



**भारी वाहन निर्माणी**  
आर्मर्ड व्हीकल्स निगम लिमिटेड की इकाई  
भारत सरकार का उद्यम  
रक्षा मंत्रालय  
आवडी, चेन्नै – 600 054

**HEAVY VEHICLES FACTORY**

UNIT OF ARMoured VEHICLES NIGAM LIMITED  
A GOVERNMENT OF INDIA ENTERPRISE  
MINISTRY OF DEFENCE  
AVADI, CHENNAI – 600 054



**ENGAGEMENT OF TECHNICIANS UNDER FIXED TERM EMPLOYMENT**

**Advertisement No. HVF/RG/FTE/RECT/TC/2026/02)**

Heavy Vehicles Factory, a unit of AVNL invites application through **OFFLINE MODE** only from eligible and interested Indian Ex-Serviceman fulfilling the eligibility criteria, for filling up of Fixed Term Employment Based posts on **CONTRACT BASIS** to work in Heavy Vehicles Factory, Avadi, Chennai – 600 054. The period of Contract for selected Candidates is initially for 01 year extendable for 03 more years based on functional requirement and performance.

**NOTE:**

1. Detailed instructions are available in the website [www.ddpdoo.gov.in/www.avnl.co.in](http://www.ddpdoo.gov.in/www.avnl.co.in) Candidates should read these instructions carefully before making any entry or selecting options for filling up of offline applications.
2. The Candidates applying should ensure that they fulfil all eligibility conditions for the post/trade applied for.
3. Their admission for Trade Test will be purely provisional subject to satisfying the prescribed eligibility conditions at the time of Trade Test after due verification of their original certificates/documents.
4. Mere issue of Admit Card to the Candidate for Document Verification/Trade Test will not imply that his/her candidature has been finally accepted by HVF/AVNL for Contractual Engagement.
5. Verification of eligibility conditions with reference to the original certificates/documents will be done only before Trade Test in HVF/Chennai.
6. Candidates are advised to bring Self Verified Online Police Verification Report (PVR) and Medical Fitness Certificate (Blank Format is enclosed as Annexure-5) during the time of Document Verification.

**2.0 DETAILS OF POSTS: -**

S.No.	Name of the Post	Vacancies						
		UR	EWS	OBC (NCL)	SC	ST	Total	EX-SM
1	Technician (Tank Driver AFV)	8	1	4	3	0	16	16

**Note:** 1) The Competent Authority has right to revise either by increasing or decreasing the advertised number of vacancies at any point of time.

### 3.0 QUALIFICATION & EXPERIENCE:

The essential educational qualification and experience required are as under:

S.No	Name of the Post	Qualification & Experience
1.	Technician (Tank Driver AFV)	<p>The Individual must have been retired from Indian Army possessing knowledge and skill to operate/maintain/trouble shoot Armoured fighting Vehicles (T-72,T-90, MBT)</p> <p>The Individual must possess Grade-I certificate of the trade issued by ACC &amp; S Ahmednagar.</p> <p>The Individual should be fit &amp; healthy enough to suit the requirement.</p>

**Note: -**

1. ACC & S Ahmednagar mean Armoured Crops Centre & School Ahmednagar a premier institution coming under INDIAN ARMY.
2. All the Qualifications possessed by the Candidates and also Qualifications / Courses being pursued by them at the time of submitting the Application for engagement, 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 HVF.

### 4.0 AGE LIMIT:

4.1 The Upper Age Limit prescribed for the post shall not exceed **50 years** for Candidates as on the closing date of offline Application.

### 5.0 REMUNERATION:

5.1 During the period of Fixed Term, engaged Technicians (Contract) will be paid the following Remuneration per month.

- i) Basic Pay – Minimum Basic Pay of Rs. 23,000/-
- ii) Industrial Dearness Allowance (IDA) as applicable
- iii) Special Allowance @ 5% of Basic Pay
- iv) Annual increment at the rate of 3% on the Basic Pay during the Fixed Term only on successful completion of the previous Fixed Term.

### 6.0 OTHER BENEFITS & ALLOWANCES:

6.1 An amount of Rs.3000 per month for meeting all their other requirements including Medical and Accident Insurance Premium, conveyance and Telephone facilities etc.

6.2 Provident Fund contributions will be done as per Statutory provisions under EPF Rules.

6.3 **Gratuity:** On successful completion of the Fixed Term of the Fixed Term Employment Engagement or upon its earlier termination, after engagement for more than 1 (one) year, for a cause not attributable to the engaged Candidate, they will be entitled to receive gratuity @ 15 days pay for each completed year of engagement period or part thereof in excess of 6 (six) months, for which, the monthly instalment of the annual consolidated pay shall be divided by 26 to calculate one day's pay.

**6.4 Ex-gratia payment:** In case of death by accident arising in the course of employment in the premises of the Company, an ex-gratia payment of Rs. 10 lakhs shall be extended to the family of the deceased person.

**6.5 Accommodation:** On Engagement, Selected Candidates should arrange Accommodation for stay on their own. However, if vacant Quarters are available, Accommodation will be provided on payment of Licence fee as prescribed by AVNL. **House Rent Allowance (HRA) in lieu of accommodation will not be provided.**

## **7.0 SELECTION PROCEDURE:**

7.1 Selection of the Candidates shall be done as follows:

<b>Name of the Post</b>	<b>Shortlisting Criteria for Trade Test</b>	<b>Trade Test</b>
Technician (Tank Driver AFV)	<p><b>Preference will be given in the following order:</b></p> <p><b>(i) Ex-serviceman Candidates who were/have been engaged as Tank Driver in HVF under any contract.</b></p> <p><b>(ii) Date of Birth, younger Ex-serviceman will get preference over older one.</b></p> <p><b>(iii) If DOB is same than the criteria will be Name in alphabetical order of English.</b></p>	Trade Test <b>Qualifying in Nature – FIT/UNFIT</b>

7.2 The Trade Test (Practical) shall be only qualifying in nature without any marks. However, those Candidates who do not qualify in the Trade Test shall not be considered for this engagement of under FTE.

7.3 Candidates shortlisted shall be subject to Document Verification and those Candidates clearing Document Verification shall be subject to Trade Test. Hence, Outstation Candidates are requested to plan their stay in HVF 01 day in advance considering the number of Candidates to be called for Trade Test and logistics to conduct Trade Test by HVF.

7.4 Candidates not clearing Document Verification shall not be allowed to proceed further to Trade Test.

7.5 Trade Test shall be conducted only at Heavy Vehicles Factory, Avadi and Chennai. The date of Trade Test will be informed well in advance through email/SMS. Admit Card will be sent through email. No Physical Admit Card/Letters shall be issued through Post or Courier.

7.7 Call letters shall **NOT** be sent by post. The intimation regarding shortlisting of Candidates for Document Verification/Trade Test and the results of the final selection will be published in the website [www.ddpdoo.gov.in/www.avnl.co.in](http://www.ddpdoo.gov.in/www.avnl.co.in). Candidates are requested to regularly view the website for updates.

## **8.0 NATURE OF ENGAGEMENT:**

The engagement shall be on Fixed Term Contractual basis to meet temporary functional requirements. It is not against permanent vacancy and will not entitle any candidate to claim regular / permanent employment in HVF. The person so engaged, has no lien, right or Fixed Term against any post in AVNL, and shall not at any time during or after expiry of the term of engagement or its premature termination, make any claim for regularization or employment in HVF or in any other units of AVNL.

## **9.0 FIXED TERM OF ENGAGEMENT:**

The Fixed Term is fixed for a period of **ONE** year from the date of engagement. The Fixed Term will come to an end automatically on completion of the fixed term, without any further notice. However, the Fixed Term may be extended up to a maximum period of four years (including initial period) based on Company's requirement and individual performance with the approval of the Head of the Unit. The Company as per its Policy reserves the right to extend the Fixed Term beyond this 04 years period with due approval of the Competent Authority.

## **10.0 TERMINATION OF ENGAGEMENT:**

- 10.1 The Fixed Term will come to an end automatically at the completion of One year unless extended. The engagement can also be terminated, at any time, by giving one month notice by either party or payment of the monthly remuneration in lieu of the Notice. The Fixed Term Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- 10.2 The Candidate is liable to be discharged at any time from engagement on being found medically unfit, unsound mind or declared unsolved. He shall also be discharged if it has come to notice of HVF he had wilfully suppressed any information to gain employment or given false information by forgery, fraud, deceit or any other criminal acts.
- 10.3 The Candidate who remains unauthorized absent from duty or place of work either without sanction of any leave or after expiry of sanctioned leave, if any, and does not report for duty for any reason whatsoever within 15 consecutive days from the date of his/her unauthorized absence, shall be deemed to have voluntarily abandoned the engagement with the company without notice and will be treated as automatic termination.
- 10.4 However, if subsequently his/her unauthorized absence is satisfactorily substantiated and accounted for, within 15 consecutive days from the date of the termination order to the entire satisfaction of the management, the management at its discretion may regularize his/her period of unauthorized absence on such terms and conditions as it may deem fit and proper.

## **11.0 HOW TO APPLY:**

- 11.1 Interested Indian Ex-serviceman shall forward physical applications only in prescribed format. (Refer Annexure –A attached herewith)
- 11.2 Candidate must forward the following copy of documents along with the manual application:
- i. The Grade-I certificate of the trade issued by ACC & S Ahmednagar.
  - ii. Valid Community Certificate (SC/OBC[NCL]) obtained in the prescribed format for Central Govt. jobs. (Format of Certificate is enclosed as Annexure -1 & Annexure - 2)
  - iii. EWS Certificate valid for the year 2025-26. (Format of Certificate is enclosed as Annexure - 3)
  - iv. Discharge Book/Certificate for Ex-Servicemen.
  - v. Experience Certificate(s), if any.
  - vi. Employees Provident Fund (EPF) Member Pass Book, if any.
  - vii. Bank Pass Book
  - viii. Aadhar Card
  - ix. PAN Card
- 11.3 In case of any variation in Name/surname/spelling mentioned in the Application and in educational/professional qualification certificates, application will be liable to be cancelled.
- 11.4 Applicants are advised to make sure that to meet the eligibility requirements as per vacancy notification before submitting the application.

- 11.5 Applicants are requested to mention his/her **active Mobile Number** which should be valid and operational, as all important communications will be sent to this Mobile Number. The engagement of above professional on contract basis will be subject to the terms and conditions attached as **Appendix - A**. All the Candidates are required to go through the terms and conditions thoroughly before filling their applications.
- 11.6 No TA/DA will be admissible for attending Trade Test.
- 11.7 All disputes / cases related to this engagement process are subject to jurisdiction of Courts at Chennai only.
- 11.8 For any queries regarding this engagement please send E-mail to [rajendranv@ord.gov.in](mailto:rajendranv@ord.gov.in)
- 11.9 Canvassing in any form will result in disqualification and cancellation of candidature.

## **12.0 REJECTION OF CANDIDATURE:**

The application or candidature of the candidate will be rejected for any of the following reasons:

- i) Incomplete Application
- ii) Does not possess the prescribed qualification for the post as on closing date of submission of application
- iii) Application with unclear photo, photo with cap, wearing googles, disfigured or unidentifiable photo, unclear signature or LTI
- iv) Mismatch of Name, Father's Name and Date of Birth in application form with the 10<sup>th</sup>/SSLC Certificate / Grade-I certificate of the trade issued by ACC & S Ahmednagar
- v) Any other irregularities which may render the candidature of applicant invalid by HVF
- vi) Any material suppression of facts or submitting forged certificates/documents shall lead to rejection of candidature at any stage of selection of this process, or even after selection or during the Fixed Term of Contract

**Sd/-**  
**GENERAL MANAGER/HR**



14. Details of educational and other qualifications starting from X Standard/SSLC:

Examination passed	Name of School/ College/Institution	Name of Recognized University/ Board of Examination	Marks obtained/ Total Marks	Percentage of Marks (%)
SSLC/Xth STANDARD				
Grade-I @				

@ Grade-I certificate of the trade issued by ACC & S Ahmednagar

15. Details of present employment/ previous experience other than Army Service, if any :

Company Details	Designation	Period From	Period To	Nature of Duties

16. Check list of enclosures refer para 12.2

DECLARATION

I, Shri/Smt./Kum.\_\_\_\_\_ have read the instructions carefully before sending this application. I hereby declare that all the statements made in this application are correct to the best of my knowledge and belief. I understand that any discrepancy found in the information will lead to cancellation of my candidature / debarment at any time.

Date :  
Place :

Signature of the Candidate

## **APPENDIX– A**

### **OTHER TERMS AND CONDITIONS:**

#### **1.0 Medical Fitness:**

Candidates are also instructed to obtain Medical Fitness Certificate from Asst. Civil Surgeon / Civil Surgeon of a Govt. Hospital/CGHS/CGHS recognized Hospital of the parameters which needs to be physically tested. The sample tests which is mandatory required to be performed by the candidate to be declared as FIT is also enclosed as Annexure - 4.

#### **2.0 Verification of Character and Antecedents:**

The Candidates are requested to obtain Online Police Verification Report (PVR). Engagement shall be on the basis of satisfactory verification of character and antecedents by the Police Authorities. Such verification, if considered necessary shall also be obtained subsequently at any time of employment during the course of engagement by HVF.

#### **3.0 Liability of Service:**

- 3.1 He/she shall be posted to HVF, Avadi. However, he/she also liable to be transferred to any of Unit, Project, Establishment, Office or any other place or location or job where he/she may be posted for the Company's work in any part of the country as may be required by the competent authority.
- 3.2 The Candidate shall also be sent on Temporary Duty to anywhere in India for Company's work for which Travelling Allowance and Daily Allowance shall be paid by Company.
- 3.3 The Candidate shall be liable to be called upon by the Management at any point of time based on exigencies of work for which no overtime or extra payment shall be paid. However, a Compensatory Off will be allowed as per Company Rules.

#### **4.0 Hours of Work:**

- 4.1 He/she shall comply with such instructions as are issued from time to time relating to attendance, reporting for work in time and out etc. including hours of work and shall be at work at the time fixed and notified by the competent authority failure to comply will constitute actionable by management liable for termination.
- 4.2 They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement.
- 4.3 Attendance shall be marked daily according to the method prescribed by the management from time to time.
- 4.4 Absence from duty including absence due to late coming, shall be reckoned as follows:
  - (i) Who does not report for duty on time may not be taken on work, and his absence for the day will be treated as leave with or without pay or as absence from duty.
  - (ii) Nothing in this provision shall prejudice the right of the management for deduction of wages for the period of absence and for taking penal action against the delinquent worker as decided by the Competent Authority.

#### **5.0 Holidays & Balance of Leaves:**

- 5.1 The list of festival/closed holidays shall be as notified by the management.
- 5.2 Leave as per Statutory rules
- 5.3 However, the leave at credit only can be taken not on advance in anticipation of service to be rendered.
- 5.4 The fixed term Candidate are not allowed to carry forward the leave balance at the end of the year.
- 5.5 Unutilized leaves to the extent of 50% of the total entitled leaves i.e. maximum 15 leaves may be encashed at the end of their one year service contract taking into account monthly consolidated pay @ 30 days in a month.

**6.0 Deduction or recovery from remuneration:** Apart from the statutory deductions and contributions, the following shall be deducted for the following purposes:

- 6.1 For amenities and services supplied by the Company;
- 6.2 For recovery of advances or for adjustment of over-payments, if any.
- 6.3 Income Tax or any other Statutory Tax levied by the Government or any other statutory dues;
- 6.4 Deduction required to be made by orders of a Court or other authority competent to make such order;
- 6.5 Deduction of amounts due to the Company from the worker on any account;
- 6.6 Any other deductions made with the written authorization of the worker concerned;
- 6.7 Fines
- 6.8 For unauthorized absence from duty;
- 6.9 For damage to or loss of goods expressly entrusted to the worker for custody or for loss of money for which he/she is required to account.

**7.0 Performance Evaluation:**

- 7.1 The performance will be evaluated every month. After one year, if extended, the performance would be monitored quarterly. However, without prejudice to above at any point of time, if the performance of a candidate is not satisfactory, he is liable for termination.
- 7.2 During Fixed Term of this engagement, the Candidates will wholly devote to work assigned to them and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail immediate termination of their services.

**8.0 Disqualification:** Candidates will have to give a declaration that there is nothing adverse against them either presently or in the past which would disqualify them for being engaged in service. Following shall constitute disqualification for engagement.

- 8.1 Insolvency
- 8.2 Pendency of investigation/trial in relation to a criminal offence.
- 8.3 Conviction by Court of Law for criminal offence.
- 8.4 Dismissal/termination from the services in their previous employment(s) pursuant to disciplinary action.

**9.0 Secrecy:**

- 9.1 The incumbent will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. He/ she will not copy or make notes of such information/ documents except in connection with the work for the Company. He/ she will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for his/ her own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by him/her or the Company in the normal course of the engagement with the Company.
- 9.2 The incumbent shall, while demitting the Office, handover all information/documents/ materials under his/ her possession, during the engagement period, to the immediate Reporting Authority.

**10.0 HEAD OF UNIT'S DECISION FINAL:**

The decision of the Head of Unit, shall be final in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection on engagement of selected Candidates will be final and binding on the Candidates and no query / correspondence will be entertained in this regard.

\*\*\*\*\*End of Document\*\*\*\*\*

**FORMAT FOR SC/ST CERTIFICATE**

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes Candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \_\_\_\_\_ of the State / Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under: -

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_

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 Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (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 & 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 Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@ The Constitution (SC) 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 Tribe Orders (Amendment) Act 2002.

The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.

The Constitution (Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.

The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

%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/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
(with seal of office)

\*\*

Place \_\_\_\_\_

Date \_\_\_\_\_

\*Please delete the words which are not applicable @ Please quote specific presidential order

% Delete the paragraph which is 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.

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

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy. Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

**NOTE:** ST Candidates belonging to Tamil Nadu state should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.

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

This is to certify that Shri/Smt./Kum\* \_\_\_\_\_ 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. 12011/68/93-BCC dated the 10<sup>th</sup> September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13<sup>th</sup> September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20<sup>th</sup> October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24<sup>th</sup> May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25<sup>th</sup> May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri/Smt./Kum. \_\_\_\_\_ 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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

District Magistrate or  
Deputy Commissioner etc.

Dated:

Seal:

**NOTE - I:**

- (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 Certificate are indicated below: -
  - (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
  - (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 resides.

**NOTE - II:**

**The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer.**

**The OBC Candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.**

Government of \_\_\_\_\_  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS (EWS)**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR 2025-26**

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 lakhs (Rupees  
Eight Lakhs only) for the financial year **2024-25**. 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 GENERAL (EWS) caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

**Recent Passport  
size  
Attested  
Photograph of  
the Applicant**

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**\*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.

**MEDICAL EXAMINATION REPORT**

Name:	Grade / Post	:	
Age:	Date of Examination	:	
DOB:	Sex: M/F	Height	cms : Weight: Kg
Marital Status: Married / Unmarried	Ideal Weight	:	
Identification Marks:			
01.			
02.			
01. General Appearance:		Female Cases	:
Chest-Normal	:	a) Period	:
Inspiration	:	b) LMP	:
02. Apparent Deformity, if any		EYES	:
BP	:	Vision	:
Pulse	:	Acuity of Vision	: RE LE
Skin	:	Distant Vision	:
Lymphenodes	:	Near Vision	:
Heart	:	Colour Vision	:
Lungs	:	Any others	:
Abdomen	:		
Liver	:	EARS	
Spleen	:	Hearing	:
Teeth & Gum	:	Normal/Defection	:
Skeletal	:		
Upper Extremity	:	ANY OTHERS	
Lower Extremity	:	Hernia	:
Spine	:	Hydrocele	:
		Piles/Fissures	:
		Genitalia	:
		INVESTIGATION	
Any other findings	:	Urine	:
		Sugar	:
X-Ray Chest RA View	:	Alb	:
		Blood Group	:
Blood Sugar (Fasting)	:	Hb%	:
Remarks: FIT/TY. UNFIT/UNFIT	Signature of Medical Officer		
	Date		