



**भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
(Ministry of Ports, Shipping and Waterways, Govt. of India)  
A-13, Sector -1, Noida – 201301 (U.P.)  
Phone: 0120 – 2544036 & 2574050

**Employment Notice No. IWAI-17011/4/2022-ADMIN RECTT Dated 04/11/2022**

Inland Waterways Authority of India (IWAI) invites on-line applications from Indian Nationals for filling up of following vacancies by DIRECT RECRUITMENT at IWAI Headquarters, Noida and Regional Offices as per details given below.

**IMPORTANT NOTICE:** - Only online applications will be accepted. Application received through any other mode shall stand rejected automatically.

The opening date and closing date for receipt of online applications are as under:

Opening Date of Application: - 18/11/2022  
Closing Date of Application: - 17/12/2022

Sl. No.	Post Code	Name of Post	Pay Level of the Post	Maximum age Limit	Total Vacancies	UR	OBC	EWS	SC	ST	PwD	EXSM
1	01/22	Deputy Director (Finance & Accounts)	Level – 11 (Pay Range 67700-208700)	40	2	2	-	-	-	-	-	-
2	02/22	EDP Assistant	Level – 06 (Pay Range 35400-112400)	35	1	-	1	-	-	-	-	-
3	03/22	Junior Hydrographic Surveyor (JHS)	Level – 06 (Pay Range 35400-112400)	30	3	2	-	1	-	-	-	-
4	04/22	Stenographer - D	Level – 4 (Pay Range 25500-81100)	27	4	1	1	-	1	1	-	-
5	05/22	Lower Division Clerk (LDC)	Level – 02 (Pay Range 19900-63200)	27	4	3	1	-	-	-	1(*)	-

(\*) If PwD candidate is selected, will be adjusted against the quota as per his/her category.

2. The details of Eligibility Criteria, Age-Limit etc. of the aforesaid post, proposed to be filled up of vacancies by DIRECT RECRUITMENT are as detailed below:

Sl. No.	Post Code	Name of the Post	Educational & Other Qualification Required
1	01/22	Deputy Director (Finance & Accounts)	<p>i) Degree of a recognized University with professional qualification of passing of final exam of Institute of Chartered Accountants or the SAS Commercial Examination of Indian Audit &amp; Accounts Department or Member of any of the organized Accounts &amp; Audit Service.</p> <p style="text-align: center;">OR</p> <p>ii) 5 years' regular service in Supervisory capacity in commercial accounts in Finance or Accounts Department of the Central/State Govt or semi-govt or organization or PSU in the post of Level- 10 in the Pay Matrix as per 7th CPC. (Pre-revised PB-3, Rs.15600-39100+ GP Rs.5400)</p> <p><b>Desirable:</b> A Degree or Diploma in Business Management</p>
2	02/22	EDP Assistant	<p>i) Degree in Computer Science/ Information Technology or equivalent</p> <p>ii) One year experience in Data Entry Operations on Electronic Data Processing machine.</p>
3	03/22	Junior Hydrographic Surveyor (JHS)	<p><b>Essential Qualification:</b> Degree in Civil Engineering Or Diploma in Civil Engineering with 3 years' experience in Hydrography / land survey Or SR I/II certificate of the Indian Navy with 7 years' experience in Hydrography.</p>
4	04/22	Stenographer - D	<p>i) 12th class or equivalent from recognized Board or University.</p> <p>ii) Skill Test Norms Dictation: 10 mts@ 80 w.p.m. Transcription: 65 mts. (English) 75 mts. (Hindi) (on Manual Typewriter) or 50 mts (English) 65 mts. (Hindi) on Computer)</p>
5	05/22	Lower Division Clerk (LDC)	<p>i) 12th class or equivalent from recognized Board or University.</p> <p>ii) Typing Speed 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter.</p> <p style="text-align: center;">OR</p> <p>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).</p>

#### **IV UPPER AGE LIMIT:**

Note: Upper age limit relaxation is admissible as under:

1. Up to 3 years for OBC candidates (Non Creamy Layer)
2. Up to 5 years for SC/ST candidates.
3. Persons with Benchmark Disabilities :  
By 10 years for General (UR)  
By 13 years for OBC (Non-creamy Layer)  
By 15 years for SC/ST
4. Up to 5 years for Govt. servants /employees of Autonomous /Statutory organization/PSUs in accordance with the instructions /orders issued by the Central Government.
5. For Ex-serviceman category candidates as per the extant Govt. of India instructions.
6. Cut off date for calculation of age is closing date of receipt of application.

#### **V APPLICATION FEE :**

1. Candidates belonging to GENERAL (UR) / OBC (Creamy Layer & Non-Creamy Layer) are required to pay a Non-Refundable fee of **₹ 500/- (Five Hundred Rupees Only)**. Candidates belonging to SC / ST, PWD and EWS Categories are required to pay of **₹ 200/- (Two Hundred Rupees Only)** which will be refunded (excluding bank charges, if any) to them in case only one application is submitted by one candidate and if they appear for the online test.
2. Application fee will be paid through online mode only (**through Internet Banking / Debit / Credit Card Only**). There will be no other mode of payment of application fee and applications of such candidates who make payment other than through online mode will be rejected and payment made shall be forfeited. IWAI will not be responsible, in case a candidate deposits the fee in any wrong account or multiple times.
3. Fee once paid will not be refunded under any circumstances other than the SC/ST, PWD and EWS candidates as indicated above. Candidates are therefore advised to verify their eligibility before applying.
4. Candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark Disabilities and Economically Weaker Section should provide the details of beneficiary account in which they would like to receive the refund viz., Beneficiary Name, Bank Name, Account Number and IFSC Code etc.
5. It may kindly be noted that IWAI do not seek payment of any kind other than the above mentioned application fee.

#### **VI. HOW TO APPLY :**

1. Candidates must apply online through the website [www.iwai.nic.in](http://www.iwai.nic.in) in the IWAI Home page >> Recruitment >> Apply online for Recruitment to the above posts in IWAI 2022.
2. No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected.
3. Only online applications along with the prescribed Application fee and soft copy of the required documents submitted before the closing date will be accepted.
4. Incomplete applications and applications submitted without Photograph duly signed / Proof of Date of Birth (School Certificate) and relevant documents as per specification / application fees will be summarily rejected.

5. Detailed instructions for filling online application and Online Fee payment are available on the website of IWAI. Candidates should read the instructions carefully before making any entry or selecting options.
6. Application once submitted cannot be modified; hence utmost care should be taken to furnish the correct details before submitting online application.
7. Candidates are advised to submit only single online application. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher Registration Number is complete in all respects including fee. The applicant, who submits multiple online applications should note that only the online application with higher Registration Number will be entertained by IWAI and fee paid against one earlier Registration Number shall not be adjusted against any other Registration Number.
8. After submitting the online applications, applicants are required to note down the generated Application number and keep a print out of the submitted application.
9. Candidates are not required to submit to IWAI either by post or by hand the printouts of their online applications or any other document. They will be required to submit printout of online applications along with documents in support of their eligibility etc. at the time of documents verification in case they are shortlisted for appointment.
10. Candidates are required to keep active the E-Mail ID and Mobile Number registered in online application during the currency of this recruitment process. IWAI will send E-Admit Cards, Offer Letters and other communications only at the registered E-Mail ID/ Mobile of candidates. Hence, under no circumstances, the candidates should provide E-Mail ID to anyone else.
11. Before applying online, candidate will be required to have a scanned (digital) Image of his/her recent Photograph and Signature for uploading. The scanned Photograph and Signature should be in JPG/JPEG format only and the digital size of each file i.e. scanned Photograph and Signature must be between 5 KB to 50 KB.
12. Candidate should first scan their photograph and signature, ensuring that both the Photograph and Signature are as per the prescribed specifications. If the size of the file is less than 5 KB or more than 50 KB then adjust the settings of the scanner (or resize the image).
13. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.
14. Applicant has to read the instructions thoroughly and click the button "I Agree" check box provided at the bottom of the form after declaration, if applicant is sure that he/she meets the prescribed eligibility conditions for the post.
15. CLOSING DATE: The Closing Date for submission of Online Application through IWAI website [www.iwai.nic.in](http://www.iwai.nic.in) is 18/12/2022 (23:59 Hrs.).
16. The last date for printing of completely submitted Online Application is 18/12/2022 (23:59 Hrs.).

## **VII. GENERAL INSTRUCTIONS :**

1. The Authority is following Central Govt. rules and orders in service matters. Leased accommodation and medical reimbursement are provided as per the rules of the Authority.
2. The vacancy shown against above mentioned post is tentative and may increase / decrease be depending on the requirement of Authority.
3. The post has all India transfer liability; candidates selected for the above mentioned post may be posted in the Head Quarters at NOIDA or Regional offices at Patna / Guwahati / Kolkata / Kochi / Bhubaneswar and Sub-Offices of IWAI at Varanasi, Prayagraj, Farakka, Sahibganj, Kollam, Chennai, Vijayawada and any Regional Offices / Sub-Offices likely to be opened in future.
4. The syllabus of the Computer Based Online Test shall be of the standard of prescribed eligibility criteria, which may consist of 120 multiple choice objective questions, comprising Part-A and Part-B ; Part-A consisting of 100 questions shall be relevant to the related discipline, covering the syllabus of prescribed eligibility criteria for the post and Part-B consisting of 20 objective Multiple Choice Question (MCQ) shall be from the Quantitative Aptitude (Simple Maths), Data Interpretation, Analytical Reasoning, Logical Reasoning and Simple English of the 12<sup>th</sup> Standard and time allotted for the Test will be 2.00 hour. Each correct answer will be awarded 1 mark each and for every wrong answer, 0.25 marks would be deducted. Computer Based Online Test is tentatively to be conducted in the month of February, 2022, for which **candidates shall be required to download the Admit Card from the web-site of IWAI only.**
5. Zone of consideration for the posts of Dy. Director, Steno and LDC post code 1, 4 & 5 may be 10(Ten) times of the available vacancy.
6. Normalization method will be applied.
7. The progress on the selection process shall be updated in the website of IWAI and hence no telephonic inquiry shall be entertained. Candidates are advised to regularly check the website of IWAI viz **www.iwai.nic.in** for the updated information.
8. Mere possession of essential qualifications will not entitle a candidate to be selected for the post. The decision of the Authority as to the eligibility of a candidate shall be final and no correspondence in this regard will be entertained.
9. For getting benefits under the OBC Category :
  - (a) The name of the Caste and Community of the candidate must appear in the “Central List of Other Backward Classes”.
  - (b) The candidate must not belong to the Creamy layer as prescribed by the Central Government.
  - (c) The candidate needs to furnish their latest OBC Certificate (Not prior to 2019) in the format prescribed by the Government of India, issued by the Competent Authority.
10. For getting benefits of reservation under EWS Category :
  - (a) The applicant should not be covered under the Scheme of Reservation for SCs, STs and OBCs and his/her family should have gross Annual Income below ₹ 8.00 Lakhs (Eight Lakhs Rupees Only). Income for the purpose shall also include income from all sources i.e. Salary, Agriculture, Business, Profession, etc. for the financial year prior to the year of application.
  - (b) Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
  - (c) 5 acres of agricultural land and above;
  - (d) Residential Flat of 1000 Sq. Ft and above;

- (e) Residential Plot of 100 Sq. Yards and above in notified municipalities.
- (f) Residential Plot of 200 Sq. yards and above in areas other than the Notified Municipalities.
- (g) The property held by a “Family” in different locations or different Places / Cities would be clubbed while applying the land or property holding test to determine EWS Status.
- (h) The term “Family” for this purpose will include the person who seeks benefits 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.
- (i) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by Competent Authority. The Income and Asset Certificate issued by any one of the following Authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate’s claim as belonging to EWS:
  - (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
  - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
  - (iii) Revenue Officer not below the rank of Tehsildar ; and
  - (iv) Sub-Divisional Officer of the Area where the candidate and /or his family normally resides.

#### 11. **Reservation of PwDs:**

- i) “Interlocking reservation will be provided to PWD candidates as per Govt. of India instructions”; and
- ii) PWDs with minimum 40% disability shall only be eligible to apply for competing for the posts advertised.

#### 1. **Definition of Persons with Disabilities (PWDs)[Divyangjan]:**

Under Section 2 (r) of the Right of Persons with Disabilities Act 2016, only such persons would be eligible for reservation who suffer from not less than 40% of specified disability and are certified by a Medical Board constituted by the Central/State Government. Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of Interview/at any stage of the recruitment process. Persons with Disabilities will have to work in any Regional Office/Branch Office as per requirement. Candidates with the following disabilities are eligible to apply against the vacancies reserved for them (as per GOI guidelines dated 15 January 2018):

##### (i) **Blindness and Low Vision** –

- a) "blindness" means a condition where a person has any of the following conditions, after best correction:-
  - (i) total absence of sight; or
  - (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
  - (iii) limitation of the field of vision subtending an angle of less than 10 degree.

- (b) "low-vision" means a condition where a person has any of the following conditions, namely:—
- (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
  - (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

(ii) **Deaf and Hard of Hearing:-**

- (a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;
- (b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;.

(iii) **Locomotive Disability** including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy:-

A Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including:-

- (a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;
- (b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- (c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
- (d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- (e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance

(iv) **Autism, intellectual disability, specific learning disability and mental illness**

1. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.
2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including:-

- (a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
- (b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

### 3. Mental behaviour:-

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

### 4. Disability caused due to:-

- (a) chronic neurological conditions, such as:-
  - (i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
  - (ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
- (b) Blood disorder—
  - (i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;
  - (ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
  - (iii) "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.
  - (v) **Multiple disabilities from amongst persons with disabilities [under clause i to iv] including deaf-blindness –**

Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.



## **2. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream, but should not possess the qualification beyond the qualification of the candidate
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised
- Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(ii) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination

(iv) In case of candidates with benchmark disabilities, the provision of scribe/lab assistant can be allowed on production of a certificate from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-A**, to the effect that the person concerned has physical Limitation to write, and scribe is essential to write examination on his behalf.

(v) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The candidates with benchmark disabilities opting for own scribe shall have to submit details of the own scribe as per proforma at **APPENDIX- B**

(vi) Permissible disabilities for PwD candidates :

The post of LDC has been identified suitable for following disabilities, which is as per Notification No. 38-16/2020-DD[1]III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment:

S No	Functional Requirement	Suitable Category of Benchmark Disability
1.	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) Multiple Disabilities involving (a) to (d) above

**Abbreviation used:**

Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness

Physical Requirements: S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

(vii) Relaxation :

(viii) Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the Commission, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format Annexure - C(iv) to the Commission from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per Annexure - C(i) to Annexure - C(iii) of the Notice of Examination, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

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

The Competent Authority for the issue of certificate shall be as specified in the “The Rights of Person with Disabilities Rules, 2017”: (as notified by GOI from time to time):

For persons with Disabilities, the format of certificate of disability will be as per applicable Form (s) appended to “The Rights of Person with Disabilities Rules, 2017”. The format of certificate to be produced by a Candidate is given on **Annexure- C (i, ii & iii)**

Note: The crucial date for submitting Income and Asset Certificate by the candidate may be treated as the closing date for receipt of application for the post.

12. The process of interview has been done away with for Group ‘B’ and ‘C’ posts and hence category wise merit list shall be prepared only on the basis of marks secured by the candidates in the written examination. In case two or more candidates score equal marks in the online test, weightage will be given to the candidate scoring more marks in Part A. If there is tie even after this, merit list will be prepared based on the Date of Birth of the candidates – the candidate born earlier shall be placed before the candidate born later.
13. Interested candidates possessing requisite qualifications and experience may submit their application online using link available in the IWAI web-site i.e. [www.iwai.nic.in](http://www.iwai.nic.in) ; online link for submission of application shall be active w.e.f 18/11/2022. Closing Date / Last date of submission of online application is 17/12/2022. (23:59 Hrs.).
14. Candidates seeking reservation benefits under SC/ST/OBC/EWS/PWD Category must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice and as per the instructions issued by Govt. of India. They should be in possession of the valid Community Certificate / Income Certificate / Medical Certificate at the time of submission of application and they will have to upload self-attested copies of valid Certificates from the Competent Authority in the prescribed format.

15. In case of persons in the category of blindness, loco motor disability (both arm affected – BA) and cerebral palsy, the facility of Scribe shall be given if opted for by the candidate and if found eligible as per the relevant provisions of Act / Rules / Guidelines of Govt. of India (Refer OM F. No. 34-02/2015-DD-III dated 29.08.2018 issued by the Government of India, Ministry of Social Justice & Empowerment).
16. Scribe Certificate, as applicable, in the prescribed formats has to be uploaded while submitting the online application form.
17. Ex-Servicemen seeking age relaxation as admissible under the rules of the Government of India shall upload self-attested copy of valid Discharge / Service Certificate.
18. Change of category shall not be allowed after submission of the online application. In case an applicant fails to up load the valid certificate in support of his/her claim to belong to any of the reserved category or for claiming the benefit of age relaxation, the candidate will be treated as belonging to the General Category and no claim otherwise shall be entertained.
19. Canvassing in any form shall be ground for disqualification.
20. A candidate should submit one application only.
21. IWAI will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of Online Computer Based Test and, therefore, the candidature is accepted only provisionally. Before applying, candidates are advised to go through the requirements of essential qualification, age etc. and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of IWAI in this regard shall be final.
22. Before applying, candidates in their own interest are advised to go through the detailed instructions contained in this notice and also available on the website of IWAI (<http://www.iwai.nic.in>).
23. The crucial date for determining the age limit, essential qualification and other criteria regarding eligibility for the post shall be the **closing date of submission of online application i.e. 17/12/2022.**
- 21 The selected candidates are liable to be posted anywhere in India.
- 22 The decision of the IWAI in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) , allotment of examination centres, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- 23 No person,
  - (a) Who has entered into or contracted a marriage with a person having spouse living or
  - (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.Provided that the Competent Authority in IWAI may, if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.
24. Canvassing in any form will be a disqualification.

## **VIII. SCHEME OF EXAMINATION AND MODE OF SELECTION**

1. The final selection for the posts will be made on the basis of performance of candidates as per the following and followed by Documents Verification of eligible and successful candidates;
  - (a) **Dy. Director(F&A)** - On the basis of overall performance of the candidate in the CBT and Interview including weightage to Educational Qualification(s) conduct under STAGE-I and STAGE-II of the CBT)
  - (b) **EDP Assistant** – CBT
  - (c) **Jr. Hydrographic Surveyor** – CBT
  - (d) **Stenographer ‘D’** – CBT + Skill test in Stenography (Skill test will be conducted for those candidates who qualifying in the CBT)
  - (e) **LDC** - CBT + Skill test in Typing (Skill test will be conducted for those candidates who qualifying in the CBT)

**(The Syllabus for the posts mentioned (a) to (e) are attached as ANNEXURE-I)**

**Note : The Qualifying Marks in Written Examination will be 45% for UR Category, 40% for OBC Category, 35% for SC & ST, and EWS & PWD Category.**

2. **Centre of Examination:** The Online Computer Based Test shall be conducted preferably at Delhi / NCR, Mumbai, Kolkata, Chennai, Guwahati, Patna and Kochi. No request for change of examination centre shall be entertained. However, IWAI reserves the right to change the examination centre, in the event of inadequate number of candidates at a particular centre. No TA/DA will be paid to any candidate for appearing in the written test.
3. Mobiles, other electronic gadgets and wireless equipment are banned within the premises of the examination Centres. Their possession in switched on or switched off mode is considered by the IWAI as a manipulative practice and will invite summarily cancellation of candidature, debarment from the IWAI's examinations and/or criminal prosecution.
4. IWAI may send emails to candidates regarding successful submission of on-line application.
5. Discrepancies in Question Paper, if any should be brought to the Notice of IWAI in writing within the time limit indicated while placing Question Booklets and Answer Keys on the website. Representations submitted thereafter will not be considered and will be summarily rejected.

## **IX ADMISSION TO THE EXAMINATION :**

1. All candidates who apply in response to this advertisement by the Closing Date will be assigned **Roll Numbers** which will be placed on the website of the IWAI about **two weeks** before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the IWAI. Communication from the candidate not furnishing these particulars shall not be entertained.
2. Admission Certificates (ACs) for the Computer Based Online Test indicating the time and venues of examination can be downloaded from the website of IWAI (<http://iwai.nic.in>). Candidates who are unable to download their Admission Certificates should contact IWAI with details such as Application Number, print out of online application etc. for obtaining the Admission Certificates. Failure to do so will deprive him/her of any claim for consideration.
3. Details of deficiency in application, if any, will also be placed on the IWAI's website about two weeks before the examination.

**X ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :**

1. Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. If there is any inaccuracy or any discrepancy, their candidature is liable to be rejected.
2. **Without prejudice to criminal action/debarment from IWAI's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following: -**
  - (i) **In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.**
  - (ii) Involved in malpractices.
  - (iii) Using unfair means in the examination hall.
  - (iv) Obtaining support for his / her candidature by any means.
  - (v) Impersonation/ Procuring impersonation by any person.
  - (vi) Submitting fabricated documents or documents which have been tampered with.
  - (vii) Making statements which are incorrect or false or suppressing material information.
  - (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
  - (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or ESIC's representatives.
  - (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
  - (xi) Intimidating or causing bodily harm to the staff employed by the ESIC for the conduct of examination.
  - (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
  - (xiii) Candidature can also be cancelled at any stage of the recruitment process for any other ground which the IWAI considers to be sufficient cause for cancellation of candidature.

Dated: .....

**SD/-  
SECRETARY**

\*\*\*\*\*

## APPENDIX- A

### Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person (nature and percentage of disability as with mentioned in the certificate of disability), s/o/D/o \_ a resident of \_\_\_\_\_ (Village/ District/State) and *to* state that he/she has physical limitation which hampers his/her writing capabilities owing *to* his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/  
Medical Superintendent of a Government health  
care institution

Name & Designation.

Name of Government Hospital/ Health Care Centre with  
Seal

Place:

Date:

#### Note:

Certificate should be given by a specialist of the relevant stream/ disability (eg, Visual impairment - ophthalmologist, Locomotive disability - Orthopaedic specialist/ PMRJ).

## APPENDIX B

### Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing RollNo. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that this qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

**(Signature of the candidate with Disability)**

Place:

Date:



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

This is 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 & Training OM No. 36012/22/93-Estt.  
(SCT,) dated 08.09.1993\*\*.

Date \_\_\_\_\_

Seal of Office

District Magistrate/ Deputy  
Commissioner etc.

\*- **The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**

\*\*-. As amended from time to time.

Note: The term ordinarily reside(s) 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 Certificate Certificates:**

- (i) District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ 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 applicant and or his family normally resides.

**Note-Ia.** 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 / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st 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 assuming that the candidate does not fall in the creamy layer.

**Note-III** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure ‘A’** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE (IN  
ADDITION TO THE COMMUNITY CERTIFICATE)**

I .....Son/daughter of Shri.....resident of  
village/town/city..... district..... state.....hereby declare that I  
belong to the.....community which is recognized as a backward class by the Government of  
India for the purpose of reservation in services as per orders contained in Department of Personnel and  
Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do  
not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the  
above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th  
March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 OM No. 36033/1/2013-Estt.  
(Res.), dated: 27<sup>th</sup> May, 2013,OM No.36033/1/2013-Estt(Res.) dated 13/09/2017 and OM  
No.36033/2/2018-Estt(Res) dated 08/06/2018.

Signature:.....

Full Name:.....

**Certificate of Disability**

(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/Smt./Kum.

\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ Date of Birth(DDMM/YY)  
\_\_\_\_\_ 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 \_\_\_\_\_

(C) 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

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

Notified Medical Authority)

**ANNEXURE – C (ii)**

Certificate of Disability  
(In cases 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 we have carefully examined Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth(DD/MM/YY) \_\_Age\_\_ years, male/female \_\_Registration No\_\_\_\_ permanent resident of HouseNo \_\_\_\_\_ 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:

S 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<sup>3</sup>

Reassessment of disability is :

(i) Not necessary,or

(ii) is recommended/after----- years -----months, and therefore this certificate shall be valid till(DD/MM/YY)-----

@ eg Left/right/both arms/legs#

eg Single eye

£ eg 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

**Annexure- C (iii)**

**Certificate of Disability**  
**(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/YY)  
\_\_\_\_\_ 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:

S 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/notlikely 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/YY) \_\_\_\_

@ - eg

Left/Right/bot

h arms/legs # -

eg Single

eye/botheyes

€ - eg 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

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

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)}

Signature/thumb impression of

the person in whose favour

certificate of disability 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



**ANNEXURE- 'D'**

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the 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/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, 1951 @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (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, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962 @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978 @ The Constitution (Sikkim) Scheduled Tribes Order, 1978

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@ The Constitution (SC) Order (Amendment) Act, 1990 @ The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

**% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.**

**This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*.....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 recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated.....**

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

**Signature.....**

**\*\*Designation.....**

**(With Seal of Office) State/Union Territory\***

**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 reside (s)” 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 Scheduled Caste/Scheduled Tribe Certificate.**

**(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.**

**†(not below of the rank of 1st Class Stipendiary Magistrate).**

**(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.**

**(iii) Revenue Officers not below the rank of Tehsildar.**

**(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.**

**(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).**

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE RELAXATION**

**A. Form of Certificate applicable for Released/Retired Personnel**

**It is certified that No..... Rank..... Name.....whose date of birth is has rendered service from..... to in Army/Navy/Air Force.**

**2. He has been released from military services:**

**a) on completion of assignment otherwise than**

- (i) by way of dismissal, or**
- (ii) by way of discharge on account of misconduct or inefficiency, or**
- (iii) on his own request, but without earning his pension, or**
- (iv) he has not been transferred to the reserve pending such release**

**b) on account of physical disability attributable to Military Service.**

**c) on invalidment after putting in at least five years of Military service**

**3. He is covered under the definition of Ex-Serviceman (Reemployment in Central Civil Services and Posts) Rules, 1979 as amended from time to time**

**Place: .....**

**Date: .....**

**Signature, Name and Designation of the Competent Authority\*\***

**SEAL**

**Delete the paragraph which is not applicable.**

The form of certificate to be produced by Government servants for claiming Age concession

(On Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under Certified that:

\* (a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with effect from .....

\* (b) Shri/Smt./Kum has been continuously in temporary service on a regular basis under the Central Government in the post of.....in the Office/Department. With effect from .....

Signature.....

Name.....

Designation.....

Ministry/Office.....

Address.....

Office SEAL.....

Place: .....

Date: .....

**The form of certificate to be produced by Candidates for claiming experience**

**Experience Certificate  
Letter Head of the Institution/Issuing Authority**

No.....

Dated.....

Telephone No.....

E-Mail address.....

Name of Organization Address of the Organization

**This is to certify that Shri/Ms.....S/o, D/o, W/o Shri.....was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:**

Name of post held From dd/mm/yy To dd/mm/yy Total period dd/mm/yy

Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.Department/Field of experience

Monthly remuneration (total) : .....

Duties performed/experience gained in brief in each post(please give details, if need be, in attached sheet.

Place of posting :

Nature of duties :

**2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.**

**Signature**

**Name of competent authority Stamp of competent authority**

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY  
WEAKER SECTIONS

Certificate No.....

Date:.....

VALID FOR THE YEAR .....

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

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

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

Signature with seal of Office.....

Name.....

Designation.....

\*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.

\*\*\*\*\*