



**CENTRAL WAREHOUSING CORPORATION**  
**(A Premier Schedule 'A' Mini Ratna Govt. of India Undertaking)**

Corporate Office: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016  
 Website : [www.cewacor.nic.in/](http://www.cewacor.nic.in/) [www.cwccareers.in](http://www.cwccareers.in)

**“Warehousing for Everyone”**

**Advertisement No CWC/1-Manpower/DR/Superintending Engineer/Rectt/2022/01**

Central Warehousing Corporation, a Schedule-A Mini-Ratna, Category- I, Central Public Sector Undertaking under the Administrative control of Ministry of Consumer Affairs, Food & Public Distribution, providing Scientific storage facilities for agricultural inputs, produce and other notified commodities besides providing logistics infrastructure like CFSs/ ICDs, Land Custom Stations, Air Cargo Complexes etc. for import- export cargo, invites application from eligible candidates, who fulfil the prescribed qualification, experience, age etc., for the post indicated below:

**A. DETAILS OF POST**

Post Code	Name of the Post	No. of vacancies			Scale of Pay (IDA) (₹)	Educational Qualification	Experience	Age Limit (As on last date of submission of Application i.e. 24.05.2022)
		Current	Backlog	Total				
1.	Superintending Engineer  Mode of Recruitment - Direct Recruitment	02 (01-UR, 01-OBC)	-	02	₹ 80000-220000 (E-5)	A degree in Civil Engineering from a recognised University. Preference shall be given to candidates with Post-Graduate qualification.	Six years' experience in a Government Department/ Public Institution/ Commercial Organisation in a senior position of the rank of Executive Engineer under Central Government. Note: The rank of Executive Engineer in Central Government shall be ascertained as equivalent to CDA scale of ₹ 67700-208700 or IDA scale of ₹ 60000- 180000	45 Years (i.e. candidates must have been born not earlier than <b>24.05.1977</b> and not later than <b>24.05.2004</b> )

**ABBREVIATION:** UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; EWS – Economically Weaker Sections.

**IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):**

- 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19<sup>th</sup> January, 2019.
- Persons who are not covered under the scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs. 8 lakh (Rupees Eight Lakh Only) are to be identified as EWSs for the benefit of reservation. The term “Family” for this purpose will 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. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 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.
3. 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.
  4. The income and assets of the families as mentioned in para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

**The instructions issued by the Government of India in this regard from time to time shall be adhered to.**

### **Important Note:**

1. For post Code 1, i.e. Superintending Engineer, the rank of Executive Engineer in Central Government shall be ascertained as equivalent to CDA scale of ₹ 67700- 208700 or IDA scale of ₹ 60000- 180000.
2. Public Institution means a body, incorporated or not, which is wholly or substantially owned or controlled by the Government. Moreover, Public Institutions are autonomous bodies like colleges, universities, IITs, AIIMS and similar organisations having a character of state as defined in Article 12 of the Constitution of India and are amenable to writ jurisdiction but does not include PSUs.
3. Commercial Organisations are PSUs, banks and other organizations either created under the Act under the Control of Govt. having the scale as defined in the eligibility criteria dealing in business activities or commercial activities. However, the Private Limited Companies and the privately owned companies, etc. are completely out of the purview of eligibility.
4. Wherever scales are mentioned above in the eligibility criteria, their equivalent pre-revised scales shall also be considered while ascertaining eligibility for the post.

### **NOTE:**

- (i) Minimum age to apply for the posts is 18 Year.
- (ii) For the posts mentioned above, in addition to Basic Pay & IDA, the candidate would be entitled to other allowances/ perks as per the policies of the Corporation from time to time.
- (iii) Employees of the Corporation in regular pay scale are also entitled for other allowances/ perks such as CPF, Contributory Pension, Gratuity, LTC, Performance Related Pay or Performance Linked Incentive as per admissibility, reimbursement of medical expenses for OPD treatment/ hospitalisation of self and dependent family members as per eligibility, as per the policies of the Corporation from time to time.
- (iv) Reservation, age relaxation and other concessions to reserved category candidates would be applicable as per Govt. of India orders; wherever posts are reserved under these categories.
- (v) Departmental candidates applying under direct recruitment will be entitled for age relaxation subject to the condition that as on last date of receipt of application, the candidate should have at least 5 years of service left.
- (vi) The numbers of posts indicated in the advertisement are tentative and may vary as per actual requirement of the Corporation.

The persons with the Degree of Disability of minimum 40% and above are eligible for applying for the posts earmarked for Persons with Benchmark Disabilities Category. Age concession to PwBD candidates shall be admissible irrespective of the fact whether the post is reserved for PwBD or not, provided the post is identified suitable for the relevant category of disability.

### **I. POSTS IDENTIFIED SUITABLE FOR PwBD:**

<b>Sr No.</b>	<b>Designation</b>	<b>Category</b>	<b>Sub-Category</b>
1.	Superintending Engineer	Not identified suitable	Not Applicable

### **Legends:**

VH- Visually Handicapped -LV: Low Vision;

HH- Hearing Handicapped- HH: Hard Hearing. D-Deafness

OH- Orthopedically Handicapped- OA: One Arm, OL: One Leg, BL: Both Legs, BA: Both Arms, OAL: One Arm & One Leg; ADV: Acid Attack Victim, MDY: Muscular Disability, DR: Dwarfism, AD: Autism Disabilities; ID: Intellectual Disabilities; SLD: Special Learning Disabilities; MI: Mental Illness

**II. THE SELECTION PROCESS FOR RECRUITMENT FOR THE POSTS MENTIONED AT 'A' WILL BE AS FOLLOWS:**

Post Code	Selection Process
1	Document verification followed by Interview

Eligible candidate willing to apply for advertised posts is required to register for the Online Recruitment Process to be conducted for each post mentioned at Sr. No. 1 at Table 'A' above. Candidates, who are shortlisted as per their eligibility, will subsequently be called for Interview to be conducted by the CWC.

CWC will make arrangements for conducting the process of shortlisting and informing the shortlisted candidates about the Interview and document verification. Prospective candidates will have to apply after carefully reading the advertisement regarding the process of Interview, document verification, eligibility criteria, payment of prescribed application fee/ intimation charges, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

**III. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:**

Event	Tentative Dates/ Month
Last date of Online Registration	24.05.2022
Availability of call letters for Interview/ Document verification (Will be released online)	Will be intimated later
Conduct of Interview/ Document verification (Tentative dates)- some/ all/ additional dates as the need arises	Will be intimated later
Result Declaration	Will be intimated later

**Candidates are advised to regularly visit CWC website [www.cewacor.nic.in/](http://www.cewacor.nic.in/) [www.cwccareers.in](http://www.cwccareers.in/) for details and updates.**

**B. ELIGIBILITY CRITERIA**

Candidates, intending to apply for should ensure that they fulfil the minimum eligibility criteria specified by CWC which has been mentioned in the detail at Table 'A'.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the application form. Please note that no change of category will be permitted at any stage after submission of application and the result will be processed considering the category which has been indicated in the application, subject to guidelines of the Government of India in this regard. **Merely applying for the post and being shortlisted in the subsequent Interview/ document verification/ subsequent processes does not imply that a candidate is empanelled for appointment in CWC. Final merit list for appointment will be prepared based on number of vacancies and marks secured in the Interview subject to document verification process; as the case may be.** No request for considering the candidature under any category other than in which applied will be entertained.

A candidate must be either -

**I. NATIONALITY / CITIZENSHIP:**

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 over to India before 1<sup>st</sup> 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, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**II. EDUCATIONAL QUALIFICATIONS have been mentioned at Table A. Candidates must be in possession of their Mark sheets/ Certificates confirming eligibility as on last day of application.**

**WORKING KNOWLEDGE OF COMPUTER FOR ALL THE POSTS WILL BE AN ADDED ADVANTAGE**

**NOTE:**

1. All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. of India/ approved by Govt. Regulatory Bodies and the candidate must be in possession of mark sheet/ certificate as applicable for the post as on last date of the application. The minimum eligibility w.r.t. qualification shall be ascertained from the date of issuance of final marks sheet/ certificate/ date of declaration of result; as applicable for the post. Candidate appearing in final year/ final semester are not eligible to apply.
2. Where SGPA/ CGPA / OGPA is awarded, the same should be converted into equivalent Class / Division/Percentage and indicate the same in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into equivalent Class / Division/ Percentage.
3. Qualifications as mentioned in the advertisement shall only be accepted for this recruitment. **Name of qualification, specialisation and Division/ Class/ Percentage (wherever applicable) shall be clearly indicated on the marks sheet / certificate;** or a certificate to this effect shall be produced by respective University / Institute; without which the qualification shall not be considered. **No equivalent qualifications like PG Diploma in any discipline shall be considered wherever qualifications prescribed are as Master of Business Administration, Post Graduate Degree etc.**

**III. RELAXATION IN MAXIMUM AGE LIMIT**

The age-relaxation shall be applicable as per the directives issued by the Government from time to time. In addition to the maximum age prescribed for a post; following categories of candidates shall also be entitled for age relaxation as prescribed below:-

Sl. No.	Category	Age Relaxation
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Class (Non Creamy Layer)	3 years
3.	Ex-Serviceman *	3 years plus number of years served in military services
4.	Persons affected by 1984 riots	5 years

**Note :** Departmental candidates (Regular employees of CWC) applying under direct recruitment shall be entitled for Age relaxation subject to the condition that as on last date of receipt of application, the candidate should have at least 5 years of service left.

**In all cases of age relaxation, maximum age limit taking into benefit of cumulative age relaxation shall not exceed 55 years as on last date of receipt of application i.e. 24.05.2022.**

\* For Ex- Serviceman, the Upper Age limit shall be relaxed as on last date of online application by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (8 years in case of SC/ST; 6 years in case of OBC Candidates).

- i) The maximum age limit specified in (A) above is applicable to General Category candidates
- ii) **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. III (3)**

- iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview/ Document Verification and at any subsequent stage of the recruitment process as required by CWC.**
- iv) Age concession is not admissible to sons, daughters and dependents of ex-servicemen.
- v) Candidates belonging to OBC category but coming under Creamy layer are not entitled to the benefits of OBC reservation. They should indicate their category as "General (Unreserved)" while filling application. OBC candidate applying for the post must produce OBC (Non-Creamy Layer) certificate based on the income for the previous three Financial Years i.e. 2021-22, 2020-21 and 2019-20.
- vi) If there are no posts reserved for reserved category candidate belonging to SC/ST/OBC/EWS category; these candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. The SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and relaxation in qualifying marks in Interview or at any stage in the entire recruitment process if they apply for unreserved posts. However, SC/ST/Women & Ex-Servicemen will be exempted from payment of application fees in such cases.
- vii) Age concession to PWD candidates shall be admissible irrespective of the fact whether the post is reserved for PWD or not, provided the post is identified suitable for the relevant category of disability.
- viii) The above guidelines are subject to change in view of any Government of India guideline/clarification from time to time.

#### **IV. DEFINITION OF EX-SERVICEMEN:**

- i) An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union, and
  - a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
  - b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - c) who has been released from such service as a result of reduction in establishment; or
- ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service.
 

or
- iii) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond his control and awarded medical or disability pension;
 

or
- iv) Personnel who were deputed in Army Postal Service for more than six months prior to 14<sup>th</sup> April, 1987;
 

or
- v) Gallantry Award Winners of the Armed Forces including personnel of Territorial Army;
 

or
- vi) Ex-Recruits boarded out or relieved on medical grounds and granted medical disability pension.

**NOTE 1:** If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. This benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the

ex-serviceman. However, regardless of the fact that posts are reserved for Ex Servicemen or not they are eligible for age relaxation.

**NOTE 2:** The period of “Call up Service” of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

**NOTE 3:** For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.

**NOTE 4:** An OBC/SC/ST/EWS category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, in Interview is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen and PWD (for posts identified suitable) are concerned, deduction from the age of Ex-Servicemen and PWD (for posts identified suitable) is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

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

**CWC reserves the right to modify the structure of the recruitment process which will be intimated through its website. The call letters will be released online for the eligible candidates. Information in this regard shall be available from time to time on the authorised CWC website [www.cewacor.nic.in/www.cwccareers.in](http://www.cewacor.nic.in/www.cwccareers.in).**

**Please note that candidates will not be permitted to appear for the interview without the following documents:**

- 1. Valid Call Letter for the respective date and session of Interview. The candidates shall have to paste a 4.5 cm x 3.5 cm size photograph on the call letter**
- 2. Photo- identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form**
- 3. Self-attested photocopy of photo-identity proof (as mentioned in (2) above)**
- 4. Documents as specified at C (II)**
- 5. Candidates reporting late i.e. after the reporting time specified on the call letter for Interview will not be permitted to appear for the same**

**a) Venue for Interview**

- (i) The tentative venue for conduct of Interview is Delhi
- (ii) No request for change of venue and date for Interview shall be entertained
- (iii) CWC, however, reserves the right to cancel the venue and/ or add other Venue, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) CWC also reserves the right to allot the candidate to any venue other than Delhi.
- (v) Candidate will appear for the interview at their own risk and CWC will not be responsible for any injury or losses etc. of any nature.
- (vi) Any unruly behaviour/ misbehaviour at the Interview centre may result in cancellation of candidature/ disqualification from future recruitment processes conducted by CWC.

**V. CUTOFF SCORE FOR INTERVIEW**

<b>Post code</b>	<b>Minimum qualifying Marks required for interview</b>
1	Unreserved: 50% OBC: 45% SC/ST/PWD/ Ex-Servicemen: 40%

**Note:** Relaxation in qualifying marks shall be admissible only to a particular category, if the posts are specifically reserved for them.

Each candidate will be required to obtain a minimum total score, as explained above, to be considered to be shortlisted.

**C. INTERVIEW/ DOCUMENT VERIFICATION (To be conducted tentatively at Delhi)**

**I. For the post code 1**

Candidates who have been shortlisted after ascertaining preliminary eligibility as per the requirements of the post will subsequently be called for an Interview to be conducted by CWC. The document verification will be completed at the time of Interview. The said processes will be conducted at select venue. The venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. The call letters shall be sent to the candidates only on the E-Mail ID mentioned in the application form. Information in this regard shall be available on the authorised CWC website. Please note that any request regarding change in date, venue etc. of Interview will not be entertained. However, CWC reserves the right to change the date/ venue/ time etc. of Interview or hold supplementary process for particular date/ session/ venue/set of candidates at its discretion, under unforeseen circumstances, if any.

***A candidate should qualify the Interview and be sufficiently high in the merit to be shortlisted for appointment,*** details of which will be available subsequently on CWC website.

**While appearing for the Interview/ Document Verification, the candidate should produce valid prescribed documents given below. In the absence of documents prescribed, candidature of the candidates is liable to be cancelled. CWC shall take no responsibility to receive/ connect any certificate/ remittance/ document sent separately after the process of Interview/ Document verification is over.**

**II. List of Documents to be produced at the time of Interview/ Document Verification (as applicable)**

**The following documents in original together with a self-attested photocopy** in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview/ Document Verification failing which the candidate may not be permitted to appear for the Interview/ Document Verification. **Non-submission of requisite documents by the candidate at the time of Interview/ Document Verification will debar his/her candidature from further participation in the recruitment process.**

- (i) Valid Interview/ Document Verification Call Letter downloaded by the candidate. Link will be provided on CWC website and intimated to the candidate vide Email. The candidates shall have to paste a 4.5 cm x 3.5 cm size photograph on the call letters for Interview/document verification.
- (ii) Valid system generated printout of the online application form registered for online examination of CWC.
- (iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point E below
- (v) Mark sheets & certificates for educational qualifications from Std. X onwards.
- (vi) Caste Certificate issued by Competent Authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates and necessary certificate in case of EWS category candidates.
- (vii) In case of candidates belonging to OBC-NCL category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC candidates applying for the post must produce OBC (Non-Creamy Layer) certificate based on the income for the previous three

Financial Years i.e. 2021-22, 2020-21 and 2019-20. Caste Name mentioned in certificate should tally letter by letter with Central Government list/ notification.

- (viii) **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as Unreserved in the online application.**
- (ix) Candidates seeking reservation under EWS will have to submit an income and asset certificate issued by a competent authority. The prescribed format and the Competent Authority have been given in DoPT OM No. 36039/1/2019-Estt.(Res) dated 31.01.2019. Format is enclosed at FORM-IX
- (x) An Ex- serviceman candidate has to produce a copy of the discharge Certificate/ pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of Interview/ Document Verification. Those who are still in defence service should submit a certificate from a Competent Authority that they will be relieved from defence services, on or before **24.05.2023**.
- (xi) Candidates serving in Government/ quasi Govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should be issued for appearing in Interview/ Document Verification for selection of posts in CWC.
- (xii) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India
- (xiii) Experience certificates issued by past/ present employers as a proof of having requisite experience and pay slips for ascertaining the requisite minimum emoluments/ pay scales wherever prescribed for the posts.
- (xiv) Any other relevant documents in support of eligibility

**Note: - Candidates will not be allowed to appear for the Interview/ Document Verification if he/ she fails to produce the relevant eligibility documents as mentioned above.**

**No documents shall be directly sent to CWC by candidates before or after the Interview/ Document Verification.**

**The Competent Authority for the issue of the certificate to SC / ST / OBC /EWS is as under (as notified by GOI from time to time):**

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk 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 (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

Economically Weaker Section: (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 or the area where the candidate and/or his family normally resides.

Prescribed Formats of SC, ST, OBC, PWD/EWS certificates as applicable to be submitted at the time of Interview/ Document Verification can be downloaded from CWC website [www.cewacor.nic.in/www.cwccareers.in](http://www.cewacor.nic.in/www.cwccareers.in) . Candidates belonging to these categories are required to produce the certificates strictly in these formats only.



**D. OFFER OF APPOINTMENT**

1. On completion of the Interview/Document Verification process, candidates shortlisted will be issued offer of appointment keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of India/Others from time to time, administrative exigency, etc. No change in the data already registered by the candidate in the application form is possible. A candidate belonging to SC/ST/OBC/EWS category, who is selected on the same standard as applied to Unreserved category candidates will be treated as own merit candidates.
2. In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.
3. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria, his/ her candidature/ chance in the process shall stand forfeited.
4. A reserve list to the extent of maximum 100 percent of the vacancies under each category may be kept, subject to the availability of candidates. In the event of any post remaining vacant, provisional allotment will be carried out for the candidates from the reserve list. However, if no vacancy arises owing to exigencies or otherwise, the candidates under the reserve list will not be considered for issuance of Offer of Appointment.
5. Post code 1 on qualifying the Interview, shall be appointed in their prescribed Pay Scales initially and shall be placed under probation as applicable under CWC Staff Regulations
6. Selected candidates for Post Code 1 shall have to furnish a bond of ₹ 1,00,000 at the time of joining. In case the employees leave the Corporation within two years, they shall have to deposit the bond amount before leaving the Corporation
7. All appointments will be subject to the Rules and Regulations of the Corporation in- force from time to time.
8. No person shall be eligible for appointment that had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.
9. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

**This is an All India cadre and provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in India/ outside India as per discretion of CWC. As a part of initial induction, the employees may have to mandatorily spend specified duration of tenure at Field Units of CWC.**

**E. IDENTITY VERIFICATION****i) DOCUMENTS TO BE PRODUCED**

At the time of Interview/ Document Verification, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ University/ Aadhar card or E-Aadhar with a photograph/ Employee ID should be submitted to the person concerned for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted.

**If identity of the candidate is in doubt the candidate may not be allowed to appear for the Interview/ Document Verification.**

**Ration Card will not be accepted as valid ID proof for this project.**

**Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with the Interview/ Document Verification Call Letter while**

attending the interview, without which they will not be allowed to attend the Interview/ Document Verification. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/ last/ middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the Interview. In case of candidates who have changed their name, will be allowed only if they produce Gazette notification/ marriage certificate/ affidavit in Original.

#### F. HOW TO APPLY

Candidates can apply online only through link: <https://cwceportal.com/resultsportal> from 23.04.2022 to 24.05.2022 and no other mode of application will be accepted. Pre-Requisites for Applying Online

Before applying online, candidates should—

(i) scan:

- their own photograph (4.5cm × 3.5cm)
- their own signature (with blue ink)
- all the documents listed at Point No. (iii) below.
- ensuring that the all these scanned documents adhere to the required specifications as given in Annexure I to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) Candidates must upload the documents/certificates in support of all the claims made by them in the application like, Date of Birth, Experience (preferably in prescribed format), Desirable Qualification(s) etc. or any other information, separately against each claim in pdf file in such a way that each file size does not exceed 500 KB. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale. Details of documents are as given below:

1. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
2. Photo Identify Proof as mentioned in the Advertisement
3. Mark sheets & certificates for Educational Qualifications from Std. X onwards
4. Caste Certificate issued by Competent Authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC-NCL category candidates and necessary certificate in case of EWS category candidates.
5. Ex- serviceman candidate has to produce a copy of the discharge Certificate/ pension payment order and documentary proof of rank last / presently held (substantive as well as acting)
6. Experience certificates issued by past/ present employers as a proof of having requisite experience and pay slips for ascertaining the requisite minimum emoluments/ pay scales wherever prescribed for the posts

(iv) Documents like Pay Slip, Resume, Appointment Letter, Relieving Letter, Un-signed Experience Certificate etc. must not be uploaded in the Document Upload Module.

(v) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vi) Have a valid personal Email ID and Mobile no., which should be kept active till the completion of this Recruitment Process. CWC may send intimation to download call letters for the Examination etc. through the registered e-mail ID/Mobile. In case a candidate does not have a valid personal e-mail ID, they should create their new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

#### G. APPLICATION FEE / INTIMATION CHARGES

Male candidates belonging to Unreserved (UR), EWS and OBC shall be required to pay an online application fee of Rs. 600/- + Intimation charges of Rs. 200/-. SC/ ST/ Women/ PH/ Ex-Servicemen candidates will be exempted from the payment of application fee; however, they will be required to pay intimation charges of Rs. 200/-. The amount is inclusive of GST. However, applicable payment gateway charges for online payment facilitation shall be borne by respective candidate.

Category of candidates	Application Fee	Intimation Charges	Total
Male candidates belonging to Unreserved (UR)/ EWS and OBC category	Rs. 600/-	Rs. 200/-	Rs. 800/-
SC, ST, PWD, Ex-Serviceman and Women candidates	NIL	Rs. 200/-	Rs. 200/-

**Note:** Above non-refundable fee is required to be paid by respective categories of candidates through online payment gateway only. Payment made through any other mode like DD, Cheque, Postal Order etc. will not be accepted.

#### **Procedure for applying online**

- (1) Candidates are first required to visit advertisement portal link: <https://cwceportal.com/resultportal> and have to register against the “**ADVERTISEMENT No CWC/1-Manpower/DR/Superintending Engineer/Rectt/2022/01**” in order to fill the On-Line Application Form.
- (2) Once the candidates fill and submit their basic information in the online application form, thereafter, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email indicating the Provisional Registration number and Password will also be sent. They can login using Provisional registration number and password and fill/edit the required particulars of online application form.
- (3) Candidates are required to upload their
  - i. Photograph
  - ii. Signature
  - iii. Applicable documents listed at F(iii)
 as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure I).

**(4) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change in any of the data will be possible/ entertained after clicking the FINAL SUBMIT BUTTON. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button.**

#### **H. Mode of Payment**

Candidates should make the payment of requisite fees/ intimation charges through ONLINE mode only:

- i. Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the “FINAL SUBMIT” button at the end of the On-Line Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application. The name of the candidate or their father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.  
In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered and re-login at any time using the provisional registration number and password received on the registered Email id. Candidate should note down the Provisional registration number

- and password. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data
- ii. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
  - iii. The payment can be made by using Debit Cards, Credit Cards, Internet Banking, UPI by providing information as asked on the screen.
  - iv. If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
  - v. On successful completion of the transaction, the online application form will be automatically submitted. Also, an e-receipt will be generated.
  - vi. Candidates are required to take a printout of the e-receipt and online application form containing fee payment details. Please note that if the same cannot be generated then online transaction may not have been successful.

**Note:**

- After submitting your payment details in the payment gateway, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid transaction issues.

After completing the procedure of applying on-line including successful payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the CWC.

**Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, etc. will be considered as final and no change/ modifications will be allowed after submission of the application form. Candidates are hence requested to fill in the application form with utmost care as no correspondence regarding change of details will be entertained. CWC will not be responsible for any consequences arising out of furnishing of incorrect or incomplete details in the application or omission to provide the required details in the application form.**

**An email intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID specified in the online application form as a system generated acknowledgement. If candidates do not receive the email intimations at the email ID specified by them, they may consider that their online application has not been successfully registered.**

**An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.**

**Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date of submission of application form to avoid the possibility of disconnection/ inability/ failure to log on to the CWC website on account of heavy load on internet/website jam.**

**CWC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CWC. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

Any information submitted by an applicant in their application shall be binding on the candidate personally and they shall be liable for prosecution/ civil consequences in case the information/ details furnished by them are found to be false at a later stage.

**I. GENERAL INSTRUCTIONS**

- (1) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the submitted application form etc. at the time of Interview/ Document Verification.
  - (2) Before applying for the mentioned posts, the candidate should ensure that they fulfil the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting application.
  - (3) A Candidate's shortlisting for Interview/ Document Verification and/ subsequent process is strictly provisional. The mere fact that the call letter(s)/ has been issued to the candidate does not imply that their candidature has been finally cleared by CWC. CWC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that they have furnished any incorrect/false information/certificate/documents or have suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in CWC, their services are liable to be summarily terminated.
  - (4) Decision of CWC in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of interview/ Document Verification etc. and any other matter relating to recruitment process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by CWC in this behalf.
  - (5) **Candidates can apply for the post as per their educational qualification and fulfilment of eligibility required for the post. Not more than one application should be submitted by any candidate for a particular post. In case of multiple Applications for a particular post, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) for a particular post will stand forfeited.**
- Multiple attendance/ appearances in Interview/ Document Verification will be summarily rejected/ candidature will be cancelled. Applications once submitted will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other recruitment process.**
- (6) Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.
  - (7) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
  - (8) **Any request for change of address, details mentioned in the application form will not be entertained.**
  - (9) Any request for change of date, time and venue for interview will not be entertained.
  - (10) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on CWC website shall prevail.
  - (11) A candidate should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondence with the CWC in future should be identical and there should be no variation of any kind.
  - (12) **A recent, recognizable photograph (4.5cm × 3.5cm) should be pasted by the candidate in the application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.**
  - (13) Outstation candidates called for Interview/ Document Verification will be paid A.C. II tier to & fro railway/ A.C. bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/

bus ticket etc.) and submission of No-Objection Certificate {Candidates serving in Government / Quasi Government offices/ Public Sector Undertakings (Including Nationalised Banks and Financial Institutions)}

(14) CWC shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

(15) Appointment of candidates is subject to they being declared medically fit, as per any other requirements of the CWC and subject to service and conduct rules of the CWC.

(16) CWC reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and appointment etc.

(17) **Intimations will be sent by email only to the email ID registered in the application form.**

CWC shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CWC. Candidates are advised to keep a close watch on the authorised CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in) and [www.cwccareers.in](http://www.cwccareers.in) for latest updates.

**J. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application.

At the time of Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

- using unfair means or
- impersonating or procuring impersonation by any person or
- misbehaving in Interview hall or
- resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the Interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (a) to be disqualified from the selection process for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any recruitment process conducted by CWC
  - (c) for termination of service, if he/ she has already joined the services of CWC.
  - (d) An FIR may also be lodged with the Police against any such candidate.

**K. CALL LETTERS**

The Centre, venue address, post applied for, date and time for Interview/ Document Verification shall be intimated in the respective Call Letter.

An eligible candidate should download their call letter from the CWC's website [www.cwccareers.in](http://www.cwccareers.in) by entering his/ her details i.e. Registration Number and Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

**Intimations will be sent by email to the email ID registered in the application form. CWC will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of CWC. Candidates are hence advised to regularly keep in touch with the authorised CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in) and [www.cwccareers.in](http://www.cwccareers.in) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for Interview shall not be entertained.**

**L. ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published/ provided on authorised CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in) and [www.cwccareers.in](http://www.cwccareers.in) from time to time.

**Corrigendum to this advertisement, if any, shall be published only on the CWC website [www.cwccareers.in](http://www.cwccareers.in) and [www.cewacor.nic.in/](http://www.cewacor.nic.in/)**

**Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications / decisions given / to be given by the Competent Authority at CWC, regarding process for recruitment shall be final and binding.**

**New Delhi**

**GGM (Personnel)**

**Dated: 22.04.2022**

**Central Warehousing Corporation**

**ANNEXURE - I****Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm), Signature and documents**

Before applying online, a candidate will be required to have a scanned (digital) image of their photograph and signature as per the specifications given below.

**Photograph Image: (4.5 cm X 3.5 cm)**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidates themselves will be responsible for the same. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**Signature Image:**

- The applicant has to sign on white paper with Blue Ink pen.
  - o Dimensions 200 x 230 pixels (preferred)
  - o Size of file should be between 20kb – 50kb
  - o Ensure that the size of the scanned image is not more than 50kb
- The signature should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the Interview, does not match the signature uploaded, the applicant will be disqualified.
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

**Scanning the documents:**

- The applicant has to upload clear legible copies of Certificates/Documents as listed at F(iii)
  - o File type: pdf
  - o File Size: 500 KB
- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.



- **If the file size and format are not as prescribed, an error message will be displayed.**

**Procedure for uploading the documents**

- Click on the respective link "Upload photograph/signature /Eligibility Document"
- Browse and Select the location where the Scanned photograph/signature/eligibility document file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Note:**

- (1) In case the face in the photograph is unclear/smudged the candidate's application may be rejected. If copies of certificates/documents uploaded are not legible, application may be rejected
- (2) After uploading the Photograph/signature/Certificates or documents in the online application form candidates should check that the images/PDFs are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit their application and re-upload their photograph or signature, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidates themselves will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

**LIST OF FORMS**

<b>FORM – I</b>	<b>FORMAT OF SC / ST CASTE CERTIFICATE</b>
<b>FORM – II</b>	<b>FORMAT OF OBC CASTE CERTIFICATE</b>
<b>FORM – III</b>	<b>FORMAT OF DECLARATION TO BE PRODUCED BY OBC CANDIDATES</b>
<b>FORM - IV</b>	<b>FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL FROM ARMY / NAVY / AIR FORCE</b>
<b>FORM – V</b>	<b>FORM OF CERTIFICATE FOR SERVING PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR</b>
<b>FORM – VI</b>	<b>UNDERTAKING TO BE GIVEN BY SERVING ARMED FORCE PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR</b>
<b>FORM - VII</b>	<b>FORM OF CERTIFICATE APPLICABLE FOR SERVING ARMED FORCE PERSONNEL WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT</b>
<b>FORM – VIII</b>	<b>FORM OF UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN</b>
<b>FORM - IX</b>	<b>FORMAT FOR EWS CERTIFICATE</b>

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR  
SCHEDULED TRIBE IN SUPPORT OF HIS/ HER CLAIM.**

1. 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 Castes/ Scheduled Tribes\* under:

The Constitution (Scheduled Castes) Order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Tribes) Order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Castes) (Union Territories) Order, 1951\* \_\_\_\_\_  
The Constitution (Scheduled Tribes) (Union Territories) Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes lists (Modification) Order 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976\*;  
The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 @ ;  
The Constitution (Pondicherry) Scheduled Castes Order 1964 @ ;  
The Constitution (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 and Kashmir) Scheduled Tribes Order, 1989 @  
The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990 @  
The Constitution (Scheduled Tribes) Orders (Amendment) Ordinance Act, 1991 @  
The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991 @  
The Constitution (ST) Orders (Amendment) Ordinance, 1996;  
The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002;  
The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;  
The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;  
The Constitution (Scheduled Caste) Order (Amendment) Act, 2007.

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes Certificate issued to Shri / Smt \_\_\_\_\_ Father/ Mother\* of Shri/ Smt/ Kumari\* \_\_\_\_\_ of village/ town\* \_\_\_\_\_ in District/ Division\* \_\_\_\_\_ of the State/ Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* in the State/ Union Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their order No. \_\_\_\_\_ dated \_\_\_\_\_.

% 3. 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 Office]

Place:

Date:

\* Please delete the words which are not applicable.

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily 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:**

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/ Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**

FORM - II

**FORM 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 8-9-1993 \*\*.

Dated:

District Magistrate  
Deputy Commissioner, etc.

The authorities competent to issue caste certificates are indicated below:

- I. District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendary Magistrate)
- 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 resides.

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\* - 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.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

**FORM - III****Form of declaration to be submitted by the OBC candidates (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. 3610222/93-Estt (SCT) dated 08/09/1993. It is also declared that I  
don't belong to persons / sections / (Creamy Layer) mentioned in column 3 of Schedule to the above referred Office  
Memorandum dated 08/09/1993, which is modified vide Department of Personnel and Training Office Memorandum  
No. 36033/1/2013-Estt. (Res.) dated 14<sup>th</sup> September, 2017.

Signature of the Candidate .....

Full Name .....

Address.....

## Form of Certificate applicable for Released/Retired Personnel

(Prescribed proforma subject to amendment from time to time)

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

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 (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place:

Date:

Signature, Name and Designation of the  
Competent Authority \*\*  
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*% Delete the paragraph which is not applicable.*

\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs.

Army: Military Secretary Branch, Army Hqrs., New Delhi;  
Navy: Directorate of Personnel, Naval Hqrs., New Delhi;  
Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.

Army: By various Regimental Record Offices;  
Navy: CABS, Mumbai;  
Air Force: Air Force Records, New Delhi.

FORM - V

**Form of Certificate for Serving Personnel**  
**(Applicable for serving personnel who are due to be released within one year)**  
**(Prescribed proforma subject to amendment from time to time)**

1. It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_.
2. He is due for release/retirement on completion of his specific period of assignment on or before \_\_\_\_\_.
3. No disciplinary case is pending against him

Place:

Date:

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

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

**(c) In case of Commissioned Officers including ECOs/SSCOs.**

**Army: Military Secretary Branch, Army Hqrs., New Delhi;**  
**Navy: Directorate of Personnel, Naval Hqrs., New Delhi;**  
**Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.**

**(d) In case of JCOs/ORs and equivalent of the Navy and Air Force.**

**Army: By various Regimental Record Offices;**  
**Navy: CABS, Mumbai;**  
**Air Force: Air Force Records, New Delhi.**



**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**  
**(Prescribed proforma subject to amendment from time to time)**

(1) I understand that if selected on the basis of the recruitment/Examination to which this 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 Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

FORM - VII

**Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment (Prescribed proforma subject to amendment from time to time)**

1. It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_
2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_
3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place:

Date:

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

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

- (e) In case of Commissioned Officers including ECOs/SSCOs.

**Army: Military Secretary Branch, Army Hqrs., New Delhi;**

**Navy: Directorate of Personnel, Naval Hqrs., New Delhi;**

**Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.**

- (f) In case of JCOs/ORs and equivalent of the Navy and Air Force.

**Army: By various Regimental Record Offices;**

**Navy: CABS, Mumbai;**

**Air Force: Air Force Records, New Delhi.**

**FORM -VIII****UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN**

I understand that if selected on the basis of recruitment/examination to which this 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 be 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 Undertaking, 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 \_\_\_\_\_

**Place:**

**Signature of Candidate**

**Date:**

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

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

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

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

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife 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)

Recent Passport size  
attested photograph of  
the applicant

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

**\*\*\*Note 3:** The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**Competent Authority to issue EWS Certificate:**

- i. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary 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 or the area where the candidate and/or his family normally resides.