



भारत सरकार
वस्त्र मंत्रालय

हथकरघा विकास

आयुक्त का कार्यालय

बुनकर सेवा केंद्र

15-ए मामा परमानन्द मार्ग,

मुंबई-400004

दूरभाष क्र.- 2369 1238/236 10923

dirwzscmmum@yahoo.in



Government of India
Ministry of Textiles

O/o Development
Commissioner
for Handlooms

Weavers' Service Centre

15-A, Mama Parmanand Marg,

Mumbai-400004

Tele- 23691238/23610923

dirwzscmmum@yahoo.in

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आजादी का
अमृत महोत्सव



Notice Inviting Applications

Advertisement No. WSCM/01/2025

Applications are invited from the eligible candidates for filling up of the following General Central Services Group 'C', Non-Gazetted (Non-Ministerial/ Ministerial) Post on Direct Recruitment basis by Weavers Service Centre, 15 A, Mama Parmanand Marg, Mumbai- 400004. A subordinate office under the office of the Development Commissioner for Handlooms, Ministry of Textiles. Selected candidates may be posted at any of Weavers Service Centre viz. Mumbai, Nagpur, Ahmedabad, Indore & Raigarh under West Zone. The details are as under:

Sr. No.	Name of Post	Pay Matrix	No. of Vacancy	Reservation Position
1.	Junior Weaver	Pay Matrix Level-5 Rs. 29200-92300/- (Pre revised Pay Band-I of Rs. 5,200-20,200/- Rs. GP-2800/-)	03	UR-3
2.	Junior Printer	Pay Matrix Level-4 Rs. 25500-81100/- (Pre revised Pay Band-I of Rs. 5,200-20,200/- Rs. GP-2400/-)	01	UR-1
3.	Junior Assistant (Weaving)	Pay Matrix Level-2 Rs. 19900-63200/- (Pre revised Pay Band-I of Rs. 5,200-20,200/- Rs. GP-1900/-)	01	UR-1
4.	Junior Assistant (Processing)	Pay Matrix Level-2 Rs. 19900-63200/- (Pre revised Pay Band-I of Rs. 5,200-20,200/- Rs. GP-1900/-)	01	UR-1
5.	Attendant (Weaving)	Pay Matrix Level-1 Rs. 18000-56900/- (Pre revised Pay Band-I of Rs. 5,200-20,200/- Rs. GP-1800/-)	02	EWS-1, SC-1
6.	Attendant (Processing)	Pay Matrix Level-1 Rs. 18000-56900/- (Pre revised Pay Band-I of Rs. 5,200-20,200/- Rs. GP-1800/-)	01	UR-1
7.	Staff Car Driver	Pay Matrix Level-2 Rs. 19900-63200/- (Pre revised Pay Band-I of Rs. 5,200-20,200/- Rs. GP-1900/-)	03	UR-3

The number of vacancies to be filled against the posts mentioned in this advertisement may increase or decrease depending on the actual number of vacancies to be filled by Direct Recruitment at the time of selection. In addition to this, the appointing authority has the right to cancel or to make any correction of the notice without showing any reason.

For details about qualification, age limit, selection process and application form etc. please log on the website: www.handlooms.nic.in. Last date of receipt of application will be 45 days from the date of publication of the advertisement in Employment News.

EN 52/72

Director (West Zone)



भारत सरकार
वस्त्र मंत्रालय
हथकरघा विकास आयुक्त का कार्यालय
बुनकर सेवा केंद्र
15-ए मामा परमानन्द मार्ग,
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Government of India
Ministry of Textiles
O/o Development Commissioner
for Handlooms
Weavers' Service Centre
15-A, Mama Parmanand Marg
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Advertisement No. WSCM/01/2025

Applications are invited from the eligible candidates for filling up of the following General Central Services Group 'C' Non-Gazetted, Non-Ministerial posts on Direct Recruitment basis for posting initially at anyone of WSCs (West Zone) viz. Mumbai, Nagpur, Ahmedabad, Indore and Raigarh but likely to be transferred to anywhere in India. Details are as under:

Sr. No.	Nomenclature of the posts with Pay Band and Grade Pay	No. of posts and Roster position	Age for Direct Recruitment	Educational qualification and other qualification for Direct Recruitment	Brief description of the job requirement and nature of duties of the post
01.	Junior Weaver Pay Matrix Level-5 Rs. 29200-92300/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-2800/-)	03 (UR-3)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs) Note: - The upper age limit will be relaxable upto 05 (Five) years for SC/ST, against reserved vacancies. Note: - The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	Essential:- 1) Matriculation from a recognized Board and should have eight years' experience of looms setting and weaving of different types of fabrics and designs in a organization of repute. (2) Should be well versed in all the methods of preparatory processes for weaving. Note:-1 The qualification is relaxable at the discretion of the Competent Authority in the Case of candidate otherwise well qualified. Note:-2 The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable:- Three Year Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognized institution of repute or two years Certificate Course in Handloom weaving (Upper & Lower Course, which should be recognized by State Government)	1. To assist new weaving designs 2. To weave different types of fabrics in designs. 3. To prepare samples warps.

02.	<p>Junior Printer Pay Matrix Level-4 Rs.25500-81100/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-2400/-)</p>	01 (UR-1)	<p>Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)</p>	<p>Essential:- (i)Matriculation from a recognized Board or Industrial Training Institutes (I.T.I.) Diploma with Textile Printing or Screen printing or Fabric Printing or Block Printing Trade. (ii)Should have five years' experience in block or screen printing or Dyeing or Processing house or in a printing Unit or in a recognized institution of repute. Note:-1 The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note:-2 The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	Block and Screen Printing and also Dyeing.
03.	<p>Junior Assistant (Weaving) Pay Matrix Level-2 Rs. 19900-63200/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-1900/-)</p>	01 (UR-1)	<p>Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note: - The upper age limit will be relaxable upto 03 (Three) years for OBC candidates against reserved vacancies. Note:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur,</p>	<p>Essential:- 1) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Weaving or Winding Trade from a recognized Institution of repute; and (2) Should have two years experience in a reputed Handloom or Textile Weaving unit and should be well versed in different methods of Winding, Warping and Sizing of silk, cotton and woollen yarns or Short term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with one year experience in a reputed Handloom or Textile Weaving Unit. Note-1 The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified. Note-2 The qualification (s) regarding experience is relaxable</p>	<ol style="list-style-type: none"> 1. To cut and prepare samples. 2. To prepare sample booklets. 3. To assist in sizing of yarn. 4. To assist in winding of warp and weft. 5. To assist in warping/ winding/ jala lifting.

			Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them Desirable:- Preference will be given to those experienced in book binding, sample cutting and making booklets.	
04.	Junior Assistant (Processing) Pay Matrix Level-2 Rs. 19900-63200/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-1900/-)	01 (UR-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	Essential:- 1. Matriculation from a recognized Board Or Industrial Training Institutes (I.T.I) Diploma in Textile Dyeing or Printing or Fabric Printing or Screen Printing Trade. 2. Should have two years experience in a reputed Dyeing or Processing house or Short term training course of not less than 4 months from Weavers Service Centre or Indian Institutes of Handloom Technology in Dyeing and Printing with one year experience in a Dyeing and Processing house or Handloom Printing unit of repute. Note-1 The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified. Note-2 The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them	1)To attend to the work of the processing section. 2)To assist in the semi manual labour involved in the processing section. 3)To assist in dyeing and printing section in dyeing the yarn in the dye-vats and later attending to the washing, hydro-extracting and dyeing.
05.	Attendant (Weaving) Pay Matrix Level-1 Rs. 18000-56900/- (Pre revised	02 (EWS-1, SC-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note:- The crucial date for	Essential:- 1) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I). Diploma in Textile Weaving or Winding Trade from a recognized Institution of repute; and	1. To cut and prepare samples. 2. To prepare sample booklets. 3. To assist in sizing of yarn. 4. To assist in

	Pay Band – I of Rs. 5,200-20,200/- Rs. GP-1800/-)		determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	(2) Should have two years experience in a reputed Handloom or Textile Weaving unit and should be well versed in different methods of Winding, Warping and Sizing of silk, cotton and woollen yarns or Short term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with one year experience in a reputed Handloom or Textile Weaving Unit. Note-1 The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified. Note-2 The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them Desirable:- Preference will be given to those experienced in book binding, sample cutting and making booklets.	winding of warp and weft. 5. To assist in warping/winding/ jala lifting.
06.	Attendant (Processing) Pay Matrix Level-1 Rs. 18000-56900/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-1800/-)	01 (UR-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh	Essential:- 1. Matriculation from a recognized Board Or Industrial Training Institutes (I.T.I) Diploma in Textile Dyeing or Printing or Fabric Printing or Screen Printing Trade. 2. Should have two years experience in a reputed Dyeing or Processing house or Short term training course of not less than 4 months from Weavers Service Centre or Indian Institutes of Handloom Technology in Dyeing and Printing with one year experience in a Dyeing and Processing house or Handloom Printing unit of repute. Note-1 The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified.	1) To attend to the work of the processing section. 2)To assist in the semi manual labour involved in the processing section. 3)To assist in dyeing and printing section in dyeing the yarn in the dye-vats and later attending to the washing, hydro-extracting and dyeing.

			division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	Note-2 The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them	
07.	Staff Car Driver Pay Matrix Level-2 Rs. 19900-63200/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-1900/-)	03 (UR-3)	Not exceeding 27 years (Relaxable for Govt. Servants up to the age of 40 yrs and in accordance with the instructions or orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep)	Essential:- (i)Matriculation from a recognized Board. (ii)Possession of a valid driving license for motor cars. (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle). (iv)Experience of driving a motor car for at least three years. Desirable:- (i) Three years' service as Home Guard/Civil Volunteers. Note:-1 The Qualification is relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. Note:-2 The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.	To drive office vehicle, as per the direction of officer.

ELIGIBILITY FOR APPLICANTS :

Applicants must fulfill the educational qualification, experience and age limit and other criteria for the post applied for, as on the last date of receipt of the applications, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard. Candidates are, therefore, advised to satisfy themselves before applying for the post(s) that they possess the requisite essential qualification and experience. The prescribed essential qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for the Written Test/Practical Test/ Selection. **The candidates who are willing to apply for more than one post are required to submit a separate application against each post in the prescribed format.**

AGE RELAXATION FOR GOVERNMENT SERVANTS/SC/ST/OBC's/others:

The upper age limit is relaxable for Government servants upto 10 years. The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. The above concession will be admissible only where an employee has rendered not less than three years continuous service under Government. The relaxation of age limit and other concessions for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Govt. from time to time.

SCHEME OF SELECTION :

Selection of the aforesaid posts will be on the basis of written and practical test, which will be conducted by a duly constituted Selection Committee. However, if the number of applications received for a particular post is large, then the appointing authority reserves the right to lay down any criteria for the purpose of short listing of the candidates for selection tests.

LAST DATE OF RECEIPT OF APPLICATIONS :

Application in the prescribed format (**Annexure-I**) must reach by Speed Post/Registered Post only alongwith self-attested photocopies of all certificates for age, educational qualification, experience and SC/ST/OBC/PH/EWS/Others Certificates, if any etc. to the office of **Director(WZ), Weavers' Service Centre, 15-A, Mama Parmanand Marg, Mumbai- 400 004** within 45 days (52 days in respect of the candidates residing in NE Region including Sikkim, Jammu & Kashmir, Lahaul and Spiti district and Pangl sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) **from the date of publication of the advertisement** The serving employees must send application through their respective employer; otherwise, their applications shall be summarily rejected. Application received after the last date or without relevant documents shall be summarily rejected and no correspondence in this regard will be entertained. **This Office shall not be responsible for any postal delay.**

The decision of the Appointing Authority in all respect relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination/test etc. will be final and no enquiry/correspondence will be entertained in this regard.

Note:

- 1) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangl sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).
- 2) Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent examination will be accepted and no subsequent request for its change will be considered or granted.
- 3) Candidates claiming OBC status may note that certificate on creamy layer status in the prescribed format (Annexure-II) should have been obtained within 3 years before the closing date.
- 4) Candidates claiming to belong to one of the **Scheduled Caste or Scheduled Tribes** should submit in support of his claim an attested/certified copy in the prescribed format (Annexure-III), from the District Officer or the Sub-Divisional Officer or any other officer as listed in the format.
- 5) Candidates claiming identified EWS status will have to submit a copy of certificate of EWS in the prescribed proforma (Annexure-IV) from the competent Authority against the identified reserved vacancy.

6) Candidates are required to submit Experience Certificate in the prescribed format (As per Sr. No.12 of Annexure-I) for all periods of working experience claimed whether in Private/Cooperative or in Government Sector. (It is mandatory to furnish the experience in prescribed Experience Certificate Format (Annexure-VI) on the Letter Head of concerned Firm/Organisation failing which the application is liable to be rejected.

7) Candidates claiming relaxation by Government employees should submit certificate in the prescribed format (Annexure-V) (on the letterhead of the organisation) along with declaration in support of his/her claim.

8) Self-attested copies of certificates of educational/professional qualification, proof of Identity, proof of date of birth, caste certificate, work experience certificate, etc. must be enclosed in support of the details furnished in the application, otherwise the application will be summarily rejected.

9) Applications not in the prescribed format, not filled as per instructions or partly filled, not signed will be rejected.

10) Incomplete or illegible or unsigned applications and applications received without affixing **recent passport size photograph duly self-attested or without duly self-attested enclosures or received after due date will be rejected.** The enclosures, which are not listed in the application form, will not be considered. Further the details of qualification, experience, community etc. mentioned in the application along with self-attested supporting documents will only be considered.

11) Applications with any other form of irregularities will not be considered.

12) Applications received in response to this advertisement will be short-listed together with those received from Local Employment Exchange and candidates will be called for written and practical tests.

13) Merely fulfilling the requisite qualification/experience will not entitle the applicant the rights for written and practical tests.

14) The Appointing Authority reserves the right to reject or cancel Application without assigning any reason thereof.

15) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Mumbai.

16) No application seeking information under RTI Act shall be entertained till completion of selection process. Director (West Zone)

Format of application

Paste recent
passport size
photo duly
attested by the
applicant.

Advertisement No. WSCM/01/2025

1. Name of the post applied for
2. Name of the Candidate (**In Block Letters**)

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3. Father's/Husband's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Employment Exchange Card No, if any
5. Correspondence Address with Phone No.

P	I	N																	
S	T	A	T	E															
M	O	B	I	L	E	N	O												
E	mail																		

6. Permanent address:

P	I	N																	
S	T	A	T	E															

7. Nationality
8. Category (SC/ST/OBC/EWS/PH/Others).....

9. Date of Birth
(a) In figures

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D D M M Y Y Y Y

(b) In Words

10. Gender

11. Education/Professional Qualification possessed/examination passed (duly supported by certificates)

Name of the Examination Passed	Subjects	Name of the Institute/Board/University	Regular/ Correspondence	Date of declaration of result	Percentage

12. Work Experience (If any) (in chronological order) duly supported by experience certificates in the prescribed format.

S. No.	Name & full address of Institution/ Establishment	Govt./Semi Govt./ Private	Designation	Nature of duties performed	Salary drawn	From	To	Duration of Service		
								Y	M	D

DECLARATION

I do hereby declare that the following information furnished in the format towards support of my age, educational qualification, experience, category and other particulars in connection with my candidature for the post of in any WSCs falling under West Zone is true and correct to the best of my knowledge and belief. In case, any information found false or incorrect in future, my candidature is liable to be treated as cancelled and my employment terminated forthwith.

Place:

Signature of the candidate

Date:

List of copies of documents enclosed

1. _____
2. _____
3. _____
4. _____
5. _____

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

[Govt. of India, Department of Per & Trg. OM No.36033/28/94-Estt(Res)dated 02.07.1997]

This is to certify that _____
son/daughter of _____ Vill. _____
_____ District/Division _____ in the
_____ State belongs to the _____ community which is recognized as
a backward class under:-

- (i) Government of India, Min of Welfare, Resolution No.12011/68/93-BCC© dated the 10 September 1993 published in the Gazette of India, Extraordinary, Part I, section-1, No.186 dated the 13th September 1993.
- (ii) Government of India, Min of welfare, Resolution No. 12011/9/94-BCC dated the 19th Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, section No.163, dated the 20th October, 1994.
- (iii) Government of India, Min of Welfare, Resolution no.12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part-1, section1, No.88, dated the 25h May 1995.
- (iv) Government of India, Min of Welfare, Resolution No.12011/44/96-BCC dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-1 Section-1, No.210, dated the 11th December 1996.

Shri _____ and or his family ordinary resides in the
_____ District/Division _____ State. This is to also 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, OM
No.36012/22/93-Estt(SCT) dated 08.09.1993.

Dated:

Seal

**District Magistrate/
Deputy Commissioner etc.**

(FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Shrimati/Kumari* _____
son/daughter of _____ of village/town* _____ on District/Division
* _____ of the State/Union Territory* _____ Belongs to the
Caste/Tribes* _____ which is recognized as a Scheduled Castes/Scheduled Tribes*
under :-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order,
1951* _____

The Constitution (Scheduled Tribes) Union Territories order,
1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the
Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal
Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and
Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Casted order,
1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 as amended by the
Scheulded Casted and Scheduled Tribes order(Amendment Act) 1976*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order, 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@

The Constitution (Pondicherry) Scheduled Castes order, 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) order, 1967@

The Constitution (Goa, Daman & Diu) Scheduled Castes order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes order, 1968@

The Constitution (Nagaland) Scheduled Tribes order, 1970@

The Constitution (Sikkim) Scheduled Castes order, 1978@

The Constitution (Sikkim) Scheduled Tribes order, 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (SC) orders (Amendment) Ordinance, 1996

%2.Application 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/ Shrimati _____ Father/ Mother _____ of Shri/ Shrimati/
Kumari* _____ of village/ town* _____ in
District/ Division* _____ of the State/ Union Territory*
_____ who belong to the _____ Caste/ Tribes which is
recognized as a Scheduled Casted/Scheduled Tribe in the State/Union Territory issued by the
_____ dated _____ %3.Shri/ Shrimati/ Kumari and or* his/her
family ordinarily reside(s) in village/town* _____ of _____
District/ Division* _____ of the State/Union Territory of _____

Place _____

Signature _____

Date _____

Designation _____

(with seal of office)

*Please delete the words which are not applicable.

@Delete quote specific presidential order.

% Delete the paragraph which in not applicable.

NOTE: The term ordinary reside(s) used here will have the meaning as in section 20 of the Representation of the people Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue officers not below the rank of Tehsildar.
- (iv) Sub- Divisional Officers of the area where the candidate and/or his family normally resides.\

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

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/
wife of _____ permanent resident of
_____, Village /Street _____ Post
Office _____ District _____ in the State/Union Territory
_____ Pin Code _____ whose photograph is attested below belongs to
Economically Weaker Sections, Since the gross annual income* of his/her family** is below Rs. 8
lakh (Rupees Eight Lakh Only) for the financial year _____.

His/her family does not own possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the
_____ casts which is not recognized as a Scheduled Caste, Scheduled Tribe and Other
Backward Classes (Central List)

Signature with seal of office _____
Name _____
Designation _____

Recent Passport
size attested
photograph of
the applicant.

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

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

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

The form of Certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms....., S/o,D/o,W/o Shri..... is a regularly appointed an employee of this Organization/

Department/Ministry and duties performed by him/her during the period (so are as under:-

Certified That:

(a)Shri/Smt/Kum holds substantively a permanent post of in the Office/ Department of with effect from

(b)Shri/Smt/Kum..... has been continuously in temporary service on a regular basis under the Government in the post of in the Office/ Department with effect from

Signature.....

Name.....

Designation.....

Ministry/Office.....

Address.....

Office SEAL.....

Place:

Date:

***Strike out whichever is not applicable.**

EXPERIENCE CERTIFICATE**(The form of certificate to be produced by candidates for claiming experience)****Letter Head of the Institution/Issuing Authority**

Name of Organisation

Address of the Organisation

Dated

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri was/is an employee of this Organisation/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of Post head	From dd/mm/y	To dd/mm/y	Total period dd/mm/y	Nature of Appointment/Permanent / Regular/Temporary/Part time/Guest/Honorary etc.	Department/Specialty/Field of Experience
1	2	3	4	5	6
Pay Scale & Last Salary Drawn	Duties performed/Experience gained in brief in each post(please give details. If need be, in attached sheet duly signed with seal				Place of posting
7	8				9

2. It is certified that above facts and figures are true and based on service records available in our Organisation/Department/Ministry.

Signature.....

Name of Competent Authority.....

Stamp of Competent Authority.....