

HQ MADRAS ENGINEER GROUP & CENTRE BANGALORE : EMPLOYMENT NOTICE

Last/Closing Date for Receipt of Application at Madras Engineer Group & Centre, Bangalore is **21st day** from the date of publication of this advertisement including the day of publication.

1. Applications are invited for the following posts from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on prescribed format, as a Defence Civilian Employee. Applications duly completed in all respects alongwith all the requisite documents **duly attested by a Gazetted Officer**, should be addressed to **The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Sivan Chetty Garden Post, Bangalore – 560 042** and the envelope containing application be marked on **TOP** as “FOR THE POST OF _____ UNDER CIVILIAN DIRECT RECRUITMENT” and sent through Registered Post or dropped at ‘Drop Box’ kept at reception room at main gate of HQ MEG & Centre, Bangalore.

Ser No	Name of the post	No of vacancies	Reservation		Total	Basic Pay/Pay Matrix Level as per 7 th CPC with Classification	Minimum Educational/Technical Qualifications required	
			SC	ST				
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	
(a)	Civilian Trade Instructor (CTI):- OEM (Operator Excavatory Machine)	01	01	-	01	Basic Pay : Rs 19900/- Pay Matrix Level 2 General Central Service, Group 'C', Non-Ministerial, Non-Gazetted	Essential : (a) Matriculation <u>or</u> equivalent with Industrial Training Institute/ National Certificate of Trade & Vocational Training Certificate in the concerned trade. (b) Should have adequate skill and knowledge of imparting training to recruits.	Corresponding Trade in NTC/NAC Mechanic Tractor
(b)	Multi Tasking Staff (MTS):- Gardener	01	01	-	01	Basic Pay : Rs 18000/- Pay Matrix Level 1 General Central Service, Group 'C', Non Industrial, Non- Ministerial	Essential : Matriculation pass <u>or</u> equivalent from a recognised Board. Desirable: Conversant with the duties of the Gardener with one year experience in the trade.	
(c)	Barber	01	-	01	01	Basic Pay : Rs 18000/- Pay Matrix Level 1 General Central Service, Group 'C', Non- Industrial, Non-Ministerial	Essential : Matriculation pass <u>or</u> equivalent from a recognised Board with proficiency in Barbers' trade. Desirable : One year experience in the trade.	
Total		03	02	01	03	-	-	

Abbreviations Used : SC - Scheduled Caste. ST - Scheduled Tribe.

2. Reservation for **SC/ST** will be governed as per existing Govt of India's rules in force.
3. Application Forms, other format/forms, **General Instructions, requisite documents** required are available on “**Indian Army**” Website at <https://indianarmy.nic.in>. Same can be viewed and downloaded. **However, candidates must read the General Instructions before submitting/filling the Application Forms.**
4. Application not accompanied by filled copy of Admit Card in duplicate, attested photograph, attested copies of civil educational certificates or incomplete application form/mandatory forms/certificate and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.
5. **Language of Question Paper-cum-Answer Sheet for all Categories/Trades as mentioned at Ser No (a) to (c) above. The Question Paper-cum-Answer Sheet of Written Test will be bilingual i.e, in English and Hindi. However, the question on the portion of English Language will be in English only.**
6. Written exam for all the posts may be held concurrently on the same day. However, Individuals applying for more than one post may do so at their own risk but should submit separate application for each post.

7. **Selection Process:-**

- (a) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Deptt to call all the candidates for written test, the Deptt at its discretion may restrict the number of candidates, to a reasonable limit on the basis of marks obtained in the examination for essential qualification given. In case of grading system, the candidates must furnish conversion formula duly approved by the respective Board/Institute.
- (b) **Selection process will comprise of Written Test & Skill Test.** Candidates who pass Written Exam will **be issued with Call Up letter to appear in Skill Test** for all categories. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for skill test. **THE NUMBER OF CANDIDATES CALLED FOR SKILL TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES** based on the merit/marks obtained in the written test.
- (c) Skill Test/Trade Test will be qualifying in nature and over all merit will be based on marks of written test only.

NOTE : List of selected candidates will be uploaded on the website given at Para 3 above. No queries regarding rejection of application form, failing in written test/Skill test, not coming up in merit or any other information will be entertained.

8. **Age limit and relaxation :-** (a) 18-25 years for all posts.

(b) The crucial date for determining the age limit shall be the last/closing date of receipt of application which will be twenty first day from the publication of this advertisement considering the day of publication as 1st day, **for example.**, if published in Employment News (which is a weekly) for the week **01 Nov 2023** to **07 Nov 2023** then the last date of application & crucial date for determining the age will be **21 Nov 2023** by **2359 hrs.**

(c) The age limit and relaxation will be applied only in case of candidates who produce the valid certificates of caste/category :-

- (i) SC/ST – 05 years
- (ii) Departmental Candidates with **03 years** continuous and regular service (SC/ST - 45 years)

(d) Candidates should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate **or** equivalent certificate available on the date of submission of application only will be accepted by HQ MEG & Centre, Bangalore for determining the age, eligibility and no subsequent request for its change will be considered **or** granted.

09. **Admit Card.** Admit Card to the eligible candidates will be sent by post. Candidates must bring their Admit Card issued by MEG & Centre to appear for **written test and skill test**, otherwise they will **Not be permitted** to appear for these tests.

10. **GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES FOR DIRECT RECRUITMENT OF DEFENCE CIVILIAN EMPLOYEES BY SELECTION AT HQ MADRAS ENGINEER GROUP AND CENTRE, BANGALORE**

Citizenship

(a) **A Candidate must be either :-**

- (i) a citizen of India or, (ii) a subject of Nepal, or (iii) a subject of Bhutan, or (iv) a Tibetan refugee who came to India before 1st January 1962 with the Intention of permanently settling in India, or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zair Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a candidate who belongs to categories (ii), (iii), (iv) and (v) above shall be person in whose favour a certificate for eligibility has been issued by the Govt of India.

(b) **HOW TO APPLY**

- (i) Candidates must apply in the application as per the format published in this advertisement (**ANNEXURE-1**) and fill up the columns in their own hand writing in **BLOCK capital letters**.
- (ii) Applications on formats other than the one indicated will be summarily rejected.
- (iii) If wrong entries are made by the candidates in the application form, their application will be rejected and HQ MEG & Centre will not be responsible for such rejection. No representations against such rejection will be entertained.
- (iv) Application filled in on the format used for previous recruitment **or** some other advertisement will not be considered. The candidates should further note that Application Form will **NOT** be supplied by HQ MEG & Centre. Same can be downloaded from “**Indian Army**” website at **https://indianarmy.nic.in.**

- (v) Candidates shall ensure that attested copy of the certificate as issued by the competent authority is enclosed as per the format/forms mentioned against each:-
- (aa) Format of SC/ST Certificate as per **ANNEXURE-2**.
- (ab) Form of Certificate to be submitted by Central Government Civilian Employees seeking age relaxation as per **ANNEXURE-3**.

Disqualifications

11. Individual who, having a spouse living, has entered into **or** contracted a marriage with any other person, shall not be eligible for appointment to the said post.
12. Individual who has furnished wrong information in the application form, enclosed false certificate to avail benefits/reservation, disclosed false/wrong information in the application form regarding relatives **or** who have suppressed any material information, shall be liable to cancellation of candidature at any stage of recruitment process and/or termination of service, if the candidate has been selected.

Service Conditions

13. The candidates finally selected for appointment will be under the Ministry of Defence (Govt of India) and are likely to be posted to any faculty under HQ MEG & Centre generally in the State of Karnataka but will be liable to be appointed/transferred to anywhere in India with All India Transfer Liability and also for Field Service Liability (Civilian in Defence) as applicable.
14. **Probation**. The person selected for appointment will be on probation for a period of **two years**, which may further be extended at the discretion of Appointing Authority i.e, Commandant, HQ MEG & Centre, Bangalore.
15. **Health**. A candidate must be in a sound mental and physical health and free from physical illness, which is likely to interfere with the efficient discharge of his/her duties. A candidate, who, after such medical examination as may be prescribed by the competent authority, is found not satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined. **The candidate has to be declared medically fit for field service by the competent authority.**

16. **Certificate to be attached**. Candidates should ensure that they should attach with their application following documents duly attested by **Gazetted Officer**:-
- (a) Matriculation **or** Equivalent certificate in support of the declaration of age.
- (b) All Educational/technical qualification certificates.
- (c) If the qualification **or** Diploma possessed by the candidate is equivalent, then the authority (whichever is applicable) under which it has been so treated must be indicated.
- (d) An attested copy of a certificate in support of any claim/relaxation (whichever is applicable) in the prescribed form issued by the competent authority (Original to be produced at the time of Skill Test).

Action against candidates found Guilty of Misconduct

17. Candidates are warned that they should not furnish any particulars that are false **or** suppress any material information while filling up the application form. Candidates are also warned that they should in no case tamper with entry in documents **or** its attested/certificate copy submitted by them nor should they submit tampered/fabricated documents. If there is any inaccuracy **or** any discrepancy between two **or** their attested/certified copies, an explanation regarding the discrepancy should be submitted.
18. A candidate who is **or** has been declared by the Department to be guilty of the act/omission specified above including attempt to commit, **or** abetting, as the case may be, of all **or** any of the acts specified in the under mentioned clauses may, in addition to rendering himself/herself liable to criminal prosecution, will be liable :-
- (a) To be disqualified by the Department from selection for which he/she is a candidate, and/**or**
- (b) To be debarred either permanently **or** for specified period :-
- (i) By the Department from any examination **or** selection held by them.
- (ii) By the Central Government from any employment under them, and
- (iii) If he/she is already in service under Government, disciplinary action under the appropriate rules.
19. The acts/omissions which will invite the prosecution mentioned in Para above are:-
- (a) Obtaining support of his/her candidature by any means, **or**
- (b) Procuring impersonation by any person, **or**
- (c) Impersonating, **or**
- (d) Submitting fabricated documents **or** documents which have been tampered with, **or**
- (e) Making statements which are incorrect or false **or** suppressing material information, **or**
- (f) Resorting to any other irregular **or** improper means in connection with his/her candidature for the selection.

- (g) Using unfair means during test, **or**
- (h) Writing irrelevant matter including obscene **or** pornographic matter, in the scripts (s), **or**
- (j) Misbehaving in any other manner in the examination hall, **or**
- (k) Mobile phone/communication device in the examination hall/interview room/skill test room.
- (l) Harassing **or** doing bodily harm to the staff employed by the Deptt for the conduct of their test, **or**
- (m) Canvassing in any form.

20. **Important instructions to the candidates/applicants:-**

- (a) Dates of examination will be intimated to the eligible candidates later on through call letter/Admit Card.
- (b) **Candidates will endorse the category/caste under which reservation sought in bold letters.**
- (c) Person working in Central/State Govt/PSU must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have **no objection** in releasing them in case of selection. However, their candidature will be subject to receipt of application on due date.
- (d) Persons already in Government service, whether in permanent **or** temporary capacity **or** as work charge employees other than **or** daily rated employees are required to submit the application through proper channel. However, their candidature will be subject to receipt of application by due date.
- (e) Defence Civilian Employees already in HQ MEG & Centre, Bangalore, whether in permanent **or** temporary capacity other than casual are required to submit the **application through proper channel**. The date for determining the eligibility of all candidates in every respect shall be the normal closing date prescribed for receipt of application.
- (f) Candidates whose application are found to be complete in all respect alongwith all necessary documents and found eligible only be called for **Written Test through Call Up Letter and Admit Card**.
- (g) New entrants to Govt Service, entering on **or** after 01st Jan 2004 are governed by the New Defined Pension System (known as National Pension System).
- (h) Application received after last date due to postal delay **or** any other reason will be summarily rejected. Madras Engineering Group and Centre, Bangalore will not be responsible for any postal delay in respect of any communication.
- (j) Candidates should note that only one date of birth as recorded in the Matriculation, Higher Secondary examination certificate will be accepted.
- (k) **Application not accompanied by Admit Card in duplicate, attested photograph, attested copies of civil education certificates or incomplete application form and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.**
- (l) **Original certificates should not be sent with the application. These should be produced at the time of Skill Test alongwith one set of attested photocopies for depositing with Madras Engineering Group and Centre, Bangalore.**
- (m) **The Commandant, Madras Engineering Group and Centre, Bangalore reserves the right to change the number of vacancies, if necessary as and when required.**
- (n) The candidates must clearly super scribe "APPLICATION FOR THE POST OF " _____ " UNDER CIVILIAN DIRECT RECRUITMENT" **on** the Top of the envelope in **BLOCK CAPITAL** letters.
- (o) **Two recent passport size photographs of 4cms x 5cms** will be attached separately alongwith application. **One recent passport size photograph of 4cms x 5cms will be pasted on the application form** in the space provided duly attested by a Gazetted Officer. Signature and Stamp of Gazetted Officer should NOT be affixed on the face of the candidate's photo.
- (p) Candidates must enclose supporting documents such as Caste certificate, in support of their claim belonging to the reserved category. Only attested copies of certificates (from Gazetted Officer) in support of Educational Qualification/Technical Qualifications, Experience, Caste, Date of Birth, are to be enclosed with the application.
- (q) Incomplete and unsigned applications and without Left/Right Thumb Impression **or** applications not accompanied by attested copies of certificates **or** applications received at HQ MEG & Centre after the last date for receipt of applications **or** without two additional photograph will be summarily rejected without any intimation to the candidate and no correspondence with this regards will be entertained.
- (r) **The applications will be filled by the candidates in English only.**
- (s) **CLOSING DATE** The applications duly completed in all respects along with its concerned documents should be sent by registered post or dropped at 'Drop Box' kept at reception room located at Main Gate of HQ MEG & Centre, Bangalore; in a cover addressed to The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Bangalore, Sivan Chetty Garden Post, Bangalore -560 042 so as to reach within 21 days from the date of publication in the daily news paper including the day of publication. However, candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and residing abroad, application duly completed in all respect must reach within 31 days from the date of publication. **APPLICATION RECEIVED LATE WILL NOT BE ENTERTAINED.**
- (t) Candidates living with more than one spouse **or** married another spouse while the first is alive; are not eligible to apply.
- (u) **Perks and benefits** : Besides Basic Pay, DA, CGHS facilities, the posts carry usual allowances and other benefits which includes HRA **or** Govt accommodation (subject to availability), travelling allowance etc.

21. **Skill Test** Candidates who pass in **Written Exam** will be issued with Call Up letter to appear in **Skill Test**. **THE NUMBER OF CANDIDATES CALLED FOR SKILLED TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES** based on the merit/marks obtained in the written test. Candidates will bring their Admit Card issued by MEG & Centre to appear for written test and skill test. **Candidates NOT found in possession of Admit Card will NOT be permitted.**

22. Service related benefits to women employees will be applicable as per rules in vogue.
23. **Documents.** All Original documents/certificate alongwith ONE set of photocopy duly attested by Gazetted Officer will be brought by the Candidates at the time of Skill Test.
24. **DECISION** : The decision of the Commandant, HQ MEG & Centre in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and Skill test, allotment of examination centres, selection and allotment of trades/posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
25. **COURTS JURISDICTION** : Any disputes with in regard to this recruitment will be subject to **courts/ tribunals located at Bangalore only.**
26. **GENERAL INFORMATION TO THE CANDIDATES :-**
- (a) **Venue, date and time of the Written Examination will be intimated to the eligible candidates later on through Call Up letters and Admit Cards.**
 - (b) **Venue, date and time of the Skill Test will be intimated to the candidates who pass in Written Examination later on through Call Up letters.**
 - (c) Candidates will have to attend all the tests/selection pertaining to the above recruitment process at their own cost. No **TA/DA** will be paid to them for Written Test and Skill Test.
 - (d) Any injury/incident/accident to the Candidates during the whole process of recruitment, this organisation will not be responsible for any claims thereto.
 - (e) Candidates living with more than one spouse or married another spouse while the first is alive, are **NOT** eligible to apply.
 - (f) **HQ MEG & Centre** will not be responsible for non receipt of applications due to any postal delay. Application recd after the due date will not be considered for any reasons and will be rejected without any intimation.
 - (g) **HQ MEG & Centre** reserves the rights to cancel or modify this notification without assigning any reasons thereof.
 - (h) Canvassing in any form shall disqualify the candidates. No enquiry/correspondence will be entertained.
27. **Caution to all Applicants** : Some unscrupulous elements may approach you with the assurance of procuring appointment for you in HQ MEG & Centre through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

Roll No _____ (To be allotted by HQ MEG & Centre)

HQ MADRAS ENGINEER GROUP AND CENTRE, BANGALORE

APPLICATION FORM FOR THE POST OF :

(USE ONLY BLUE OR BLACK BALL PEN TO WRITE IN THE BOX)

(Please read instruction in the Notice carefully before filling the application)

To,

The Civilian Establishment Officer
 Civilian Recruitment Cell
 HQ Madras Engineer Group and Centre
 Sivan Chetty Garden Post Office
 Bangalore – 560 042

Paste here firmly your recent photograph (4cms x 5cms) duly attested by a Gazetted Officer Signature and stamp should NOT be on the face. Do not staple the photo

01. Candidate's full name

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Write in Capital Letters in English exactly as written in Matriculation Certificate. Leave one box blank between every two parts of the name

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02. **Father/Husband's Name**

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Write in Capital Letters in English. Leave one box blank between every two parts of the name

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03. **Mother's Name**

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Write in Capital Letters in English. Leave one box blank between every two parts of the name

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04. **Date of Birth :** _____
 (In words)

05. **Date of Birth**

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 (In figure) **Days** **Months** **Year**

06. **Gender (Male/Female) :** _____

07. **Nationality** : _____

Name of the Candidate _____

08. **Category, Religion, Caste and Sub Caste (SC/ST)**
- (a) Category (SC/ST) _____
- (b) Religion _____
- (c) Caste _____
- (d) Sub Caste _____

09. **Whether seeking Age relaxation? (Yes/No)** : _____

Write 'Yes' or 'No'. If yes, tick the appropriate boxes under which age relaxation are sought. In case candidate belongs to more than one category the same to be mentioned. Also attach necessary certificate in support. If candidate is seeking age relaxation and certificate to the effect are **NOT** found to be attached alongwith application duly attested by Gazetted Officer, candidature will be rejected without any intimation to the candidate.

SC		ST	
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DEPARTMENTAL	OTHERS (SPECIFY)
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10. Age of the candidate as on **last/closing date for receipt of application**

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Days

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Months

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Year

11. Whether belonging to Minority Communities? (Yes/No) : _____

12. Whether you were ever debarred or disqualified by SSC/ UPSC/ recruitment board from any of their examination/ selection? (Yes/No) : _____

13. Whether you have ever been convicted by any court for any offence? (Yes/No) : _____

14. Whether you have ever been dismissed or removed from Govt Service or terminated during probation? (Yes/No) : _____

15. Do you have any relative working in HQ MEG & Centre or Madras Sappers? (Yes/No) : _____

16. If Yes, give name, post, relation and official address of the Relative

Name : _____

Post : _____

Relationship : _____

Office Address : _____

Name of the Candidate _____

17. (a) **Academic Qualifications on the date of filling the application form (mention all education qualifications commencing from 10th class onwards) :-**

Ser No	Examination Passed	Subjects	Marks/ Grading obtained		% of Marks	Division	Year of Passing	Name of the Board/ University
			Marks/ Grade	Total Marks				
Total								

- (b) **Professional Qualification on the date of filling the application form :-**

Ser No	Examination Passed	Subjects	Marks/ Grading obtained		% of Marks	Division	Year of Passing	Name of the Board/ University
			Marks/ Grade	Total Marks				
Total								

- (c) **Certification (if any) on the date of filling the application form :-**

Ser No	Course/Certification	Field	Year of Passing	Name of the Board/University

18. **Details of work Experience/ Govt Service**

- (a) **Employment Records (Current Employment Record)**

Ser No	Organisation	Designation	Pay Scale/Pay Matrix Level (attach CTC of Pay Slip/ Certificate)	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

Name of the Candidate _____

(b) Past Experience

Ser No	Organi-sation	Desig-nation	Pay Scale/Pay Matrix Level (attach CTC of Pay Slip/ Certificate)	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

19. **Maximum Qualification attained and total experience in year :** _____
20. **Any other information relevant to the job :**
21. **Write complete communication Address in English :** (Write in Capital Letters in English. Leave one box blank between every two parts of the name)

(a) House No

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(b) Village/Town

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(c) Street/Mohalla

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(d) Post Office

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(e) Police Station

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(f) Tehsil

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(g) District

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(h) Nearest Railway Station

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(j) State

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(k) Pin Code

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22. E Mail address, if any : _____
23. Mobile No : _____
24. Identification marks of the candidate (a) : _____
- (b) : _____

Name of the Candidate_____

25. **Whether name registered with the Employment Exchange and if, so furnished the details** : _____
- (a) Registration No : _____
- (b) Name of the Employment Exchange/ State : _____
- (c) Valid upto : _____

DECLARATION

1. I have read the provisions contained in the Notice carefully and hereby undertake to abide to them.
2. I further declare that I fulfil all the conditions of eligibility regarding age limit educational qualifications, etc prescribed for admission to the examination. I have enclosed attested photographs of certificates in support of my claim for educational qualifications, age, category (SC/ ST) and age relaxation :-
- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
3. I also declare that I do not stand debarred by SSC/ UPSC as on date and have never been convicted by any court of law. I also declare that no charge sheet is pending against me in any court of law. Further declare that I have never been dismissed or removed from Govt Service or my service been terminated during probation.
4. **For Central Govt Civilian employees seeking age relaxation.**
- (a) I declare that I am a Central Govt Employee and completed 3 years of regular service **or** regular length of service stipulated in the Notice of the examination on **or** before the date mentioned as last date for submitting application form given in the Notice.
- (b) I am departmental Candidate and I have forwarded my application through proper channel.

...6/-

5. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in case the above particulars or information given therein are found false or incorrect my candidature for examination is liable to be rejected or cancelled and my services are liable to be terminated without any notice to me.

	Signature of candidate (UNSIGNED APPLICATION WILL BE REJECTED)
	Place : Date :
Left Thumb Impression of male candidate/ Right Thumb impression in case of female candidates	

Notes :-

1. Candidates should send TWO additional recent passport size photograph (4cm x 5cm) alongwith application form separately.
2. Name of the post applied and category (SC/ST) should be mentioned at the top of the envelope.
3. Candidates should send THREE self-addressed envelopes duly affixed postal stamps, preferably of Rs.26/- each.
4. ORIGINAL CERTIFICATE WILL NOT BE ATTACHED WITH THE APPLICATION. ONLY ATTESTED PHOTOCOPIES DULY ATTESTED BY THE GAZETTED OFFICER TO BE ENCLOSED. DEPARTMENT WILL NOT BE RESPONSIBLE FOR LOSS OF ORIGINAL CERTIFICATES SO ENCLOSED WITH THE APPLICATION.
5. Candidate should fill two copies of admit card duly affixing his photographs, signature and thumb impression and enclose alongwith application form.

HQ MEG & CENTRE, BANGALORE

ADMIT CARD FOR WRITTEN EXAM FOR THE POST OF (_____)

To be filled by the Candidate in duplicate		To be filled by the Department	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Paste here firmly your recent photograph (4 cms x 5 cms) duly attested by a Gazetted Officer</div> Signature and stamp should NOT be on the face. Do not staple the photo	Name of the Candidate :	Category	
	Father/Husband's Name :	Roll No	
	Date of Birth :	Date of Examination	
	Sex (Male/Female) :	Centre of Examination	
	<u>Address</u> :-	Timings	
	House No/Village :	Hologram	
	Post/Street :	Round Stamp	
	Location/Taluk :		
City/Town/Distt :			
State :			
Pin Code :			
(Delete whichever not required)			
Choice of language for question paper (English / Hindi)			
_____	_____	_____	
(Left Thumb Impression of male candidate/ Right Thumb impression in case of female candidates)	(Signature of the Candidate)	Signature of Presiding Officer	

DIRECTIONS FOR THE CANDIDATES

- 1. Please check the Admit Card carefully for your Name, Course, Date of Birth, Sex, Test Centre Name and Category.**
- 2. Candidates are advised to reach the venue at least 2½ hrs before the exam so as to complete the registration formalities well before the time. Registration desk will be closed 60 Minutes prior to the exam. No candidate, in any circumstances, will be allowed to enter the Examination Centre after the commencement of the exam.**
- 3. No candidate without Admit Card shall be allowed to sit in the Examination by the Centre Supdt.**
- 4. Candidates will not be allowed to leave the Examination Hall before the conclusion of the test.**
- 5. Candidates are not allowed to bring rough paper into the exam room. Blank paper will be provided for rough work in the exam hall. Candidate will not be allowed to leave the examination Centre without handing over the rough sheet to the Invigilator concerned after the end of the exam.**
- 6. Calculators, Log Table, Calculating Devices, Communication Device like Cellular Phone/Pager/Docu Pen etc and Textual materials are not allowed in the Examination Centre. Violation of this will lead to cancellation of candidature.**
- 7. Candidate must follow the instructions of the invigilator strictly.**
- 8. The Admit Card is issued provisionally to the candidates subject to his/ her satisfying conditions.**
- 9. Candidates are requested to carry any one photo identity proof (Aadhaar Card, Driving Licence, Passport, Ration Card) to the Examination Centre.**
- 10. No candidate will be allowed to carry any baggage inside the Examination Centre.**
- 11. Smoking and eating is strictly prohibited in the examination room.**
- 12. Approach the Centre Supdt/Invigilator in the room for any technical assistance, first aid emergency or any other information during the course of examination.**

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe should submit in support of his claim an attested/ clarified copy of a certificate in the form given below, from the District Officer of the Sub-Divisional officer or any officer as indicated below of the District in which his parents (surviving parent) ordinarily reside who has been designated by the State Government concerned as competent in issue which a certificate. If both his parents are dead the officer signing the certificate should be of the District which the certificate himself ordinarily reside otherwise than for the purpose his own education. Wherever photograph is an integral part of the certificate, the Commissioner would accept only attested photocopies of such certificate and not any other attested or true copy.

(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 certify that Shri/ Smt/ Kumari* _____ Son/ daughter* of _____ of Village/ Town* _____ District/ Divisional* _____ of State/ Union Territory* _____ belongs to the _____ 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 Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the state of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002)

- * The constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- * The constitution (Andaman and Nicobar Island) Scheduled Tribes Order, 1959, as amended by the Schedule Castes and Scheduled Tribes (Amendment) Act, 1976
- * The constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962 @
- * The constitution (Dadara 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 (Nagaland) Scheduled Castes Tribes, 1970@
- * The constitution (Sikkim) Scheduled Castes order, 1978@
- * The constitution (Sikkim) Scheduled Tribes order, 1978@
- * The constitution (Jammu and Kashmir) Scheduled Tribes order, 1989@
- * The constitution (Scheduled Castes) Order (Amendment) Act, 1990@
- * The constitution (Scheduled Tribes) Order (Amendment) Act, 1991@
- * The constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991@
- * The constitution (Scheduled Tribes) Order (Amendment) Ordinance Act, 1996@

2. & Application in the case Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

3. # This Certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes* Certificate issued to Shri/ Smt /Kumari* _____ father/ mother* of Shri/ Smt _____ of Village/ Town* _____ in District/ Division* _____ of the State/ Union Territory* _____ who belong to the Caste/ Tribe* which is recognised as a Scheduled Castes/ Schedule Tribes in the State/ Union Territory* _____ issued by the _____ dated _____

4. Shri/ Smt/ 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 the office)

Place : _____ State/ Union Territory _____

Date : _____

- * Please delete the word (s) which is not applicable
- @ Please quote specific presidential order
- & Delete the paragraph, which is not applicable
- # Applicable in the case of SC/ ST who have migrated from another State/ UT

IMPORTANT NOTES

1. The term 'Ordinarily resides (s) ****' used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

(a) Officers competent to issue Caste/Tribe Certificate :-

(i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City 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 Tahsildar.

(iv) Sub-Divisional Officer of the area where the candidate and/or his/her family reside (s).

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

2. **Certificate issued by any other authority will be rejected.**

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVT
CIVILIAN 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/ Kumari _____ is a Central Govt Civilian Employee holding the post of _____ in the Pay Matrix Level _____ with Basic Pay of Rs _____ with three years regular service in the grade as on _____ (closing date).

Place :

Signature _____

Date :

Name _____

(Office Seal)

*** Please delete the word (s), which is not applicable**