



Government of India
Ministry of Defence
RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2017
AT HEADQUARTERS EASTERN NAVAL COMMAND, NAVAL BASE
VISHAKHAPATNAM – ADVT NO. MTS(NI)/DR/1/2018

1. Indian Navy invites applications from the eligible / qualified Indian citizens by **Registered/Speed Post** for the following Non-Gazetted posts of Eastern Naval Command. The selected candidates are to serve in the various Units/ Establishments of Eastern Naval Command and they can also be posted anywhere in India, in Naval Units/formations as per administrative requirement:-

MULTI TASKING STAFF (NON-INDUSTRIAL) POSTS
[Classified as per 7th CPC in Group 'C' (Non-Gazetted)
Level in the Pay Matrix- Level 1(Rs 18000– 56900)]

S. No.	Name of Post	Distribution of vacancies (Subject to variation)					Horizontal Reservation		
		UR	SC	ST	OBC	Total	\$ PwBDs	ESM	Meritorious Sports-person
(a)	MTS (Non-Ind) *Dresser	02	-	-	-	02			
(b)	MTS (Non-Ind) Dhobi	12	01		02	15			
(c)	MTS (Non-Ind) Mali	08	-	03	04	15	01 for OH	05	02
(d)	MTS (Non-Ind) Ward Sahayika (for Women only)	10	04	-	05	19	01 for HH		
(e)	MTS (Non-Ind) Laboratory Bearer	-	-	-	01	01			
(f)	MTS (Non-Ind) Masalchi	01	-	-	-	01			
	TOTAL	33	05	03	12	53	02	05	02

*The entry level of qualification of Dresser who possess Class XII with three years experience of dressing of wounds will get level 3 in the pay matrix as per VII CPC(GP 2000/- as per VI CPC)

\$ Suitability for PwBDs – As per posts identified by Ministry of Social Justice & Empowerment. PwBD candidates may apply for the specific posts accordingly.

S. No.	Posts	Categories of disabled suitable for the Job	Physical Requirement
(a)	MTS (Non-Ind) Dresser	OL, HH	S, ST, F, PP, B, SE, H, RW
(b)	MTS(Non-Ind) Dhobi	OL, OA, OAL, B, LV, HH	S, ST, KC, F, PP, L, F, SE
(c)	MTS (Non-Ind) Mali	HH, OL, LV	S, ST, KC, F, PP, L, F, SE
(d)	MTS(Non-Ind) Ward Sahayika (for Women only)	OL, LV, HH	S, ST, W, L, B, BN, MF, SE, H, R,W
(e)	MTS (Non-Ind) Laboratory Bearer	OL, HH, LV	S, ST, L, PP, F, B, W, SE, H, RW
(f)	MTS(Non-Ind) Masalchi	OL,OH	S,ST,W,BN,MF,SE,C

Note: Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying in the format given in GOI/DOP&T OM 36035/1/2012-Estt.(Res)dated 29 Nov 13. (Annexure-III)

2. **Abbreviations used:** UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, ESM - Ex-Servicemen, PwBDs -Persons with Benchmark Disabilities, HH-Hearing Impaired, OH- Orthopedically Handicapped, MTS- Multi Tasking Staff, OL-One Leg, B- Blind, LV- Low Vision, OA- One Arm, OAL - One Arm and One Leg, S-Sitting, ST-Standing, W-Walking, BN-Bending, PP- Pulling and Pushing, MF-Manipulation by Fingers, KC-Kneeling and Crouching, H- Hearing, RW- Reading and Writing, SE-Seeing, C-Communication and L-Lifting.

3. **Reservation:** Reservation for SC/ST/OBC/PwBDs/ESM/Meritorious Sports-person categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, PwBDs, ESM & Meritorious Sports-person candidates which will thus comprise of SC, ST, OBC, PwBDs, ESM & Meritorious Sports-person who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz., age limit etc., Reservations for PwBDs, ESM & Meritorious Sports-person fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The candidates selected against the PwBDs, ESM & Meritorious Sports-person quota have to be placed in the appropriate category of UR/SC/ST/OBC as the case may be.

4. **Age & Essential Qualifications:**

Post (Refer Para 1)	Age	Essential Qualifications
Multi Tasking Staff (Non-Industrial) Group-'C'	Between 18 and 25 years of age.	(i) Matriculation (ii) Proficiency in relevant trade.

5. **Job Profile:** Indicative duties & responsibilities of the all Post will normally be related to the nature of post which may include any other non-clerical work in the section/unit. However, any other work can be assigned by superior authority.

6. **Age relaxation and Crucial Dates:**

(a) **Age**

S. No.	Category	Age relaxation permissible beyond the upper age limit
(i)	SC / ST	05 years.
(ii)	OBC	03 years.
(iii)	PwBDs	UR-10 years, OBC-13 (10+3) years, SC/ST- 15(10+5) years etc.,
(iv)	ESM	UR-03 years after deduction of the Military service rendered from actual age as on the closing date. Similarly for OBC-06(03+03) years, SC/ST-08(03+05) years.
(v)	For Central Govt. Employees	40 years (45 years for SC/ST) Central Govt. Employees who have rendered not less than three (03) years continuous service on regular basis as on the last date of submission of application will be eligible for relaxation as per DOP&T order issued from time to time. The service should be rendered on same lines or in the allied cadres.
(vi)	Meritorious Sports-person	05 years for all the Group "C" posts (10 years in the case of Scheduled Caste and Tribes and 08 for OBC in respect of post reserved for them).

Note:

- (i) Relaxations for other eligible categories will be as per extant rules issued by the Govt. of India time to time.
- (ii) **Selection Criteria** for Meritorious Sports-person will be based on the orders issued vide Govt. of India's OM No.14034/01/2013-Estt. (D) dated 03.10.2013 which is available on www.indiannavy.nic.in
- (b) **Crucial Dates.** The crucial date for determining the age limit and experience will be the **closing date of receipt of applications from candidates in India** (and not the closing date for prescribed for those in at Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Lakshadweep, Andaman & Nicobar Islands). Only matriculation / SSC / Birth Certificate issued by the concerned Education Board / Competent Authority will be considered as proof of Date of Birth.

7. **Mode of Selection**

- (a) **Short listing of Applications.** Where the number of applications received is too large in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test. Indian Navy at their discretion may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment / post i.e. Matriculation. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.
- (b) **Scheme of Written Examination.** All short listed / eligible candidates will have to appear in the written examination consisting of objective type questions **based on the Essential qualifications**, as mentioned at **Para 4 above** and the question paper will be in English covering aspects as below:

Part	Subject	Maximum Marks
I	General Intelligence / Awareness and Reasoning	20
II	Numerical Aptitude	20
III	General English	20
IV	Awareness in relevant Trade/Field	40

(c) **Indicative Syllabus for Examination:**

- (i) **General Intelligence/Awareness and Reasoning.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc., The test will also include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical combinations and other analytical functions. The test will also include questions relating to India and its neighbouring countries especially pertaining to sports, history, culture, geography, economics, general policy including Indian Constitution and Scientific Research etc. These questions will be such that they do not require special study of any discipline.
- (ii) **Numerical Aptitude:** This paper will include question on problems relating to number systems, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interests, profit and loss, discount, time and distance, ratio and time, time and work etc.
- (iii) **English Language:** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc. His / Her writing ability would also be tested.
- (iv) **Awareness in relevant trade/field:** The test will include questions relating to Trade/Post, as per the essential qualification specified at Para 4 above. The Specific Trade Skills will be conducted at the time of recruitment.
- (d) **Examination Centre:** Written examination will be conducted at Visakhapatnam only.
- (e) **Date of Examination:** Exact date, time and venue of written examination will be communicated to the shortlisted candidates. Indian Naval website www.indiannavy.nic.in may also be referred from time to time for any further instructions/amendments.

Continued

5. Address for correspondence
 Line 1
 Line 2
 Pin Code
 Line 3 Telephone
 State:
 Mobile No.
 E-mail ID-

6. Category Applicable: (Please tick (✓) (Appropriate box)
 (attach certificate)
 UR SC ST OBC PwBDs ESM Sportsperson

7. If applied under PwBDs
 Category:
 (attach certificate)

Disability (VH/HH/OH)	% Disability	Scribe required Yes/No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Nationality:

9. Marital Status: Single /Married/Divorced/Separated

10. Religion :

11. Educational qualification(Matriculation onwards) (attach certificate):

Qualification	University/ Board	Year of Passing	Total Marks Secured	Percentage of Marks	Div/Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Experience (attach certificate) :

Post held & Pay Scale	Office/ Institute	Period of Service		Total Period in years & months	Nature of Duties
		From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13. Identification mark (please write in the box)

DECLARATION

- (a) I hereby declare that all the statements made by me in the application are true, complete and correct to the best of my knowledge and belief. I have not suppressed any information. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any point in time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.
- (b)* I have informed my Head Office/Deptt. in writing that I am applying for this post.
- (c)* I have no objection to my scores and ranking in the recruitment examination in being made public through portal in accordance with DoP&T OM dated 21 Jun 16.

*{Strike if not applicable}

Place:

(Left hand Thumb Impression)

Date: (Signature of the candidate)

- Enclosures :-
- -
 -
 -
 -
 -

ANNEXURE-II

(Format 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/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/Kum and /or his/her family ordinarily reside(s) in the District/Division of State/Union Territory. This is also to certify that he/she does not belong to the persons/section (Creamy Layer) motioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt(SCT) dated 8.9.1993**.

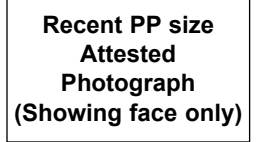
District Magistrate/Deputy Commissioner etc.

Date:
 Seal

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

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

**Form-I
 Disability Certificate
 (In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
 (See rule 4)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY
 ISSUING THE CERTIFICATE)**



Certificate No. Date:
 This is to certify that we have carefully examined Shri/Smt./Kum
 son/wife/daughter of Shri
 Date of Birth Age
 (DD / MM / YY)
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
 - blindness
- (Please tick as applicable)
- (B) the diagnosis in his/her case is
- (C) He/ She has %(in figure) percent (in words)
 permanent physical impairment/blindness in relation to his/her
 (part of body) as per guidelines (to be specified).

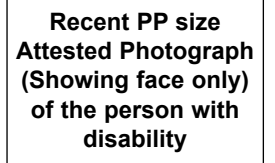
2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

**Signature/Thumb impression of the disabled person
 Form-II**

**Disability Certificate
 (In case of multiple Benchmark Disabilities)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY
 ISSUING THE CERTIFICATE)
 (See rule 4)**



Certificate No. Date:
 This is to certify that we have carefully examined Shri/Smt./Kum.....
 son/wife/daughter of Shri Date of
 Birth Age years, male/female
 (DD / MM / YY)
 Registration No. permanent resident of House No.
 Ward/Village/Street Post Office
 District State
 whose photograph is affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the Benchmark Disabilities ticked below, and 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.	Low vision	#		
3.	Blindness	Both eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental- illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines(to be specified), is as follows:-

- In figures:- percent
 In words:- percent
- This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.
 - 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)

@ e.g. Left/Right/both arms/legs
 # e.g. Single eye/both eyes
 £ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

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Name and seal of member Name and seal of member Name and seal of the Chairperson



Signature and thumb impression of the disabled person

Form-III

Disability Certificate

(In case other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE

CERTIFICATE

(See rule 4)

Recent PP 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 _____ Age _____ years, male/female _____ (DD / MM / YY)

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 (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.	Low vision	#		
3.	Blindness	Both eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental- illness	X		

(Please strike out the Benchmark Disabilities which are not applicable.)

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

3. Reassessment of disability is :
(i) not necessary, Or
(ii) is recommended/ after _____ years _____ months, and therefore this certificate shall be valid till _____ (DD) _____ (MM) _____ (YY)

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

e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Countersigned

{Countersignature and seal of the CMO/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 disabled person.

Note1: 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."

Note2: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

FORM 1

[For representing India in an International Competition
in one of the recognized Games/Sports]

NATIONAL FEDERATION/NATIONAL ASSOCIATION

OF _____

Certificate to meritorious sportsman for employment to
Groups 'C' and 'D' services under the Central Government

Certified that Shri _____ son/wife/daughter of Shri _____ resident of _____ (complete address) represented the country in the game/event of _____ in _____ competition/ Tournament held at _____ from _____ to _____

The position obtained by the individual/team in the above-said Competition/Tournament was _____

The Certificate is being given on the basis of record available in the office of National Federation /National Association of _____

Place _____

Signature _____

Date _____

Name _____

Designation _____

Name of the Federation/National

Association _____

Address _____

Seal _____

Note:- This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

FORM 2

[For representing a State in India in National Competition
in one of the recognized Games/Sports]

STATE ASSOCIATION OF _____

IN THE GAME OF _____

Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Services under the Central Government

Certified that Shri _____ son/wife/daughter of Shri _____ resident of _____ (complete address) represented the State of _____ in the game/event of in the National Competition/ Tournament held at _____ from _____ to _____

The position obtained by the individual/team in the above-said Competition/Tournament was _____

The Certificate is being given on the basis of record available in the office of the State Association of _____

Place _____

Signature _____

Date _____

Name _____

Designation _____

Name of the State

Association _____

Address _____

Seal _____

NOTE:- This Certificate will be valid only when signed personally by the Secretary of the State Association.

FORM 3

[For representing a University in the Inter-University Competition
in one of the recognized Games/Sports]

UNIVERSITY OF _____

Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Services under the Central Government

Certified that Shri _____ son/wife/daughter of Shri _____ resident of _____ student of _____ represented the University of _____ in the game/event of _____ in Inter-University Competition/Tournament held at _____ from _____ to _____

The position obtained by the individual/team in the above-said competition / Tournament was _____

The certificate is being given on the basis of records available in the Office of Dean of Sports or Officer in overall charge of sports in the University of _____

Place _____

Signature _____

Date _____

Name _____

Designation _____

Name of University _____

Address _____

Seal _____

NOTE:- This Certificate will be valid only when signed personally by Dean/Director or other Officer in overall charge of Sports in the University.

FORM 4

[For representing a State School Team in the National Games
for School in one of the recognized Games/Sports]

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION
OF THE STATE OF _____**

**Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Services under the Central Government**

Certified that Shri _____ son/daughter of Shri _____ resident of _____ (complete address) student of _____ represented the _____ State School Team in the game/event of _____ in the National Games for Schools held at _____ from _____ to _____

The position obtained by the individual/team in the above-said competition / Tournament was _____

The Certificate is being given on the basis of records available in the Office of Directorate of Public Instructions/Education of _____

Place _____ Signature _____
Date _____ Name _____
Designation _____
Address _____
Seal _____

NOTE:- This Certificate will be valid only when signed personally by the Director of Additional/Joint of Deputy Director in overall charge of sports/games for schools in the Directorate of public instructions/Education of the State.

FORM 5

**[For the awardees in physical efficiency performances conducted
by the Ministry of Education and Social Welfare]
GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND
SOCIAL WELFARE**

**Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Posts/ Services under the Central Government**

Certified that Shri _____ son/daughter of Shri _____ resident of _____ (.complete address) represented the _____ school Team in the game/event of _____ in the National Competition held at _____ from _____ to _____

The Certificate is being given on the basis of records available in the Ministry of Education and Social Welfare.

Place _____ Signature _____
Date _____ Name _____
Designation _____
Address _____
Seal _____

NOTE:- This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of physical Efficiency in the Ministry of Education and Social Welfare.

ANNEXURE-V

**(Undertaking to be given by serving Armed Force personnel who are due to
be released within one year)**

It is certified that Ser. No _____ Rank _____
Name _____ whose date of birth is _____

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to the appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.,) by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

I further submit the following information:
(a) Date of appointment in Armed Forces _____
(b) Date of discharge _____
(c) Length of service in Armed Forces _____
(d) My last Unit/Corps _____

Signature _____
Name of candidate _____

Place: _____
Date : _____

ANNEXURE-VI

**(Format of certificate to be submitted by Government Employees
Seeking age relaxation)**

**(To be filled by the Head of the Office or Department in
which the candidate is working)**

It is certified that Shri/Smt/Kum. _____ is a Central Government Civilian Employee holding the post of _____ i of basic pay of Rs. _____ in the Level of Pay Matrix _____ Cell _____ with 03 years regular/continuous service in the grade as _____

2. There is no objection to his appearing for the post of _____ and Document verification for the said recruitment.

Note: The present service is rendered on same lines or in the allied cadres.

Signature _____
Name _____
Telephone No. _____
Office Seal _____

Place _____
Date _____

(*Please delete the words which are not applicable)

ANNEXURE-VII

**(Format of the certificate to be produced by Scheduled Castes and
Schedule Tribes Candidates applying for appointment to
posts under Government of India)
FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Smt/Kum _____ 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 Caste) 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 Re-organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Area (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976,
- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956*
- The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act) 1976*

- The Constitution (Dadra 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) Order (Amendment) Ordinance, 1996@

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 Caste/Scheduled Tribes Certificate issued to Shri/Smt/Kum _____ Father/Mother _____ of Shri/Smt/Kum _____ of village/town _____ in the 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/Smt/Kum _____ and or* his / her family Ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____

Place _____ Signature _____
Date _____ Designation _____
(with seal of office)
State/Union Territory of _____

* 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 Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy. Collector/1st 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.