

## SELECTION OF AIR TRAFFIC CONTROLLER TRAINEES

(Advt No.: ASC/HR/RECRUITMENT/ATC(GD-1)TRAINEE/2024 dated 25<sup>th</sup> September 2024)

1.1 Hindustan Aeronautics Limited (HAL) is a premier aeronautical complex in Asia, propelling the 'Make in India' dream of the country by undertaking design, production, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Accessories, Avionics and Systems. HAL has 20 Production Divisions, 10 R&D Centres and one Facilities Management Division, spread across seven states and nine geographical locations in India.

1.2 HAL, over the last eight decades, has grown progressively into an integrated Aerospace & Defence Organization, which has designed and developed 17 types of aircraft / helicopters, the recent being Hindustan Turbo Trainer (HTT)-40 Basic Trainer Aircraft and Light Utility Helicopter (LUH). The other major ongoing indigenous platforms are multi role Light Combat Aircraft (LCA - Tejas), Light Combat Helicopter (LCH), Advanced Light Helicopter variants ALH Dhruv, ALH Rudra etc. In addition to design and development of aircraft, HAL has also developed expertise in aircraft upgrades, weapon integration, etc. Also, HAL is currently working on the design and development of 25 kN turbofan engine (HTFE-25) suitable for business jets, trainers etc. and the 1200 kW turbo shaft engine (HTSE-1200) for Helicopters. The futuristic programmes of the Company include Indian Multi Role Helicopter (IMRH), Advanced Multirole Combat Aircraft (AMCA), LCA Mk II, Combat Air Teaming System (CATS) UAV, etc. through in-house and also as collaborative efforts with leading national and international partners. HAL also has two Airports at Bangalore & Nasik providing Aerodrome & Air Navigation Services to civil & military operations.

1.3 Online Applications are invited from eligible Persons for the post of **Air Traffic Controller Trainees** for **Airport Services Centre Division, Bangalore and Aircraft Division, Nasik**. Selected candidates will be given Basic Training as well as On the Job training including Institutional Training for a period of one year and on successful completion they will be considered for absorption as **Asst. Aerodrome Officer (Grade-I)**.

### 2. DETAILS OF VACANCY:

2.1 No. of vacancies & Reservation:-

Sl. No	Advertisement no.	Name of the Post	No of Posts	Grade	Pay Scale
1	ASC/HR/RECRUITMENT/A TC(GD-1)TRAINEE/2024 dated 25 <sup>th</sup> September 2024	Air Traffic Controller Trainees	<b>9 Posts</b> SC-01 OBC(NCL)-03 UR – 05	I	30000-120000

SC – Scheduled Caste; OBC (NCL) – Other Backward Classes (Non Creamy Layer);  
UR – Unreserved. PwBD - Persons with Benchmark Disabilities

**Note** - The post is not reserved for PwBD Category. However, the post is identified suitable for Persons with Benchmark Disabilities (PwBDs) – Type of Disability is SD/SI (Spinal Deformity/Spinal Injury without any associated neurological / limb dysfunction) under Locomotor Disability.

2.2 For getting the benefits of reservation under OBC (NCL) Category:

- a) The candidate must not belong to Creamy Layer. OBC candidates who belong to Creamy Layer are not entitled for relaxation admissible to OBC (NCL) Category and such candidates have to indicate their category as UR in the Online Application Form;
- b) The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes'; and
- c) The candidate needs to furnish their OBC (NCL) certificate as per the prescribed format, not older than 6 months as on 16.10.2024 at the time of Skill Test, if called for.

3. **QUALIFICATION REQUIREMENT:**

3.1 The Qualification requirement for Air Traffic Controller Trainee is as under:

- a) Bachelor's Degree in Engineering / Technology or its equivalent (Full Time) (4 years after 10+2) from the Institutes / Universities recognized by appropriate statutory authorities in the Country, in the Disciplines / eligible Branches of Engineering, as indicated below:

Disciplines	Eligible Branches of Engineering
Electrical	<ul style="list-style-type: none"><li>▪ Electrical</li><li>▪ Electrical &amp; Electronics</li><li>▪ Electrical &amp; Instrumentation</li></ul>
Electronics	<ul style="list-style-type: none"><li>▪ Electronics</li><li>▪ Electronics &amp; Communication</li><li>▪ Instrumentation &amp; Control</li><li>▪ Instrumentation &amp; Electronics</li><li>▪ Applied Electronics &amp; Instrumentation</li><li>▪ Electronics &amp; Instrumentation</li><li>▪ Electronics &amp; Telecommunication</li></ul>
Computer Science	<ul style="list-style-type: none"><li>▪ Computer Science</li><li>▪ Computer Engg.</li><li>▪ Computer Science &amp; IT</li><li>▪ Information Technology</li><li>▪ Information Science &amp; Technology</li><li>▪ Computer Systems</li><li>▪ Information Systems</li><li>▪ Information Science</li><li>▪ Software Engg.</li><li>▪ Computer Technology</li><li>▪ Computer Science &amp; Engg.</li></ul>

- b) Candidates possessing Engineering Degree in any Discipline/Branch of Engineering, other than those mentioned above, are not eligible to apply.

3.2 **Aggregate Percentage of Marks:** In order to become eligible to apply for the post of Air Traffic Controller Trainee, candidates should have secured the following minimum percentage of Marks, in the aggregate, of all the Semesters / Years or corresponding CGPA Ratings / Gradations in the examinations of their relevant Educational Qualifications:

Aggregate Percentage of Marks		
Disciplines / Branches	UR/OBC(NCL) Candidates	SC/PWBD
Electrical	70%	60%
Electronics	70%	60%
Computer Science	70%	60%

**Note:** The total maximum marks and total marks obtained for all the Semesters / Years will be summed up to arrive at the aggregate percentage of Marks and no rounding off will be done. No Weightage will be given to any particular Semester or Year. Engineering Degree should have been completed before 16.10.2024.

3.3 Candidates possessing Diploma and the respective Engineering Degree are required to enter the Marks of the Engineering Degree as Qualifying Marks in the Online Application.

3.4 **Only Full Time / Regular Courses will be considered for all the Qualification requirements indicated above.**

#### **4. AGE CRITERIA & RELAXATIONS**

4.1 Upper Age limit not above 28 years as on 16.10.2024 for UR candidates.

4.2 Candidates from OBC/ SC/ ST categories applying for UR post will be treated on par with UR criteria.

4.3 Upper Age limit is relaxable by 5 years in respect of SC candidates. Name of the caste / tribe to which candidate belongs must appear in the Central List of SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India. The caste / tribe certificate must contain date of issue and the name of the caste / tribe should be spelled exactly in the same manner as appearing in the central list.

4.4 Upper Age limit is relaxable by 3 years in respect of OBC (Non - Creamy Layer) candidates. Name of the caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The certificate must contain date of issue and the name of the caste should be spelled exactly in the same manner as appearing in the central list.

4.5 In respect of Persons with Benchmark Disabilities (PwBDs), Upper age limit is relaxable by 10 years which will be over and above the relaxation admissible for candidates belonging to SC / OBC (NCL), in respect of the post reserved for them. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more.

4.6 For candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01-01-1980 to 31-12-1989, upper Age limit is relaxable by 5 years.

## 5. **MODE OF PAYMENT OF APPLICATION FEE**

5.1 Rs.500/- (Rupees Five Hundred only) (which is inclusive of GST) is to be paid as Application Fee. Candidates belonging to SC/ST/Internal/PwBD candidates are exempted from the payment of Application Fee.

5.2 Application Fee once paid will not be refunded under any circumstances.

5.3 HAL will not be responsible in case a Candidate deposits the Application Fee to the wrong Account / multiple payments etc.

5.4 Candidates are therefore requested to verify their eligibility before paying the Application Fee.

## 6. **REGISTRATION PROCESS**

6.1 Before registering the Application, the candidate should possess the following:

- a) Valid E-Mail id that should remain active till the completion of the Selection Process; b) Soft Copy of the latest Passport Size Colour photograph, Specimen Signature, Soft copy of Aadhar Card (in .jpg file and less than 180 kbs in size), for uploading in the Application Form;
- c) Educational Details like Semester wise Marks, etc. and Soft Copy of the 10<sup>th</sup> Mark Sheet, Engineering Degree (All Semesters) (in .jpg file and less than 180 kbs in size) for uploading in the Application Form;
- d) Employment details (if applicable)

6.2 Eligible and interested candidates are required to apply Online only, through HAL Website, i.e. [www.hal-india.co.in](http://www.hal-india.co.in) (Careers Section) from **25<sup>th</sup> September 2024 (1700 hrs.)** to **16<sup>th</sup> October 2024 (1700 hrs.)**. No other means/ mode of Application will be accepted.

6.3 The steps for submitting the Application Online and depositing the Application Fee through SBlePAY are as follows:

**Step - 1:** Candidate is required to click the link given at [www.hal-india.co.in](http://www.hal-india.co.in) (Careers Section) for the Registration & select the name of the post for which he / she wants to apply.

**Step - 2:** Eligibility Details are required to be filled up and photograph, specimen signature to be uploaded. On submission of Eligibility details, a unique Application number is generated and the Candidate is led to the Personal and Qualification details Page. Eligibility details once submitted cannot be edited. Once the Application number is generated, the Candidate will have an option to re-login for further completion of Application.

**Step - 3:** The Personal & Qualification details are required to be filled up and marks sheets (10<sup>th</sup> and Degree in Engineering-All semesters) to be uploaded. Before finally submitting the details entered, an "Edit" option will be given to the candidate for editing any details already entered, if required.

- a) In case of candidates belonging to SC/ST/Internal/PwBD candidates, on submission of personal & qualification details, the registration process will be completed in the Application Confirmation page. They are required to print the Application Confirmation page for future reference.

- b) In case of candidates belonging to UR/OBC(NCL) categories, on submission of Personal & Qualification Details, they are required to make Online Payment through SBlePay (Payment Gateway).

**Step – 4:** (for UR/OBC(NCL) categories only): Candidates are required to deposit Application fee through SBlePay with options to choose a preferred mode of Payment viz. Credit Card, Internet Banking, BHIM-UPI etc. and make the payment of Application Fee i.e.Rs.500/- (which is inclusive of GST) (excluding applicable convenience Fee and Taxes). Applicable convenience Fee and Taxes, if any, over and above the Application Fee will be borne by the Candidates. After successful transaction in SBlePay Page, Candidates will be redirected to Application Confirmation Page.

The Application Fee once paid will not be allowed to be withdrawn and the application fee once paid will not be refunded on any account. Candidate is required to print the Application Confirmation page for future reference. Candidates are advised to pay the Application Fee and also complete the above process well before the closing date and time and not to wait till the last date to avoid the possibility of disconnection / inability / failure to login to the Website on account of heavy load on Internet or Website jam. **In case of non-payment of Application Fee and not completing the above steps the Application will be incomplete and the same will be rejected.**

## **7. SELECTION PROCESS**

7.1 Selection process will comprise of Offline Written Test and Skill Test.

7.2 Candidates who fulfill the prescribed eligibility criteria will be called for the Written Test. Candidates are required to appear for the Written Test at their own expense, on the date, time and venue, which will be mentioned in their e-Admit Card. The candidate has to download his/her e-Admit card from HAL website. Admit cards will not be sent either by post or by e-mail.

7.3 The Written Test will be held at Bengaluru. However, HAL reserves the right to add / cancel any Center and allocate appropriate center and reschedule the test date / venue depending upon the circumstances & the candidates are bound by the same.

7.4 Candidates are required to produce one of the Original Identity Card (i.e., Voters ID Card / Driving License / Aadhaar Card / Passport / PAN Card to prove their identity before the Invigilator, failing which they will not be allowed to appear for the Written Test.

7.5 The Written Test (136 Marks) will be of Two and Half hours duration. The Written Test will be in three parts & comprising of Multiple Choice Questions (MCQs). Part – I will consist of 17 MCQs on General Awareness. Part – II will consist of 34 MCQs on English & Reasoning. Part – III will consist of 85 MCQs on the concerned discipline.

7.6 The candidates will be shortlisted for Skill Test to be held at Bangalore on the basis of Written Test marks in order of merit in the ratio of 1:5 to the number of vacancies in each category. All Unreserved candidates along with candidates belonging to SC / ST / OBC(NCL) category who do not avail any relaxation, will be grouped together and then arranged in descending order of merit and they will be called for Skill Test in the ratio of 1:5 in UR category. Candidates belonging to SC / OBC(NCL) categories who are not shortlisted for Skill Test under UR category will be regrouped with their respective categories and will be called for Skill Test in the ratio of 1:5 in their respective category. Final Merit List shall be prepared by assigning the weightage of 85% marks for Written Test and 15% marks for Skill Test. Candidates should secure atleast 50% marks each in the Written Test and Skill Test, for qualifying in the Selection. (Relaxation to the candidates belonging to the reserved categories will be given as per rules). The entire selection process (including qualifying marks in every stage) will be governed by the extant Recruitment Rules of the Company.

7.7 The Skill Test (24 Marks) which would comprise of Cognitive Abilities, Psychomotor Abilities, Sensory Abilities, Interactive / Social Scales, Knowledge / Skills Scales, New Interactive / Social Scales.

## **8. PRE – EMPLOYMENT MEDICAL STANDARDS :**

8.1 Candidates provisionally selected by HAL, will have to undergo a Pre-employment Medical Examination before joining HAL.

8.2 Candidates should have sound health and should meet the medical standards prescribed by the Company. Appointment of selected candidates will be subject to receipt of satisfactory medical report from the Company's Doctor as per the Medical Standards of the Company and as per DGCA (Director General of Civil Aviation) Medical Standard requirement.

8.3 The decision of the Company's Doctor in this regard will be final and binding.

8.4 No relaxation in health standards will be allowed.

## **9. SERVICE AGREEMENT BOND**

Selected candidates shall execute a Service Agreement Bond to serve HAL for a period of 5 years (excluding the training period). In case of breach of the Service Agreement during the training period or after absorption as Asst. Aerodrome Officer (Grade-I), the candidate is liable to reimburse the actual training expenses (including recruitment expenses, all the remuneration paid and expenses incurred during the training period), subject to a maximum of Rs.5,00,000/- (Rupees Five Lakhs only).

## **10 JOB PROFILE:**

The job consists of providing necessary vital information to the aircraft for the safe and efficient conduct of the flights, ensuring separation between the aircrafts in the controlled airspace and expediting and maintaining an organized flow of smooth air traffic. The atmosphere of mixed air traffic (Military and Civil) and the test-flying environment offer quite a challenging role. The candidate for the post is expected to be endowed with special qualities such as logical reasoning, ability to comprehend the conflict and respond quickly, ability to issue clear and unambiguous instructions to the aircraft, ability to work under stress for long hours and cool temperament. The selected candidates should be prepared to work in shifts (round the clock) and also on festivals and holidays. However, they will be compensated in accordance with the Rules.

## **11. PLACEMENT & EMOLUMENTS**

11.1 Selected candidates will be trained in-house or deputed to the Civil Aviation Training College at Allahabad or Air Force Academy, Dundigal - Hyderabad for training. They shall also undergo "On the Job Training (OJT)" in handling of "Live traffic" at HAL Airport, Bangalore/Nasik. The duration of training will normally be one year, which may be reduced/ extended depending on the performance of the trainees.

11.2 During the training period, the Trainees shall draw a Stipend comprising of Basic Pay of Rs.30,000/-, Variable Dearness Allowance & Canteen Allowance. Besides, Bachelor Accommodation is also admissible during the training period, as per the Company Rules.

11.3 On successful completion of the training, the Trainees would be absorbed as Asst. Aerodrome Officer in the Grade-I Scale of Pay of Rs. 30000-120000/-. On absorption, the Officer will be eligible for Basic Pay, Variable Dearness Allowance, other Perks & Allowances under Cafeteria system, Company Accommodation / House Rent Allowance, Performance Related Pay (variable pay), ATC Stress Allowance and Rating Allowance as admissible under the rules, Medical Facilities, leave, Provident Fund, Gratuity and other superannuation benefits, etc. as per the Company Rules applicable from time to time.

## **12. GENERAL CONDITIONS**

12.1 Candidates should have good communication and interpersonal skill. Application sent in other format will be rejected. Only short listed candidates will be intimated after screening of applications. Management reserves the right to raise or lower the minimum aggregate percentage of marks in the qualifying examinations for short-listing the candidates for Written Test/Skill Test.

12.2 Only Indian Nationals are eligible to apply.

12.3 Candidates possessing Part Time / Correspondence / E-learning / Distance Education courses are not eligible to apply.

12.4 Wherever CGPA, letter grade, etc. in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. Candidates will be required to submit a Conversion Certificate to this effect from the University / Institute at the time of Skill Test / Document Verification, if shortlisted / called for.

12.5 Candidates employed in Government / Semi-Government / Public Sector Undertakings / Quasi Government / Autonomous Bodies and (including candidates engaged on Contract basis in Government / Semi-Government / Public Sector Undertakings/ Quasi Government / Autonomous Bodies) etc. should produce NOC (No Objection Certificate) at the time of the Skill Test from their employer, failing which they will not be permitted to appear for the Skill Test and will not be eligible for payment of Travelling Allowance.

12.6 Before applying, candidates should ensure that they fulfill the eligibility criteria and other conditions mentioned in this Detailed Advertisement. HAL would be free to reject any application at any stage of recruitment process, if the candidate is found ineligible for the post for which he/she has applied, as per the extant Rules of the Company.

12.7 Category (i.e., SC/ST/OBC(NCL)/UR & PwBD) once filled in the Online Application Form will not be changed and no benefit of other category will be admissible later on. Candidates under reserved Categories are required to submit Caste / Income & Asset / Disability Certificate (as applicable) in the prescribed format of Government of India, issued by the Competent Authority, at the time of Skill Test tentatively scheduled during December 2024 if called for.

12.8 Appointment of selected candidates is subject to verification of Caste/Income & Asset / Disability Certificate (wherever applicable) and Character & Antecedents from the concerned Authorities, as per the Company Rules.

12.9 Internal Candidates of HAL are also required to apply Online as per the Company Rules.

12.10 Mere submission of application will not entail a right at any stage of selection process / for claiming appointment. The prescribed qualification and other eligibility criteria are the minimum and possession of the same will not entitle a candidate to appear in different stages of the selection process. HAL's decision in this regard shall be final.

12.11 Online Application validation rules and design are based on the advertisement requirement. Candidates are advised to read the detailed Advertisement carefully. Application submitted through Online form does not imply that Candidate has fulfilled all the eligibility criteria given in the detailed advertisement. Application is subject to subsequent scrutiny and can be rejected if found to be ineligible at any point of time.

12.12 There will be no separate communication to any candidates on their non-selection at any stage.

12.13 HAL reserves the right to cancel / restrict / enlarge / modify / alter the advertisement/ recruitment process and / or the selection process thereunder, without issuing any further notice or assigning any reason whatsoever. The number of vacancies notified may be increased / decreased / cancelled at the discretion of the Company, without assigning any reasons, whatsoever.

12.14 If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature / appointment will be considered as revoked / terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.

12.15 Candidates should make necessary arrangements for joining on the specified dates, in case of Selection.

12.16 Any sort of canvassing or influencing the Officials related to the recruitment / selection process would result in immediate disqualification of the candidature.

12.17 Decision of HAL in all matters regarding eligibility, Conduct of Written Test and Skill Test, Selection would be final and binding on all candidates.

12.18 Court of jurisdiction for any dispute / cause will be at Bengaluru.

12.19 In case any ambiguity / dispute arises on account of interpretation in versions other than English in Advertisement etc, the English version will prevail.

12.20 In case of any particular query is not covered above, the candidates may write to us at [hr\\_asc@hal-india.co.in](mailto:hr_asc@hal-india.co.in) Or call 08022313819. No other method of communication will be entertained.

12.21 Recruitment in HAL is carried out through well-established selection processes comprising of Written Test, Skill Test, Medical examination, etc. Any recruitment/ selection related information / Rules such as eligibility criteria, registration process, contact email ID, updates, advertisement etc. with respect to the Selection is available / will be hosted only on the HAL Website [www.hal-india.co.in](http://www.hal-india.co.in). Therefore, candidates are requested not to rely upon any advertisement / job openings / announcements posted on any other website, social media platforms or circulations through emails or messages.

12.22 Any Corrigendum / Addendum will be issued on the HAL Website only.



## TENTATIVE SCHEDULE OF ACTIVITIES

Online Registration	From 1700 hrs. on 25.09.2024 to 1700 hrs. on 16.10.2024
Download of e-Admit Card for Written Test from HAL Website	09.11.2024
Written Test	24.11.2024
Declaration of Written Test result in HAL Website	26.11.2024
Download of Skill Test Call Letter in HAL Website	02.12.2024
Skill Test & Document Verification	16.12.2024 to 17.12.2024
Declaration of Skill Test result in HAL Website	19.12.2024
Download of Provisional Offer of Appointment in HAL Website	24.12.2024
Pre-employment Medical Test at HAL Hospitals	30.12.2024
Final Offer	06.01.2025

Note: Exact dates / changes if any will be informed on completion of each stage of selection

Hindustan Aeronautics Limited  
Airport Services Centre, Security Gate No. 30, Vimanapura Post, Bengaluru – 560 017  
Visit us at [www.hal-india.co.in](http://www.hal-india.co.in)

**FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATES BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE**

This is to certify that Shri/ Shrimathi\*/ Kumari\* \_\_\_\_\_ Son/daughter\* of \_\_\_\_\_ of Village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/ Tribe, which is recognized as a Scheduled Caste / Scheduled Tribe\* under:

- \*The Constitution (Scheduled Castes) order 1950
- \*The Constitution (Scheduled Tribes) order 1950
- \*The Constitution (Scheduled Castes)(Union Territories) order 1950
- \*The Constitution (Scheduled Tribes) (Union Territories) order 1951

{As amended by the Scheduled Castes and Scheduled Tribes lists( Modification Order, 1956, the Bombay Reorganization act, 1960, the Punjab Reorganization Act, 1966, the state of Himachal Pradesh Act 1970, the North-Eastern areas ( Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act 1976}

- \*The Constitution ( Jammu and Kashmir) Scheduled Castes order 1956
- \*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
- \*The Constitution ( Dadra and Nagar Haveli) Scheduled Castes order 1962
- \*The Constitution ( Dadra and Nagar Haveli) Scheduled Tribes order 1962
- \*The Constitution ( Pondicherry) Scheduled Castes order 1964
- \*The Constitution (Scheduled Tribes) (Uttar Pradesh) 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

2. Shri / Shrimathi / Kumari\* \_\_\_\_\_ and/or \* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the state/Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_

—

Designation \_\_\_\_\_

—

(With seal of office)

Place \_\_\_\_\_

State / Union Territory

Date \_\_\_\_\_

\* Please delete the words, which are not applicable

Note : The term “ Ordinarily resides” used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

**Appendix B**

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

This to certify that Shri / Smt / Kumari \_\_\_\_\_, son / daughter of \_\_\_\_\_, of Village / Town \_\_\_\_\_ in District / Division \_\_\_\_\_ in the State / Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_, dated \_\_\_\_\_. Shri / Smt / Kumari \_\_\_\_\_ and / or his / her family ordinarily reside(s) in the \_\_\_\_\_ District / Division of the \_\_\_\_\_ State / Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M.No. 36012/22/93- Estt. (SCT), dated 8-9-1993\*\*.

District Magistrate / Deputy Commissioner, etc.

Dated :

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's Act, 1950

**DECLARATION TO BE FURNISHED BY CANDIDATES SEEKING RESERVATION AS OBC**

To: The Dy. General Manager (HR)/ Chief Manager (HR) / Senior Manager (HR)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub:- Selection for the post of \_\_\_\_\_

Respected Sir,

"I \_\_\_\_\_ son /  
daughter of Shri \_\_\_\_\_  
resident of \_\_\_\_\_ village /Town / City \_\_\_\_\_  
\_\_\_\_\_ Dist  
\_\_\_\_\_ State \_\_\_\_\_ hereby

declare that I belong to the \_\_\_\_\_ community which is recognized as Backward Class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel & Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 8.9.1993, It is also declared that I do not belong to Persons/sections (creamy layer) mentioned in column 3 of the Schedule to the above-referred Office Memorandum dated 8.9.1993."

2. I further declare that I have been selected and offered the above said post provisionally which is reserved for the persons belonging to OBC Non Creamy Layer Category. I know that my appointment to this post is provisional and is subject to the community certificate being verified through the proper channels and if the verification reveals that my claim to belong to Other Backward Class or not to belong to Creamy Layer is false, my services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false caste certificate.

Thanking you,

Yours faithfully,

Signature of the candidate

### Disability Certificate (FORM –V)

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size  
attested photograph  
(Showing face only)  
of the person with  
disability.

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

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

This is to certify that I have carefully examined Shri / S mt. /Kum. \_\_\_\_\_ son /wife /daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YYYY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/ female \_\_\_\_\_ registration No. \_\_\_\_\_ Permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

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

(A) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

**Disability Certificate (Form – VI)**  
**(In case of Multiple Disabilities)**

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
size attested  
photograph  
(Showing face  
only) of the person  
with disability.

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

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

This is to certify that I have carefully examined Shri/ Smt./ Kum. \_\_\_\_\_ son /wife /daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YYYY) \_\_\_\_\_ 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 Multiple Disability. His/her extent of permanent physical impairment/ disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			

7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures : - ----- percent

In words :- ----- percent

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

3. Reassessment of disability is :

- 1) Not necessary, or
- 2) Is recommended /after..... year..... months and therefore this certificate shall be valid till ---- ---- ----  
(DD) (MM) (YYYY)

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

# e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson
Signature/thumb impression of the person in whose favour certificate of disability is issued		



## Disability Certificate (Form – VII)

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport  
size attested  
photograph  
(Showing face  
only) of the person  
with disability.

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

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

This is to certify that I have carefully examined Shri / Smt / Kum  
 \_\_\_\_\_ Son / wife / daughter of  
 Shri \_\_\_\_\_ Date of Birth  
 (DD/MM/YYYY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_  
 Registration No. \_\_\_\_\_ permanent resident of House No.  
 \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
 \_\_\_\_\_ District \_\_\_\_\_ State  
 \_\_\_\_\_, whose photograph is affixed above, and am satisfied  
 that he/she is a case of \_\_\_\_\_ disability. His/her  
 extent of percentage physical impairment/disability has been evaluated as per  
 guidelines (.....number and date of issue of the guidelines to be specified) and  
 is shown against the relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			

12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive / non-progressive / likely to improve / 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/YYYY).

@ 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 issue	Details of authority issuing Certificate

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

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

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

Note- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.