL, EWS & UR for the above Posts. PwBDs suffering from not less than 40% of the identified disability shall only be eligible for the benefit of reservation. Post wise details of the identified disabilities are as under:

Discipline/ Trade	Disability	Physical Requirement
Fitter	OL	ST, BN, L, MF, C
Electrician	HoH	S, ST, W, MF, SE, RW, H, C

Note:

- a. **Categories of Disabled:** OL = One Leg; HoH =Hard of Hearing.
- b. **Physical Requirement:** S= Sitting; RW =Reading & Writing; BN = Bending; MF = Manipulation by Fingers; SE=Seeing; ST = Standing; C=Communication; W = Walking, H = Hearing; L= Lifting;

PLACE OF POSTING:

The selected candidates will be posted at Naini Aerospace Limited (NAeL), Prayagraj, UP. However, they are liable to be transferred / posted / assigned/ deputed to any place depending upon organizational requirements.

TENURE OF ENGAGEMENT

- i. The selected candidates will be engaged on tenure basis for a period of three (03) years from the date of engagement. The engagement is not against permanent vacancy and will not entitle any candidate to claim for regular / permanent employment in future.
- ii. The tenure will come to an end automatically on completion of three (03) years period from the date of joining, without any further notice. However, based on Organization requirement and performance of the candidates, on case to case basis the tenure of engagement can be extended by a further periods.
- iii. The employment can be terminated, at any time, during the period of tenure engagement, by giving one month's notice by either party or payment of the consolidated monthly pay in lieu of the Notice.
- iv. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company. Selected Personnel on Tenure Basis will undergo Induction Training. **The personnel selected will be deployed in shifts as per company requirements.**

RENUMERATION

- i. During the period of tenure engagement the candidates will be paid following remuneration:

Details	Entitlement
Consolidated Monthly Pay	Rs23,200.00 (Inclusive of HRA)
PF Contribution Employer	Rs2,683.30
Special Allowance (after Satisfactory completion of One Year from Date of Joining)	Rs750.00 Per Month
Medical Insurance Assistance Reimbursement	Rs6000.00 Annually
In addition, they will also be entitled for Casual Leave, Earned Leave, Company Uniform, Stitching Charges, Shoes Allowance, and other benefits as per Company Rules.	

- ii. Personnel engaged on Tenure Basis will be entitled for one day casual leave for each remaining complete month in the calendar year as per Rules.

- iii. Tenure Based personnel will be entitled to 1.5 days Earned Leave (VL) with pay, for every calendar month of service as per Rules.
- iv. 03 sets of Uniforms once in 2 years. Stitching charges & Shoe allowance (safety shoes, where ever applicable in place of shoe allowance) will be issued/provided.
- v. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- vi. The tenure based engagement will not confer any right on the personnel to claim the status of a regular employee of the Company.
- vii. They will abide by the various company rules and regulations governing carrying out the assigned tasks and their conduct, like standing orders, transferability to other departments or Places, Termination of contract for reasons of non-performance or poor performance or without assigning any reason.
- viii. The tenure based personnel will not be entitled for any allowance or benefits other than those indicated in the scheme for Engagement of Personnel on Tenure Basis in the Company.

SELECTION PROCEDURE

- i. The candidates need to apply ONLINE after ensuring that they fulfil the eligibility criteria; Applications received through ONLINE will be screened as per the eligibility criteria as per the Notification.
- ii. The cut off percentage of marks to be scored by the candidates in the qualifying examination i.e. ITI (NTC) in respect of disciplines / Trade mentioned at Para – 1 above are as follows:-

Category	Qualifying Percentage (%) of Marks
UR / OBC – NCL /EWS	60% & Above
SC/ST/PwBD	50% & Above

- iii. If the number of candidates with the above percentage (%) of marks are large in number, the company reserves the right to decide the cut off percentage for calling the candidates for the written test, based on the marks secured in the qualifying examination prescribed for a particular trade / discipline.
- iv. Shortlisting of the candidates for the written test is provisional and is subject to verification of all the documents after the Written Test. The candidature of the candidates sponsored by Employment Exchange / concerned Agencies will also be subject to submission of all the necessary documents and meeting the Notified criteria with respect to Age, Percentage,

Qualification etc. Instructions regarding examination will be intimated to the short-listed candidates through the admit Card.

- v. The Written Test will be held at Prayagraj. The date and time of the Written Test will be intimated to shortlisted eligible candidates by e-mail (in the e-mail id provided in the Application Format by the candidate). The same will also be hosted on the NAeL Website <http://www.nael.co.in>. Instructions regarding examination will be intimated to the short-listed candidates through the admit Card and NAeL Website
- vi. The candidates should have qualified the required above Qualifications from the recognized Technical Board/ Vocational Training Centers on or before 30/06/2024. All the above required qualification from 10th Standard to ITI (NTC) should be regular/Full time in their respective discipline/Trades. The candidates who have completed their course through correspondence/ Distance Education / Part Time/ Private / E-Learning & Whose results are awaited/ withheld should not be considered for the above said posts. Candidates possessing higher qualifications than the required qualification indicated in the Notification need not apply.
- vii. The date, time and venue of the Written Test will be intimated to the shortlisted eligible candidates by email / NAeL website (in the email id provided in the Application Format by the candidate). The same will also be hosted on the NAeL Website (<https://www.nael.co.in/>).
- viii. The Written Test will be of 2 ½ hours duration. The test will be in 3 parts, comprising of Multiple Choice Questions (MCQs). **Part-I will consist of 20 questions on General Awareness, Part-II will consist of 40 questions on English & Reasoning. Part-III will consist of 100 questions on the concerned Discipline. Each question carries 1 mark each and there is no negative Mark.**
- ix. Candidates will have to appear for Written Test at their own cost, on the date, time & venue, which will be mentioned in their Admit Card. The candidates have to download Admit Card from NAeL Website (<https://www.nael.co.in/>).
- x. Candidates are required to bring Admit Card & One of the Original Photo Identity Card viz. Voters ID Card , Driving License , Aadhar Card, Passport, PAN Card, ID Card (by Central / State Govt. / PSU for their employees), ID Cards (by Govt. Agencies authorised), ID Cards (by College/Institute where last studied) along with Xerox copy of the Photo ID Card self-attested, to prove their identity before the Invigilator, failing which they will not be allowed to appear for the Physical/Written Test.
- xi. Selection of the candidates will be done based on the Marks scored in the Written Test only, in the order of Merit.
- xii. Candidates should secure at least 50% marks in the written test for qualifying in the selection. 10% relaxation in qualifying Marks for Written Test will be given to Candidates belonging to SC/ST/ PwBD category, as per rules. Candidates who qualify in the Written Test will be called for Document Verification in order of merit. Final selection will be made on the basis of

performance in the Written Test. The number of candidates called for Document Verification will be limited to the number of Posts notified (Discipline/Category wise).

- xiii. The names of candidates shortlisted for document verification (Trade/Discipline-wise) based on performance in the Written test will be hosted on HAL website. The intimation regarding the date, time and Venue for document verification will be given through e-mail/SMS and NAeL website.
- xiv. Inability of the candidates to produce the requisite documents at the time of document verification shall render them liable for non-consideration of their candidature. No undertaking for production of documents in respect of eligibility criteria with regard to age, qualification & experience on a later date will be allowed.
- xv. Engagement of selected candidates is subject to Verification of Caste (wherever applicable) and Character & Antecedents from the concerned Authorities, as per the Rules of the Company. The candidates should bring all the relevant original certificates / testimonials etc., along with one set of self-attested photo copies in support of educational qualifications, experience, date of birth, caste certificate (In Central Govt. format) etc.
- xvi. All the relevant and required documents as per the advertised criteria will be scrutinized during document verification stage and those candidates who are found to be meeting the advertised criteria will only be considered for selection. Additional candidates will be called for Document Verification in the order of merit till such time the number of candidates qualifying in Document Verification process is equal to the posts advertised.
- xvii. Candidates who qualify document verification stage would be reimbursed Travelling Allowance (TA), i.e. Sleeper Class / II Class Train fare / Bus fare by the shortest route, subject to production of proof of travel (Original onward journey ticket and Photostat / Xerox copy of return journey ticket), failing which TA will not be paid. In case the candidate travel by other modes of transport, he /she will be reimbursed the fare limited to the shortest route by train or actual expenses, whichever is less, on production of proof.
- xviii. Candidates qualified in the Document Verification will be issued Provisional Offer and they are required to undergo Pre- employment Medical examination. No relaxation in Health Standards will be allowed. On satisfactory receipt of Medical Report as per the medical standards prescribed by NAeL, Verification of Character and Antecedents from the concerned Authorities, Final Offer of Engagement will be issued as per the rules of the Company.

Note: Candidature of the candidates who fail to meet all the eligibility criteria mentioned in the notification and/or fail to produce all the documents on the day of document verification will be cancelled.

MEDICAL EXAMINATION

Candidates provisionally selected will have to undergo a Pre-Employment Medical Examination before joining NAeL. Applicants should meet the Medical Standards as prescribed by the Company (Concerned authority in respect of PWD candidates). No relaxation in Health Standards will be allowed. Appointment of selected candidates is subject to receipt of satisfactory Medical Report as per the Medical Standards of the Company. No relaxation in Health Standards will be allowed. The persons with disability (PWD) will be strictly considered in accordance with definition given under the Persons with Disabilities (Equal Opportunities, Protection of Rights and full Participation) Act, 1995

MODE OF PAYMENT & APPLICATION FEE

- i. Rs.200/- (Rupees Two Hundred only) towards Application Fee (In addition, Bank charges extra, as applicable), which is non-refundable is to be paid by candidates belonging to UR/OBC/EWS Category.
- ii. The Application fee is exempted in the case of SC/ST/PWD and Candidates sponsored by Employment exchange, and Sainik Board; and for Ex-apprentice of NAeL.
- iii. Application Fee once deposited into Company's account will not be refunded under any circumstances, even if the candidate is unable to apply online or due to being ineligible at the time of applying or rejection of application Online. Therefore, before depositing the application fee, candidates should ensure that they meet all the eligibility criteria;
- iv. Employment Exchange and Sainik Board candidates who have received the communication from NAeL advising to apply for the post ONLINE with reference to this advertisement are required to mention the Reference Number and date of the HAL letter / communication received by them while applying ONLINE and they are exempted from payment of the application fee.

HOW TO APPLY

- i. Ex-Apprentices of NAeL will be able to register after due authentication using their credentials like Contract No., Apprenticeship No., Date of Birth, Apprenticeship Training period from & To Date, etc. The interested and eligible Ex-apprentices of NAeL can submit their application on NAeL Website.
- i. Further, Candidates sponsored by Employment Exchange, Sainik Board etc. who have received the communication from NAeL advising to apply for the post ONLINE with reference to this advertisement are required to mention the Reference Number and date of the NAeL letter / communication along with unique code mapped to concerned sponsored candidate in his/her online application. Any mismatch in the details may result in rejection of application.

- ii. Other, candidates, subject to meeting the eligibility criteria can apply online for suitable post advertised in this notification after making registration on NAeL Website (<https://www.nael.co.in/>).
- iii. A candidate is eligible to apply for one post only for which he/ she is most eligible. Eligible and interested candidates are required to visit to on NAeL Website (<https://www.nael.co.in/>) and submit the filled-in application.
- iv. Candidates are allowed to apply only once and applications once submitted cannot be altered under any circumstances. Candidates are required to possess a valid e-mail id and Mobile Number which is to be entered in the application blank, so that intimation regarding the Written Test, Document Verification, Medical Test etc. can be sent. NAeL will not be responsible for bouncing of e-mail sent to the candidates. They are also advised to retain this e-mail ID active as any important intimation to them shall be provided by NAeL through e-mail.
- v. On submission and acceptance of the application, system will generate the Registration / Acknowledgement form along with the application reference number allotted, which will be used for future reference.
- vi. Request for change of mailing address, Category, Discipline etc. as declared in the Online Application will not be entertained.
- vii. If the information / certificates furnished by the candidates at any stage are found to be false or incomplete or are not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/ appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.
- viii. Any further Information/Corrigendum/Addendum would be uploaded only on NAeL website (<https://www.nael.co.in/>).
- ix. The last date for submission of the Online Application is 26/08/2024.
- x. No application will be accepted in person or by post/e-mail/Fax etc.

GENERAL CONDITIONS

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

- iii. Candidates belonging to SC/ST/OBC Category and applying through the reservation quota are required to produce valid Caste Certificate issued by the Competent Authority at the time of Document Verification. The Date, Time & venue for Document Verification will be intimated to the candidates who are provisionally selected in the Written Test via email (in the email id provided in the Application Format by the candidate). The same will also be hosted on the NAeL Website (<https://www.nael.co.in/>).
- iv. All qualifications should be from Indian Universities/ Institutes recognized by appropriate statutory Authorities in the Country.
- v. PwBDs suffering from not less than 40% of the identified disability shall only be eligible for the benefit of reservation. Candidates are required to produce Disability certificate issued by the Competent Authority at the time of document verification.
- vi. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms as mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respect.
- vii. Furnishing wrong / incorrect information or suppression of relevant information will lead to rejection of candidate and the application will be out-rightly rejected.
- viii. Screening and short listing for the Written Test will be based on the details provided by the candidate in the online Application Form. Hence it is necessary that applicants should furnish only accurate, full and correct information.
- ix. Appearance of the shortlisted candidates in the Written Test is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the selection process in case they do not fulfil essential eligibility criteria. Admission to the Written Test will be purely provisional without verification of Age, qualification, SC/ST/ OBC/PWD category etc. of the candidates.
- x. The decision of NAeL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Physical test/ Written Test/ Document Verification etc. will be final and binding on the candidates. Further, NAeL reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies if any from the valid panel of selected candidates as per the rules of the Company.
- xi. NAeL reserves all the right to cancel/restrict/modify the notification criteria/ Recruitment process and / or the Selection Process thereunder, without issuing any further notice whatsoever. The number of vacancies can be modified as per the discretion of the Management.
- xii. Shortlisting of candidates for the Written Test will be purely provisional without verification of Age, Qualification, Category (SC/ST/OBC- Non Creamy Layer/EWS/ PWBD / XSM etc.) of the candidates.

- xiii. Mere meeting the conditions of the Notification by the candidate(s) will not automatically entail them to be called for Physical Test / Written Test/ Document verification/ Selection and Engagement.
- xiv. Candidates should clearly mention all the details sought in the Application Format. In case of no clarity/ discrepancy in the information provided, Application will be summarily rejected. No communication will be sent to the candidates.
- xv. Furnishing wrong / incorrect information or suppression of relevant information will lead to rejection of candidate and the application will be out-rightly rejected.
- xvi. Applicants having work experience in Private Sector Organizations are required to submit an Experience Certificate on the letterhead of the Company. The letterhead of the Company should have details of the Company. Candidate having age relaxation will not be issued the Provisional Offer without producing Experience Certificate in the letterhead of the Company.
- xvii. These vacancies are identified to be filled up by external candidates only, through Direct Recruitment. Therefore, Applications of internal candidates, if any, will not be considered.
- xviii. **Any sort of Canvassing or influencing of the Officials related to Recruitment / Selection Process would result in immediate disqualification of the candidates.**
- xix. Engagement of selected candidates is subject to receipt of satisfactory Medical Report as per the standards prescribed by NAeL and verification of Caste, Character and Antecedents from the concerned Authorities as per the rules of the company and Vigilance Clearance (as applicable).
- xx. Necessary information regarding the selection, written test etc. will be hosted on NAeL Website (<https://www.nael.co.in/>) from time to time. All correspondences to the candidates will be made via email on the e-mail id provided by the candidate at the time of online application. No other method of communication will be adopted.
- xxi. In case of any particular clarification, the candidates can write mail or contact us at the helpline number given on the online application page. No other method of Communication will be entertained.
- xxii. Court of jurisdiction for any dispute/ cause will be Prayagraj.



IMPORTANT DATES:

Sl. No	Description/Particulars	Date (Tentative, Subject to Change)
1.	Date of commencement of online applications	17/07/2024 (00:00AM)
2.	Last date for receipt of online applications	26/08/2024 (23:59 PM)
3.	Downloading of admit card	Online downloading from 30/08/2024 onwards
4.	Date of Written Test	10/09/2024
5.	Announcement of Written test result	12/09/2024

Annexure C

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

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

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

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

- *The Constitution (Jammu and Kashmir) Scheduled Castes order 1956
- *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order 1962
- *The Constitution (Pondicherry) Scheduled Castes order 1964
- *The Constitution (Scheduled Tribes) (Uttar Pradesh) order 1967
- *The Constitution (Goa, Daman and Diu) Scheduled Castes order 1968
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes order 1968
- *The Constitution (Nagaland) Scheduled Tribes order 1970
- *The Constitution (Sikkim) Scheduled Castes order 1978

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

Signature _____

Designation _____

(With seal of office)

Place _____

State / Union Territory

Date _____

* Please delete the words, which are not applicable

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

Annexure D

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

This to certify that Shri / Smt / Kumari _____, son /
daughter of _____, of Village / Town _____ in District / Division
_____ in the State / Union Territory _____

belongs to the _____ Community which is recognized as a Backward Class under
the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. _____, dated _____. Shri / Smt / Kumari
_____ and / or his / her family ordinarily reside(s)
in the _____ District / Division of the State / Union
Territory. This is also to certify that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the
Government of India, Department of Personnel and Training O.M.No.
36012/22/93- Estt. (SCT), dated 8-9-1993**.

District Magistrate,
Deputy Commissioner, etc.

Dated :

Seal

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

** As amended from time to time

Note: The term 'Ordinarily' used here will have the same meaning as in Section
20 of the Representation of the people's Act, 1950

Annexure H

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_____ 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.

Disability Certificate (FORM –V)

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

[See rule 18(1)]

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

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

Certificate No.

Date:

This is to certify that I have carefully examined Shri / S mt. /Kum. _____ son /wife /daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____ Age _____ years, male/ female _____ registration No. _____ Permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

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

[See rule 18(1)]

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

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

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/ Smt./ Kum. _____ son /wife /daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____ Age _____ years, male/ female _____ .

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/ disability has been 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 : - ----- percent

In words :- ----- percent

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

3. Reassessment of disability is :

1) Not necessary, or

2) Is recommended /after..... year..... months and therefore this certificate shall be valid till -----
 (DD) (MM) (YYYY)

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

e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

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

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

Disability Certificate (Form – VII)

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

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

(See rule 18(1))

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

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri / Smt / Kum
_____ Son / wife / daughter of
Shri _____ Date of Birth
(DD/MM/YYYY) _____ Age _____ years, male/female _____
Registration No. _____ permanent resident of House No.
_____ Ward/Village/Street _____ Post Office
_____ District _____ State
_____, whose photograph is affixed above, and am satisfied
that he/she is a case of _____ disability. His/her
extent of percentage physical impairment/disability has been evaluated as per
guidelines (.....number and date of issue of the guidelines to be specified) and
is shown against the relevant disability in the table below:-

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

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

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive / non-progressive / likely to improve / not likely to improve.
3. Reassessment of Disability is
 - (i) Not Necessary, Or
 - (ii) Is recommended / after _____ years _____ months and therefore this certificate shall be valid till _____ (DD/MM/YYYY).
 @ e.g. Left / Right / Both arms / Legs
 # e.g. Single eye / Both eyes
 £ e.g. Left / Right / Both ears

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

Nature of Document	Date of issue	Details of authority issuing Certificate

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

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

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

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