

**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.cwcjobs.com](http://www.cwcjobs.com)**"Warehousing for Everyone"****Advertisement No. CWC/1-Manpower/DR/Rectt/2016/02**

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 online application from eligible candidates, who fulfil the prescribed qualification, experience, age, etc., for the posts indicated below:

**A. DETAILS OF POSTS**

| Post Code | Name of the Post               | No. of vacancies                   |                 |       | Scale of Pay (IDA) (Rs.) | Appx. Monthly emoluments at the minimum of Pay Scale (Basic + IDA @ 114.8%) | AGE As on 13.10.2016                                                                                                        |
|-----------|--------------------------------|------------------------------------|-----------------|-------|--------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|           |                                | Current                            | Backlog         | Total |                          |                                                                             |                                                                                                                             |
| 1.        | Management Trainee (General)   | SC:05<br>ST:02<br>OBC:10<br>UR: 18 | ST:02           | 37    | 20600-46500 (E-2)        | Rs. 44248/- Consolidated Appx. CTC Per Annum: 7.5 Lakhs (After Training)    | 28 Years (i.e. candidates should not have been born earlier than 14.10.1988 and later than 13.10.1998; both days inclusive) |
| 2.        | Management Trainee (Technical) | SC:01<br>OBC:02<br>UR: 03          | NIL             | 06    | 20600-46500 (E-2)        | Rs. 44248/- Consolidated Appx. CTC Per Annum: 7.5 Lakhs (After Training)    | 28 Years (i.e. candidates should not have been born earlier than 14.10.1988 and later than 13.10.1998; both days inclusive) |
| 3.        | Assistant Engineer (Civil)     | SC:02<br>ST:01<br>OBC:04<br>UR: 08 | NIL             | 15    | 16400-40500 (E-1)        | Rs. 35227/- + Perks & Allowances Appx. CTC Per Annum: 6.0 Lakhs             | 30 Years (i.e. candidates should not have been born earlier than 14.10.1986 and later than 13.10.1998; both days inclusive) |
| 4.        | Accountant                     | SC:02<br>ST:01<br>OBC:03<br>UR: 10 | ST:01<br>OBC:01 | 18    | 16400-40500 (E-1)        | Rs. 35227/- + Perks & Allowances Appx. CTC Per Annum: 6.0 Lakhs             | 30 Years (i.e. candidates should not have been born earlier than 14.10.1986 and later than 13.10.1998; both days inclusive) |
| 5.        | Superintendent (General)       | SC:19<br>ST:09<br>OBC:35<br>UR: 67 | NIL             | 130   | 16400-40500 (E-1)        | Rs. 35227/- + Perks & Allowances Appx. CTC Per Annum: 6.0 Lakhs             | 30 Years (i.e. candidates should not have been born earlier than 14.10.1986 and later than 13.10.1998; both days inclusive) |
| 6.        | Junior Superintendent          | SC:19<br>ST:09<br>OBC:35<br>UR: 67 | NIL             | 130   | 11200-30600 (S-11)       | Rs. 24057/- + Perks & Allowances Appx. CTC Per Annum: 4.0 Lakhs             | 30 Years (i.e. candidates should not have been born earlier than 14.10.1986 and later than 13.10.1998; both days inclusive) |
| 7.        | Junior Technical Assistant     | SC:45<br>ST:22<br>OBC:77<br>UR:146 | SC:10           | 300   | 10500-28690 (S-9)        | Rs. 22554/- + Perks & Allowances Appx. CTC Per Annum: 3.75 Lakhs            | 28 Years (i.e. candidates should not have been born earlier than 14.10.1988 and later than 13.10.1998; both days inclusive) |
| 8.        | Stenographer                   | ST:01<br>OBC:01<br>UR: 06          | NIL             | 08    | 9800-26780 (S-8)         | Rs. 21050/- + Perks & Allowances Appx. CTC Per Annum: 3.50 Lakhs            | 25 Years (i.e. candidates should not have been born earlier than 14.10.1991 and later than 13.10.1998; both days inclusive) |

The pay scales indicated above are due for upward revision w.e.f. 01/01/2017.

**ABBREVIATION:** UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; PWD/ PH – Persons With Disabilities/ Physically Handicapped.

**NOTE:**

(i) Minimum age to apply for all the posts is 18 Years.

(ii) For the post code 01 & 02, selected Management Trainee will be required to undergo a training of one year on a consolidated pay as indicated above and after successful completion of training, candidates will be absorbed in regular pay scale in E-2 Grade as Senior Assistant Manager and they will be entitled for other allowances / perks as per the policies of the Corporation from time to time.

(iii) For the post code 03, 04, 05, 06, 07 & 08, in addition to Basic Pay & IDA, other allowances / perks as per the policies of the Corporation from time to time.

(iv) 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.

(v) Appx. CTC indicated against the pay scales are during the tenure of posting in 'X' class cities only and the same will vary depending upon the actual place of posting.

(vi) 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.

(vii) 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.

(viii) The number of posts indicated in the advertisement is tentative and may vary as per actual requirement of the CWC.

**I. POST RESERVED FOR PWDs:**

| Sl.No. | Name of post                   | Category of PWD |    |                |
|--------|--------------------------------|-----------------|----|----------------|
|        |                                | VH              | HH | OH             |
| 1.     | Management Trainee (General)   | 02 (LV)         | 00 | 00             |
| 2.     | Management Trainee (Technical) | 00              | 01 | 00             |
| 3.     | Assistant Engineer (Civil)     | 00              | 01 | 00             |
| 4.     | Accountant                     | 00              | 00 | 01(OL, OA, BL) |
| 5.     | Superintendent (General)       | 01              | 00 | 01(OL, OA, BL) |
| 6.     | Jr. Superintendent             | 00              | 04 | 00             |
| 7.     | Jr. Technical Assistant        | 05              | 04 | 00             |

The persons with the Degree of Disability of minimum 40% and above are eligible for applying for the posts earmarked for PWD Category. Wherever posts which are earmarked suitable for PWD category but no vacancy exist in that particular category of disability; candidate will not be considered for any relaxation / concession at any stage of recruitment.

**Legends :** VH- Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped, LV- Low Vision, HH – Hearing Handicapped, OAL – One Arm & Leg, BL- Both Legs, OA – One Arm, OL – One Leg

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

| Post Code                                                                                                                      | Selection Process                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1, 2, 3, 4 & 5 (Management Trainee (General and Technical), Assistant Engineer (Civil), Accountant, Superintendent- (General)) | Online Test + Document Verification followed by Interview                         |
| 6 & 7 (Junior Superintendent & Junior Technical Assistant)                                                                     | Online Test + Document Verification                                               |
| 8 (Stenographer)                                                                                                               | Online Test + Document Verification followed by Skill test (Typing & Stenography) |

Any 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 to 8 at A. Candidates who appear and are shortlisted in the examination, will subsequently be called for an Interview for the post code 1 to 5 to be conducted by the CWC. For post code 5 to 7, the shortlisted candidates will be called for document verification to assess their eligibility for the posts. For post code No. 8, there will be a skill test apart from online test and shortlisted candidates will be called for document verification.

CWC will make arrangements for conducting online examination, declare result of online examination and inform the shortlisted candidates about the Interview/document verification/skill test as the case may be. Prospective candidates will have to apply to CWC after carefully reading the advertisement regarding the process of examination, Interview, document verification, skill test, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examination, 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     |
|--------------------------------------------------------------------------------------|---------------------------|
| Online Registration                                                                  | 20.9.2016 to 13.10.2016   |
| Payment of Application Fees- Online                                                  | 20.9.2016 to 13.10.2016   |
| Download of Call letter for Examination                                              | Around 7 days before exam |
| Online Examination (Tentative dates)- some/ all/ additional dates as the need arises | October/November/December |
| Download of call letters for Interview/ Document verification/ Skill Test            | Will be intimated later   |
| Conduct of Interview/ Document verification/ Skill test                              | Will be intimated later   |

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

### B. ELIGIBILITY CRITERIA

Candidates, intending to apply for online test should ensure that they fulfil the minimum eligibility criteria specified by CWC:

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 online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. **Merely applying for Online test/ appearing for and being shortlisted in the Online test and/or in the subsequent Interview/ document verification/ skill test and/ 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 Online Test and Interview (wherever applicable) subject to qualifying skill test / 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 (As on 13.10.2016, Candidates must be in possession of their Mark sheets/ Certificates confirming eligibility as on last day of application):

| Post Code | Name of the Post               | Educational Qualifications                                                                                                                                                                                                                                                                                                                                   | Experience |
|-----------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1.        | Management Trainee (General)   | Degree with 1st class Master of Business Administration with Specialization in Personnel Management or Human Resource Management or Industrial Relation or Marketing Management or Supply Chain Management                                                                                                                                                   | NIL        |
| 2.        | Management Trainee (Technical) | 1st class Post Graduate degree in Agriculture with Entomology or Micro-biology or Bio-chemistry OR 1st class Post Graduate degree in Bio-Chemistry OR Zoology with Entomology from recognized University/ Institution. Preference will be given to those who also possess Post Graduate Diploma in Warehousing and Cold chain Management/ Quality Management | NIL        |

|    |                            |                                                                                                                                                                                                                                                                          |         |
|----|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 3. | Assistant Engineer (Civil) | A Degree in Civil Engineering                                                                                                                                                                                                                                            | NIL     |
| 4. | Accountant                 | B.Com or BA (Commerce) or Chartered Accountant or Costs and Works Accountants or SAS Accountants of the Indian Audit and Accounts Department with three years' experience in maintaining and auditing of Accounts in Industrial / Commercial /Departmental Undertakings. | 3 Years |
| 5. | Superintendent (General)   | Post Graduate Degree in any discipline                                                                                                                                                                                                                                   | NIL     |
| 6. | Junior Superintendent      | Degree in any discipline                                                                                                                                                                                                                                                 | NIL     |
| 7. | Junior Technical Assistant | Degree in Agriculture or a degree with Zoology, Chemistry or Bio-Chemistry as one of the subjects                                                                                                                                                                        | NIL     |
| 8. | Stenographer               | Matric with a minimum speed of 80 words per minute in English shorthand and 40 words per minute in English typing                                                                                                                                                        | NIL     |

### 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; as applicable for the post. Candidate appearing in final year/ final semester are not eligible to apply.
2. Where CGPA / OGPA is awarded, the same should be converted into equivalent Class / Division 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.
3. Qualifications as mentioned in the advertisement shall only be accepted for this recruitment. **Name of qualification, specialisation and Division / Class (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.**
4. In case of MBA Dual Specialisations, one of the fields of specialisation should be in the fields prescribed for the post. In case of Major/ Minor specialisations, the Major specialisation should be in the fields prescribed i.e. Personnel Management or Human Resource Management or Industrial Relation or Marketing Management or Supply Chain Management.

### III. RELAXATION IN MAXIMUM AGE LIMIT

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.                                                                                                                                                                                                                                                                          | Persons with Disability (PWD)                                                                              | 10 years                                                   |
| 4.                                                                                                                                                                                                                                                                          | Ex-Serviceman* for the post code 1 to 5                                                                    | 5 years                                                    |
| 5.                                                                                                                                                                                                                                                                          | Ex-Serviceman* for the post code 6 to 8                                                                    | 3 Years (after deducting no. of years of military service) |
| 6.**                                                                                                                                                                                                                                                                        | Persons ordinarily domiciled in the State of Jammu and Kashmir during the period 1.1.1980 to 31.12.1989)** | 5 years                                                    |
| 7.                                                                                                                                                                                                                                                                          | Dependents of those died in the riots of 1984 (Dep 1984)                                                   | 5 years                                                    |
| <b>Note :</b> Departmental candidates (Regular employees of CWC) 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. |                                                                                                            |                                                            |

\*\* - Any applicant intending to avail the relaxation under this category shall have to submit a certificate from the District Magistrate within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt.

of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 – 31.12.1989

**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. 13.10.2016.**

\* For Ex- Serviceman the Upper Age limit for the post code 6 to 8 shall be relaxed as on last date of receipt of 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) to III (7)**
- iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview/ Document Verification/ Skill test 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 online application. OBC certificate should be issued on or after 01/04/2015 with suitable mention about creamy layer / Non – Creamy layer status.
- vi) If there are no posts reserved for reserved category candidate; reserved category candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. They will not be considered for any relaxation in age and relaxation in qualifying marks in Online Test / Interview or at any stage in the entire recruitment process. However, SC/ST/PWD/Women & Ex-Servicemen will be exempted from payment of application fees in such cases.

#### **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, 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.
- 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:** Ex-Servicemen who have already secured employment in civil side under Central Government in Group ‘C’ & ‘D’ posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for claiming benefits of reservation under EXS Category. However, 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 Ex-Serviceman/OBC/SC/ST/Physically Handicapped (OH/HH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, in written examinations, etc. 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 are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

#### **V. Definition of Persons With Disabilities**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the disabilities identified at A-I are eligible to apply (as per GOI guidelines dated 29.07.2013). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Interview/document verification/ skill test/ at any stage of the process if considered for selection to the particular post. Persons With Disabilities will have to work in Field Units/ Regional Offices/ Corporate Office as identified by the CWC.**

#### **Visually Handicapped (VH)**

LV- Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

#### **Deaf & Hearing Handicapped (HH)**

The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

#### **Orthopedically Handicapped (OH)**

Those Orthopedically Handicapped candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L)–

- (a) Impaired reach;
- (b) weakness of grip;
- (c) ataxia

OL - One leg affected (R and or L)

#### **(i) Guidelines for Persons With Disabilities using a Scribe**

The visually handicapped candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream for Post Code: 5, 6 & 8. However, for specialists posts (Post Code: 1, 2, 3, 4 & 7) scribe may be from a stream different than the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- **The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for current online recruitment for any post in CWC. If violation of the above is detected at any stage of the process, candidature for online examination of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.**

- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

**(ii) Guidelines for candidates with locomotor disability and cerebral palsy**

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

**(iii) Guidelines for Visually Impaired candidates**

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

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

**C. ONLINE EXAMINATION**

**I. The structure of the Online examination will be as follows:**

**1. Management Trainee (General), Management Trainee (Technical), Assistant Engineer (Civil) & Accountant (Post Code: 1, 2, 3, & 4)**

| Sr. No. | Name of the Tests (Not By sequence) | No. Of questions | Maximum Marks | Medium of Exam    | Total time allotted           |
|---------|-------------------------------------|------------------|---------------|-------------------|-------------------------------|
| 1.      | Reasoning                           | 40               | 40            | Hindi and English | Composite time of 120 Minutes |
| 2.      | English Language                    | 35               | 35            | English           |                               |
| 3.      | Quantitative Aptitude               | 40               | 40            | Hindi and English |                               |
| 4.      | General Awareness                   | 35               | 35            | Hindi and English |                               |
| 5.      | Professional Knowledge              | 50               | 50            | Hindi and English |                               |
|         | Total                               | 200              | 200           |                   |                               |

**2. Superintendent (General) (Post Code: 5)**

| Sr. No. | Name of the Tests (Not By sequence) | No. Of questions | Maximum Marks | Medium of Exam    | Total time allotted           |
|---------|-------------------------------------|------------------|---------------|-------------------|-------------------------------|
| 1.      | Reasoning                           | 50               | 50            | Hindi and English | Composite time of 120 Minutes |
| 2.      | English Language                    | 50               | 50            | English           |                               |
| 3.      | Quantitative Aptitude               | 50               | 50            | Hindi and English |                               |
| 4.      | General Awareness                   | 50               | 50            | Hindi and English |                               |
|         | Total                               | 200              | 200           |                   |                               |

**3. Junior Superintendent and Stenographer (Post Code: 6 & 8)**

| Sr. No. | Name of the Tests (Not By sequence) | No. Of questions | Maximum Marks | Medium of Exam    | Total time allotted          |
|---------|-------------------------------------|------------------|---------------|-------------------|------------------------------|
| 1.      | Reasoning                           | 40               | 40            | Hindi and English | Composite time of 90 Minutes |
| 2.      | English Language                    | 35               | 35            | English           |                              |
| 3.      | Numerical Ability                   | 40               | 40            | Hindi and English |                              |
| 4.      | General Awareness                   | 35               | 35            | Hindi and English |                              |
|         | Total                               | 150              | 150           |                   |                              |

**4. Junior Technical Assistant (Post Code: 7)**

| Sr. No. | Name of the Tests (Not By sequence) | No. Of questions | Maximum Marks | Medium of Exam    | Total time allotted          |
|---------|-------------------------------------|------------------|---------------|-------------------|------------------------------|
| 1.      | Reasoning                           | 30               | 30            | Hindi and English | Composite time of 90 Minutes |
| 2.      | English Language                    | 20               | 20            | English           |                              |
| 3.      | Numerical Ability                   | 30               | 30            | Hindi and English |                              |
| 4.      | General Awareness                   | 20               | 20            | Hindi and English |                              |
| 5.      | Professional Knowledge              | 50               | 50            | Hindi and English |                              |
|         | Total                               | 150              | 150           |                   |                              |

**II. Syllabus for Professional Knowledge test (wherever applicable) with weightage out of 50 Questions for Professional Knowledge Test (This is only a Broad/Indicative syllabus and it may slightly change in the examination):**

**Management Trainee (General) (Post Code: 1)**

**a) Human Resource Management & IR (20)**

- i. Management Of Industrial Relations & Labour Legislation
- ii. Recruitment and Selection
- iii. Employee Discipline
- iv. Organisation Behaviour, Organizational Change And Intervention Strategies
- v. Trade Unions
- vi. Compensation Management & Performance Management
- vii. Human Resource Development: Strategies And Systems
- viii. Manpower Planning
- ix. Management Of Training And Development
- x. Interpersonal Processes And Counselling Skills For Managers
- xi. Change & Conflict Management
- xii. Dispute resolution and Grievance Management

**b) Marketing Management (15)**

- i. Marketing: Concept
- ii. Marketing of Services
- iii. Advertising and Brand Management
- iv. Segmentation and Positioning
- v. Rural and Social Marketing
- vi. Promotion Management and B2B Marketing
- vii. Customer Relationship Management
- viii. Consumer Behaviour
- ix. Marketing Research
- x. Internet as a Tool of Marketing
- xi. Pricing Theories

**c) Supply Chain Management (15)**

- i. Supply Chain Management: Concept
- ii. Total Quality Management
- iii. Logistics Management: National and International
- iv. Retail Management
- v. Transportation Management
- vi. Service Operations Management
- vii. Business Process Reengineering
- viii. Role of IT in Supply Chain Management
- ix. Emerging Issues in Supply Chain Management
- x. Aggregate Planning
- xi. Designing Supply Chain Network
- xii. Warehousing and Inventory Planning and Management
- xiii. Contract Management

**Syllabus for Management Trainee (Technical) (Post Code: 2)**

- i. Basic Agriculture (15) – Principles of Crop Production, Crop Protection, Post-harvest care, Grain Protection, Agriculture Extension, Horticulture, Animal Husbandry, Distribution & Economic Scenario.
- ii. Biotechnology (10) – Microbes: Beneficial & Harmful, Genetic Engineering, Biotechnological Principles, Economic Biotechnology, Pathogens & Control, Recent trends
- iii. Entomology (15) – Basic Entomology, Economic Entomology, Beneficial & harmful Insects, IPM, Storage Entomology, Vertebrate Pests, Taxonomy
- iv. Chemistry (10) – Physical Chemistry, Inorganic Chemistry, Organic Chemistry.

**Syllabus for Assistant Engineer (Civil) (Post Code: 3)**

**a) Structural Engineering(15)**

- i. Engineering Mechanics
- ii. Solid Mechanics
- iii. Structural Analysis
- iv. Construction Materials and Management
- v. Concrete Structures
- vi. Steel Structures

**b) Geotechnical Engineering & Geomatics Engineering (15)**

- i. Soil Mechanics
- ii. Foundation Engineering
- iii. Principles of surveying
- iv. Maps
- v. Distance and angle measurement
- vi. Traversing and triangulation survey
- vii. Horizontal and vertical curves
- viii. Basics of GIS and GPS

**c) Water Resources Engineering(7)**

- i. Fluid Mechanics
- ii. Hydraulics
- iii. Hydrology
- iv. Irrigation

**d) Environmental Engineering(8)**

- i. Water and Waste Water
- ii. Air Pollution
- iii. Municipal Solid Wastes
- iv. Noise Pollution

**e) Transportation Engineering(5)**

- i. Transportation Infrastructure
- ii. Highway Pavements
- iii. Traffic Engineering

**Syllabus for Accountant (Post Code: 4)**

**a) Financial Accounting (15)**

- i. Accounting Standards
- ii. Accounting Process and Principles
- iii. Preparation of bank reconciliation statement
- iv. Rectification of errors
- v. Receipts and payment accounts
- vi. Single entry system
- vii. Amalgamation, Absorption and Reconstruction of Companies
- viii. Preparation and Presentation of company final accounts
- ix. Insurance Claims
- x. E-Banking, RTGS, NEFT etc.

**b) Cost Accounting (10)**

- i. Nature and functions of Cost Accounting
- ii. Cost Concepts
- iii. Methods of Costing
- iv. Techniques of cost control and cost reduction

**c) Taxation (15)**

- i. Income Tax: Concept and various provisions as per Act
- ii. Set off and carry forward of loss
- iii. Deductions from Gross Total Income
- iv. Salient features/ provisions related to VAT and Service Tax.

**d) Auditing (10)**

- i. Auditing: Concept
- ii. Company Audit
- iii. Audit reports and Audit Certificates
- iv. Vouching
- v. Internal Control
- vi. Audit of Banking/ Insurance/ Non-Profit Organisation/ Charitable Societies/ Trust/ Organisations

## Syllabus for Junior Technical Assistant (Post Code: 7)

- Basic Agriculture(15)** - Crop Production, Animal Husbandry, Plant Protection, Agriculture Extension, Horticulture, Agriculture Economics
- Botany (10)** – Cell Biology: Tissue, Organ & Organ System, Genetics, Plant Classification, Diversity, Ecology, Life Process: Photosynthesis, Respiration, Circulation, Movement etc.
- Zoology (10)** – Animal Cell & Tissue, Organ System, Heredity & Variation, Animal Classification, Micro Organisms, Insects & Rodents
- Chemistry & Physics (15)** – Chemical bonding, Organic Chemistry, Inorganic Chemistry, Chemistry in daily life, Motion, Force & Energy, Electricity, Magnetism, Light & Sound, Thermodynamics, Measurement.

Candidates should note that the level of examination for the post of Stenographer will be up to Matric Level.

CWC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorised CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in).

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

- Valid Call Letter for the respective date and session of Examination**
- Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and**
- Photocopy of photo-identity proof (as mentioned in (2) above)**

**Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.**

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 90 / 120 minutes according to the posts, the candidates may be required to be at the venue for up to 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, biometric data capturing, logging in, giving of instructions etc. and including disruptions beyond control.

### d) Penalty for Wrong Answers

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth ( $\frac{1}{4}^{\text{th}}$ ) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

### e) Examination Centres

- The examination will be conducted online in venues across centres in India. The tentative list of Examination centres is available in Annexure I.
- No request for change of centre for Examination shall be entertained.
- CWC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- CWC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and CWC will not be responsible for any injury or losses etc. of any nature.
- Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by CWC.

## V. CUTOFF SCORE

| Name of the post                                                                         | Minimum Marks for online test | Maximum ratio in order of merit for Interview/ Document Verification/ Skill Test |
|------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------|
| Management Trainee (General), Management Trainee (Technical), Accountant, Superintendent | General: 40%<br>OBC: 35%      | 1:5                                                                              |
| Junior Superintendent, Junior Technical Assistant                                        | SC/ST/PWD/ Ex-Servicemen: 30% | 1:2                                                                              |
| Stenographer                                                                             |                               | 1:10                                                                             |

Each candidate will be required to obtain a minimum total score, as explained above, to be considered to be shortlisted for Interview/ document verification/ skill test. Prior to the completion of the Interview/ document verification/ skill test process, scores obtained in the online examination will not be shared with the candidates shortlisted for such process. However, the scores of unsuccessful candidates will be shared at the time of declaration of result of online test.

## VI. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test-wise scores and scores on total is reported with decimal point up to two digits.

Note: Cut-offs are applied on Total Score

## D. INTERVIEW/ DOCUMENT VERIFICATION/ SKILL TEST (To be conducted at Delhi)

### I. For the post code 1, 2, 3, 4 and 5

Candidates who have been shortlisted in the online test will subsequently be called for an Interview in the post to candidate ratio of 1:5, to be conducted by CWC. The document verification will be completed at the time of Interview. The said processes will be conducted at select centre. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their Interview call letters from authorised CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in). Please note that any request regarding change in date, centre etc. of Interview will not be entertained. However the CWC reserve the right to change the date/ venue/ time/ centre etc. of Interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

**The total marks allotted for Interview are 100. The minimum qualifying marks in Interview will be 50% for Unreserved Candidates (40% for OBC and 30% for SC/ST/OBC/PWD/Ex-Servicemen candidates). The weightage (ratio) of online examination (exam) and Interview will be 85:15.** The combined final scores of candidates shall be arrived at on the basis of total scores obtained by the candidates in Online Exam and Interview.

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

### II. For the post code 6 & 7

Candidates who have been shortlisted in the online test will subsequently be called for the process of Document Verification (in person) in the post to candidate ratio of 1:2, to be conducted by CWC. The said processes will be conducted at the Corporate Office of CWC in Delhi. The address of the venue, time & date of Document Verification will be informed to the shortlisted candidates in the call letter. Candidates are required to download their Document Verification call letters from authorised CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in). Please note that any request regarding change in date, centre etc. of Interview will not be entertained. However the CWC reserve the right to change the date/ venue/ time/ centre etc. of Document Verification or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

***Those candidates who comes sufficiently high in merit and whose documents have been verified successfully and their eligibility for the posts has been established will be shortlisted for appointment, details of which will be available subsequently on CWC website.***

### III. For the Post Code 8

Candidates who have been shortlisted in the online test will subsequently be called for the process of skill test in the post to candidate ratio of 1:10, to be conducted by CWC. The document verification will be completed at the time of skill test. The said processes will be conducted at the select centre. The address of the venue, time & date of Skill test will be informed to the shortlisted candidates in the call letter. Candidates are required to download their Skill Test call letters from authorised CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in). Please note that any request regarding change in date, centre etc. of Skill test will not be entertained. However the CWC reserve the right to change the date/ venue/ time/ centre etc. of Document Verification or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

The skill test is only of qualifying nature. The candidate should have minimum speed of 80 words per minute in English shorthand and 40 words per minute in English typing. ***Those candidates who qualify skill test and come sufficiently high in merit and whose documents have been verified successfully and their eligibility for the posts has been established will be shortlisted for appointment, details of which will be available subsequently on CWC website.***

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

#### IV. List of Documents to be produced at the time of Interview /Document Verification/ Skill test(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/ Skill test failing which the candidate may not be permitted to appear for the Interview/ Document Verification/ Skill test. **Non submission of requisite documents by the candidate at the time of Interview/ Document Verification/ Skill test will debar his/her candidature from further participation in the recruitment process.**

- (i) Valid Interview/ Document Verification/ Skill test Call Letter downloaded by the candidate. Link will be provided on CWC website and intimated to the candidate vide SMS and Email.
- (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 F 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.
- (vii) In case of candidates belonging to OBC 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 caste certificate containing the Non-creamy layer clause should be valid as on the date of Interview/ Document Verification/ Skill test if called for (issued within one year prior to the date of Interview/ Document Verification/ Skill test if called for). 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 General in the online application form.**
- (ix) Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category
- (x) If the candidate has used the services of a Scribe at the time of online examination the duly filled in details of the scribe in the prescribed format
- (xi) 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/ Skill test. 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 13.10.2017.
- (xii) 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/ Skill test for selection of posts in CWC.
- (xiii) Persons eligible for age relaxation under B IV (5) must produce the domicile certificate at the time of Interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- (xiv) Persons eligible for age relaxation under B IV (6) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government.
- (xv) 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
- (xvi) Any other relevant documents in support of eligibility

**Note: - Candidates will not be allowed to appear for the Interview/ Document Verification/ Skill test 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/ Skill test.**

**The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES 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 / 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 family normally resides.

For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon.

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

#### **E. OFFER OF APPOINTMENT**

1. On completion of the Interview/Document Verification/ Skill test 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 online application form is possible. A candidate belonging to SC/ST/OBC category, who is selected on the same standard as applied to General 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 50 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 offer of appointment.
5. On qualifying the online test and Interview, selected candidates will be appointed as "Management Trainees" (for post code nos. 01 & 02 in their respective fields for a period of one year **on a fixed consolidated pay** of Rs. 44248/- per month.
6. "Assistant Engineer (Civil) (Post Code No. 03)", "Accountants" (Post Code No. 04), and "Superintendent" (Post Code no. 05) on qualifying the online test and Interview, shall be appointed in their prescribed Pay Scales initially and shall be placed under probation for one year.
7. Junior Superintendent (Post code No. 06) and Jr. Technical Assistant (Post code No. 7) on qualifying the online test shall be appointed on the basis of marks obtained in online test in their prescribed pay scale initially and shall be placed under probation for one year.
8. Stenographer (Post code No. 08) on qualifying the online test, stenography and typing test shall be appointed in the prescribed Pay Scales initially and shall be placed under probation for one year.
9. Selected Management Trainees shall be given one year training on operation of Warehouses, Container Freight Stations, Inland Container Depots, Rail side Warehousing Complexes and General Management Techniques, Maintenance of Accounts of Warehouses, CFSs, ICDs, RWCs and Financial Management Techniques of the Corporate Sector, preservation of stocks by giving treatment of fumigation/spraying and other disinfestations measures/techniques. On completion of one year training successfully, they shall be absorbed in the Corporation on regular pay scale of **Senior Asst. Manager** in their respective fields i.e. General/Technical.
  - a. Selected Management Trainees shall have to furnish a bond of Rs. 50,000/- (Rupees fifty thousand only) at the time of joining. In case the trainees leave the Corporation during the training period, they shall have to deposit the bond amount before leaving the Corporation. Seniority of the Management Trainee shall be counted from the date of absorption in the regular pay scale as Sr. Asstt. Manager as per rules.
  - b. Selected Accountants and Superintendents shall have to furnish a Bond of Rs. 25,000/- at the time of joining.
  - c. Selected Jr. Superintendents, Jr. Technical Asstt. & Stenographer shall have to furnish a bond of Rs. 10,000/- at the time of joining.
10. All appointments will be subject to the Rules and Regulations of the Corporation in-force from time to time.
11. No person shall be eligible for appointment who 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.
12. 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.**

#### **F. IDENTITY VERIFICATION**

##### **i) DOCUMENTS TO BE PRODUCED**

In the examination hall as well as at the time of interview/ Document Verification/ Skill test, 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-Aadhaar with a photograph/ Employee ID should be submitted to the invigilator 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 Examination/ interview/ Document Verification/ Skill test.

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 Examination call letter as well as the Interview/document verification/skill test Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview/document verification/skill test. 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 examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

**ii) BIOMETRIC DATA – Capturing and Verification**

It has been decided to capture the biometric data (left thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination for all the candidates.

The biometric data and photograph will be cross verified on the day of interview/ Document Verification/ Skill test of qualifying candidates. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- a) If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the online exam / interview / skill test / document verification.
- b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- d) If the primary finger (left thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

**G. HOW TO APPLY**

**Candidates can apply online only from 20.09.2016 to 13.10.2016 and no other mode of application will be accepted.**

**Pre-Requisites for Applying Online**

Before applying online, candidates should—

- (i) scan their photograph and signature ensuring that both the photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure II to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges
- (iv) have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. CWC may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

**H. APPLICATION FEE / INTIMATION CHARGES**

Male candidates belonging to Unreserved (UR) and OBC shall be required to pay an online application fee of Rs. 400/- + Intimation charges of Rs. 100/-. 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. 100/-. 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) and OBC category | Rs. 400         | Rs. 100            | <b>Rs. 500/-</b> |
| SC, ST, PWD, Ex-Serviceman and Women candidates               | <b>NIL</b>      | Rs. 100            | <b>Rs. 100/-</b> |

**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 will not be accepted.

### **Procedure for applying online**

- (1) Candidates are first required to go to the CWC's website [www.cewacor.nic.in](http://www.cewacor.nic.in) or [www.cwcjobs.com](http://www.cwcjobs.com) and click on the link 'Online Recruitment' and then click on the option "**CLICK HERE TO APPLY ONLINE**" to open the On-Line Application Form.
- (2) Candidates will have click on "**CLICK HERE FOR NEW REGISTRATION**" to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that 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 & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- (3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure II).
- (4) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. 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. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.**

### **I. Mode of Payment**

Candidates have to 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 his /her 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. Once the application is filled in completely, candidate should Final 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 (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) 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.
- (vi) On successful completion of the transaction, **an e-receipt** will be generated.
- (vii) Candidates are required **to take a printout of the e-receipt** and online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.

### **Note:**

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
  - For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
  - To ensure the security of your data, please close the browser window once your transaction is completed.
- After completing the procedure of applying on-line including 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 online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the 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 and incomplete details in the application or omission to provide the required details in the application form.**

**An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number 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 photograph and signature, inhuman / inappropriate photograph and / or signature uploaded in the online application form/ unsuccessful fee 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 for depositing the fee 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 his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.

#### **J. 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 online submitted application form etc. at the time of examination and Interview/ Document Verification/ Skill Test as the case may be.
- (2) Before applying for the mentioned posts, the candidate should ensure that he/she fulfils 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 online application.
- (3) A Candidate's admission to the examination/ shortlisting for Interview/ Document Verification/ Skill test and/ subsequent process is strictly provisional. The mere fact that the call letter(s)/ has been issued to the candidate does not imply that his/ her 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 he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in CWC, his/her 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 Examination, interview/ Document Verification/ Skill test etc. and any other matter relating to online exam 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 one or more post as per their educational qualification and fulfilment of eligibility required for the posts. In such a case, the candidate has to apply and submit application fee separately for each post. However, based on the number of candidates applying for different posts under various permutations and combinations, the online test for the various posts can be held together / separately on a single or multiple days across various sessions. 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.**

The scribe arranged by the candidate should not be a candidate for any of the posts mentioned in this advertisement. If violation of the above is detected at any stage of the process, candidature for Online Examination of both the candidate and the scribe will be cancelled.

Multiple attendance/ appearances in examination for same post and/ Interview/ Document Verification/ Skill test will be summarily rejected/ candidature will be cancelled. Online applications once registered 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 examination.

- (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 online application form will not be entertained.**
- (9) Any request for change of date, time and venue for online examination and 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 him/her in all the places viz. in his/her 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 uploaded by the candidate in the online 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) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify

such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of CWC. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

- (14) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (15) Candidates will have to appear for the Interview/ Document Verification/ Skill test at their own expense. However, eligible outstation SC/ST/Persons with Disabilities category candidates called for Interview/ Document Verification/ Skill test will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- (16) 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.
- (17) Appointment of candidates is subject to his/her being declared medically fit, as per any other requirements of the CWC and subject to service and conduct rules of the CWC.
- (18) CWC reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and appointment etc.
- (19) **Intimations will be sent by email and/ SMS only to the email ID and mobile number registered in the online application form for Online examination.**

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) for latest updates.

**K. FOLLOWING ITEMS ARE NOT ALLOWED INSIDE THE EXAMINATION CENTRE: -**

- a) Any stationary item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- e) Any watch/Wrist Watch, Camera, etc.
- f) Any metallic item
- g) Any eatable item opened or packed, water bottle etc.
- h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. CWC or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

**L. 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 online application.

At the time of examination, 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 the examination/ Interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose 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 examination/ Interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
- (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination 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.

**Important:**

CWC would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by CWC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, CWC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

**M. CALL LETTERS**

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

An eligible candidate should download his/her call letter from the CWC's website [www.cewacor.nic.in](http://www.cewacor.nic.in) by entering his/her details i.e. Registration Number and Password/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 and/ SMS to the email ID and mobile number registered in the online application form for online test. 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) 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 examination and Interview shall not be entertained.**

**N. 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) from time to time.

**Corrigendum to this advertisement, if any, shall be published only on the CWC website [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 common 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**

**Dated: 20<sup>th</sup> Sep 2016**

**Recruitment Cell, CWC**

**EXAMINATION CENTRES**

The examination may be held at the following centres and the address of the venue will be advised in the call letters. CWC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. CWC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

1. Delhi-NCR
2. Mumbai/Thane/Navi Mumbai/Greater Mumbai
3. Kolkata/Greater Kolkata
4. Chennai
5. Hyderabad
6. Bengaluru

**Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature**

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

**Photograph Image:**

- Photograph must be a recent passport style 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.

**Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

**Scanning the photograph & signature:**

- 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/Microsoft Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or Microsoft Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

**Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

**Your Online Application will not be registered unless you upload your photograph and signature as specified. Note:**

- In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- After registering online candidates are advised to take a printout of their system generated online application forms.

**TENTATIVE PLACE OF POSTINGS AT REGIONAL OFFICES/CONSTRUCTION CELLS/ICDs/CFSS/WAREHOUSES/ PCSs OF CENTRAL  
WAREHOUSING CORPORATION**

| Sl. No. | State            | Location of Regional Offices/ Construction Cells/ ICDs/ CFSS/ Warehouses/ PCSs                                                                                                                                                                                                                                                                                 |
|---------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Gujarat          | Adalaj, Ahmadabad, Anand, Baroda, Bhavnagar, Gandhidham, Kandla, Mundra, Pipavav, Dashrath, Valvada, Isanpur, Jamnagar, Jhagadia, Junagadh, Karachia, Nadiad, Rajkot, Surat, Thangadh, Vadod, Vyara                                                                                                                                                            |
| 2.      | Karnataka        | Bengaluru, Belgaum, Bidar, Chitradurga, Davangere, Dharwad, Gadag, Gulbarga, Hospet, Hubli, Maddur, Mandya, Mangalore, Nargund, Panambur, Raichur, Sedam, Shikaripur, Shimoga, Soundatti, Tumkur, Whitefield, Kasturi Nagar                                                                                                                                    |
| 3.      | Madhya Pradesh   | Bhopal, Balaghat, Bhind, Burhanpur, Chhatarpur, Chhindwara, Gwalior, Indore, Katni, Khandwa, Maksi, Malanpur, Morena, Narsinghpur, Pithampur, Sanwar, Sheopurkalan, Sohagpur                                                                                                                                                                                   |
| 4.      | Odisha           | Bhubaneswar, Aska, Balasore, Baljitpara, Bargarh, Berhampur, Bolangir, Choudwar, Cuttack, Jatni, Jajpur, Jeypore, Junagarh, Kalamati, Kendupalli, Koksara, Nabarangpur, Rayagada, Sonepur, Marshaghai                                                                                                                                                          |
| 5.      | Punjab           | Abohar, Ajitwal, Amritsar, Bathinda, Bhogpur, Chanalon, Fazilka, Garhshankar, Gurdaspur, Hoshiarpur, Attari, Ludhiana, Mandi Gobindgarh, Mansa, Moga, Mohali, Muktsar, Nabha, Pathankot, Ropar, Sirhind                                                                                                                                                        |
| 6.      | Chandigarh       | Chandigarh                                                                                                                                                                                                                                                                                                                                                     |
| 7.      | Tamilnadu        | Chennai, Ambattur, Chidambaram, Chromepet, Coimbatore, Cuddalore, Erode, Hosur, Kumbakonam, Madhavaram, Madurai, Mannargudi, Moolapalayam, Nagercoil, Royapuram, Singanallur, Tambaram, Thanjavur, Thoothukudi, Trichy, Udumalpet, Virudhunagar, Virugambakam, Kalmandapam                                                                                     |
| 8.      | Puduchery        | Puduchery                                                                                                                                                                                                                                                                                                                                                      |
| 9.      | A&N              | Port Blair                                                                                                                                                                                                                                                                                                                                                     |
| 10.     | Delhi            | Kirti Nagar, Nangloi, Narela, Okhla, IGI Airport, Patparganj, R.P. Bagh, Safdarjang Flyover                                                                                                                                                                                                                                                                    |
| 11.     | Uttar Pradesh    | Lucknow, Greater Noida, Kasna, Loni, Noida, Sahibabad, Surajpur, Bahraich, Ballia, Banda, Basti, Bijnore, Bisalpur, Chandausi, Chirgaon, Dadri, Dumarianganj, Etawah, Faizabad, Ghaziabad, Gola Gokarnath, Gorakhpur, Kanpur, Hardoi, Bhadohi, Saharanpur, Jahangirabad, Jhansi, Maunath Bhanjan, Muzaffar Nagar, Naini, Rampur, Robertsganj, Shahganj, Shamli |
| 12.     | Haryana          | Panchkula, Gurgaon, Kundli, Assandh, Barhi, Bhiwani, Charkhi Dadri, Fatehabad, Ganaur, Gohana, Hisar, Indri, Jagadhari, Kaithal, Karnal, Kurukshetra, Ladwa, Mandi Adampur, Naraingarh, Narwana, Palwal, Rohtak, Sirsa, Sonapat, Tohana, Ulkana                                                                                                                |
| 13.     | Assam            | Guwahati, Amingaon, Dhubri, Maligaon, Jorhat, Sorbhog                                                                                                                                                                                                                                                                                                          |
| 14.     | Nagaland         | Dimapur                                                                                                                                                                                                                                                                                                                                                        |
| 15.     | Tripura          | Agartala                                                                                                                                                                                                                                                                                                                                                       |
| 16.     | Andhra Pradesh   | Adoni, Ankapally, Ananthapur, Vizag, Chilakaluripet, Duggirala, Gudivada, Guntur, Kapada, Kaikalur, Kakinada, Machilipatnam, Nandikotkur, Nandyal, Nellore, Nidamanur, Ongole, Pedakakani, Rajahmundry, Rayanapadu, Renigunta, Sattenapalli, Tadepalligudem, Vadlamudi, Vijaywada,                                                                             |
| 17.     | Telangana        | Hyderabad, Adilabad, Bodhan, Kukatpally, Chityal, Gadwal, Jangaon, Karminagar, Medak, Mehaboobnagar, Nacharam, Nampally, Nizamabad, Sanathnagar, Sarangpur, Siddipet, Suryapet, Warangal                                                                                                                                                                       |
| 18.     | Rajasthan        | Jaipur, Alwar, Baran, Beawar, Bharatpur, Bhiwadi, Bikaner, Chomu, Deoli, Hanumangarh, Jhunjhunu, Keshrisinghpur, Kota, Kotputli, Kushalgarh, Mahwa, Nagaur, Parbatsar, Sikar, Sitapura, Sriganganagar, Srimadhapur, Tibbi, Udaipur                                                                                                                             |
| 19.     | Kerala           | Kochi, Edathala, Ernakulam, Kakkanad, Kakancherry, Kanjikode, Kannur, Kottayam, Kozikode, Kunnamthanam, Richur, Trivandrum                                                                                                                                                                                                                                     |
| 20.     | West Bengal      | Kolkata, Belda, Berhampore, Bishnupur, Bonhooghly, Burdwan, Haldia, Midnapore, Cooch Behar, Durgachak, Falta, Kantapukur, Kharagpur, Malda, Matigara, Mogra, Nimak Mahal Road, Panchpara, Panihati, Petrapole, Raninagar, Rishra, Sargachi, Sarul, Strand Bank Road, Tratolla Road, Uluberia                                                                   |
| 21.     | Uttarakhand      | Bazpur, Jaspur, Kashipur, Khatima, Sri Nagar                                                                                                                                                                                                                                                                                                                   |
| 22.     | Maharashtra      | Mumbai, Akola, Ambad, Ambernath, Amravati, Badnera, Chikalthana, Daryapur, Gondia, Jalgaon, Kalmboli, Karanja, Kardha-Bhandara, Kolhapur, Maliwada, M.S. Jetham Miraj, Nagpur, Nanded, Nasik, Pune, Sangli, Soundad, Vashi, Wadala, Waluj, Washim, Yavatmal, Kalamboli, Navi Mumbai, Dronagiri Node, Logistic Park, Distripark                                 |
| 23.     | Goa              | South Goa, Vasco                                                                                                                                                                                                                                                                                                                                               |
| 24.     | Himachal Pradesh | Dehra, Mandi, Solan                                                                                                                                                                                                                                                                                                                                            |
| 24.     | Bihar            | Patna, Darbhanga, Fatuha, Goraul, Katihar, Kishanganj, Madhepura, Mohania, Mokama, Munger, Musallapur, Nokha, Samastipur, Siwan, Supaul                                                                                                                                                                                                                        |
| 25.     | Jharkhand        | Hazaribagh, Jamshedpur, Ranchi                                                                                                                                                                                                                                                                                                                                 |
| 26.     | Chhattisgarh     | Raipur, Bhatapara, Bilaspur, Rasmada-Durg, Kharasia, Raigarh, Surri                                                                                                                                                                                                                                                                                            |

**Note:** The list is tentative only and place of posting is not guaranteed to any selected candidate. The same will depend upon actual manpower requirement of CWC and postings will be done accordingly. No claim/correspondence/outside influence shall be entertained in this regard and any such outside influence will debar the candidate for appointment in CWC.

### **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>DISABILITY CERTIFICATE (IN CASES OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF BLINDNESS)</b>                                  |
| <b>FORM – V</b>    | <b>DISABILITY CERTIFICATE (IN CASE OF MULTIPLE DISABILITIES)</b>                                                                                           |
| <b>FORM – VI</b>   | <b>DISABILITY CERTIFICATE (IN CASES OTHER THAN THOSE MENTIONED IN FORM IV AND V)</b>                                                                       |
| <b>FORM - VII</b>  | <b>FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL FROM ARMY / NAVY / AIR FORCE</b>                                                          |
| <b>FORM – VIII</b> | <b>FORM OF CERTIFICATE FOR SERVING PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR</b>                                                                |
| <b>FORM – IX</b>   | <b>UNDERTAKING TO BE GIVEN BY SERVING ARMED FORCE PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR</b>                                                 |
| <b>FORM - X</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 – XI</b>   | <b>FORM OF UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN</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 Sri / Smt / Kum\* \_\_\_\_\_ son / daughter\*  
of \_\_\_\_\_ of village / town\* \_\_\_\_\_  
in District / Division\* \_\_\_\_\_ of the State / Union Territory\* \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* under:

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
- \* The Constitution ( Scheduled Tribes) Order, 1950 ;
- \* The Constitution (Scheduled Castes)(Union Territories)Orders, 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 Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes 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 (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- \* The Scheduled Caste and Scheduled Tribes 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 (Second Amendment) Act, 2002].

**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 / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / 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 \_\_\_\_\_

Place:

[With seal of Office]

Date :

State/Union Territory

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

\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. 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: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**

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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 Sri / Smt. / Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/Town \_\_\_\_\_ 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.

Seal

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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 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, O.M. No. 36033/3/2004-Estt  
(Res) dated 09<sup>th</sup> March 2004 and O.M. No. 36033/3/2004-Estt (Res) dated 14<sup>th</sup> October, 2008.

Signature of the Candidate .....

Full Name .....

Address.....

## Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)  
(Prescribed proforma subject to amendment from time to time)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female Registration No. \_\_\_\_\_ permanent resident of House

No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed

above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(C) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified)

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

| Nature of Document | Date of<br><br>Issue | Details of authority issuing certificate |
|--------------------|----------------------|------------------------------------------|
|                    |                      |                                          |

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

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

**Disability Certificate**  
**(In case of multiple disabilities)**  
**(Prescribed proforma subject to amendment from time to time)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. :

Date:

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
 \_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of  
 House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
 Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is  
 affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disabilities. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

| Sr. No. | Disability           | Affected Part of Body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---------|----------------------|-----------------------|-----------|--------------------------------------------------------|
| 1       | Locomotor disability | @                     |           |                                                        |
| 2       | Low vision           | #                     |           |                                                        |
| 3       | Blindness            | Both Eyes             |           |                                                        |
| 4       | Hearing impairment   | £                     |           |                                                        |
| 5       | Mental retardation   | X                     |           |                                                        |
| 6       | Mental-illness       | X                     |           |                                                        |

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

In figures: - \_\_\_\_\_ percent

In words: - \_\_\_\_\_ percent

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

3. Reassessment of disability is :

not necessary,

Or

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

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

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

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

| Nature of Document | Date of<br><br>Issue | Details of authority issuing certificate |
|--------------------|----------------------|------------------------------------------|
|                    |                      |                                          |

5. Signature and Seal of the Medical Authority

|                         |                         |                              |
|-------------------------|-------------------------|------------------------------|
|                         |                         |                              |
| Name and seal of Member | Name and seal of Member | Name and seal of Chairperson |

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

## Disability Certificate

(In cases other than those mentioned in Form IV and V)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face only)  
of the person with  
disability

Certificate No. :

Date:

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident

of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_

Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is

affixed above, and am satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of

percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against

the relevant disability in the table below:

| Sr. No. | Disability           | Affected Part of Body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---------|----------------------|-----------------------|-----------|--------------------------------------------------------|
| 1       | Locomotor disability | @                     |           |                                                        |
| 2       | Low vision           | #                     |           |                                                        |
| 3       | Blindness            | Both Eyes             |           |                                                        |
| 4       | Hearing impairment   | £                     |           |                                                        |
| 5       | Mental retardation   | X                     |           |                                                        |
| 6       | Mental-illness       | X                     |           |                                                        |

(Please strike out the disabilities which are not applicable.)

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

3. Reassessment of disability is :

(i) not necessary,

Or

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

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

# - e.g. Single eye / both eyes £ -

e.g. Left / Right / both ears

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

| Nature of Document | Date of<br><br>Issue | Details of authority issuing certificate |
|--------------------|----------------------|------------------------------------------|
|                    |                      |                                          |

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

Countersigned

{Countersignature and seal of the  
CMO/Medical Superintendent/Head of  
Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a government  
servant (with seal)}

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

## 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/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

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

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

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

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

Place: \_\_\_\_\_ Signature, \_\_\_\_\_ Name \_\_\_\_\_ and \_\_\_\_\_ Designation \_\_\_\_\_ of \_\_\_\_\_ the  
 Competent Authority \*\*

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

SEAL

*% 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.**

**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 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:

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

Date:

SEAL

**\*\* 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.**

**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.
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman 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, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

**Place:**

**Date:**

**Signature and Name of Candidate**

**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 :

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

Date :

SEAL

**\*\* 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.**

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

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

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S 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-S.

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:**

**Date:**

**(Signature of the Candidate)**