

**Professional Experience:**

Sr. No	Posts Held	From - To	No. of years	Pay scale/ Monthly remuneration	Organization and brief description of job	Any other details

Current place of working, post held and substantive pay level: \_\_\_\_\_

I hereby declare and certify that the above information is true and correct to the best of my knowledge. If any information furnished by me is found to be incorrect /false, my application shall be liable to be rejected/my services are liable to be terminated at any stage, if recruited.

**Signature of applicant:** \_\_\_\_\_

List of documents enclosed (Please indicate 'TICK' [✓] in the box)  
**(NOTE: FAILURE TO ATTACH ANY OF THESE DOCUMENTS MAY RENDER THE APPLICANT INELIGIBLE)**

**MANDATORY DOCUMENTS**

Self attested copies of certificate in proof of qualification (As per the qualification specified in Notification)

- a) Self attested copies of certificate in proof of qualification (As per the qualification specified in Notification)
- b) Self attested copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate).
- c) Self attested copy of Caste certificate in the format required for Central Government employment (In case of SC/OBC-NCL) and service certificate in support of claims for Ex-servicemen, if any. In case of EWS candidate, EWS certificate in the format required for Central Government employment (Format attached)
- d. Two passport size photographs.
- e. Self attested copy of document regarding desired experience, last served and others.
- f. Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

**RECOMMENDED DOCUMENTS**

- a) Self attested of employment letter issued by previous as well as present employer.
- b) Self attested of Form 16 issued by previous / present employer.
- c) Self attested document indicating Employees Provident Fund (EPF) Number/PF Number.

**I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website [www.konkanrailway.com](http://www.konkanrailway.com)**

Signature of applicant: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Date:

Place:

## Annexure-I

### Sr. Design Engineer.

The minimum qualification and experience required for the post of Sr. Design Engineer on fixed term contract is as under:

Sr. No	Category	Upper Age limit as on 01/11/2023	No. of Posts	Place of Posting
1	Sr. Design Engineer	45 years	1	New Delhi

### Minimum Qualification

**Essential:** Graduate in (Civil Engineering) from recognised (AICTE) University with minimum 60% marks in aggregate.

**Desirable:** ME/M Tech (Structural Engineering/Earthquake Engineering) from recognised (AICTE) University.

### Work Experience:

Minimum 6 years' experience in structural design of Bridges / Viaducts / flyovers for Railway/Road/Metro loading based on Indian Standards (sound knowledge of IRS, IS, IRC and other relevant codes related to design) / International Standards (EURO, BS & AASTHO) & basic design philosophy.

Preference shall be given to Candidate having experience in design of superstructure comprising of steel structures, composite structures, segmental bridges, U-girder, I-girder, balanced cantilever box girder with pre-stressed concrete technology and should be proficient in use of various Structural Design software's (like STAAD, Auto- Cad, MIDAS, LUSAS, SOFISTK etc.)

### Brief Description of Duties.

The Sr. Design Engineer on Contract basis is generally responsible for all technical, contractual and other works in his charge assigned to him, for accuracy, quality, progress of work, timely submission of deliverable and control over all expenditure in relation to laid down norms.

The essential duties of Sr. Design Engineer on Contract basis in respect of works are as under :

1. Contribute in a team of engineers and CAD technicians working on design and assessment of bridges as per Indian Standards (IRS/IS/IRC codes of practice) and International Standards.
2. Able to produce design of Steel/RCC Structures (Superstructure, Substructure and Foundation) independently.
3. Review design calculations and detailed drawings.
4. Deliver project in accordance with quality, timescales and budget.
5. Supervise, guide and mentor the team.
6. Liaison and interact with the clients.
7. Provide technical leadership and develop capabilities of the team in design and assessment of bridges.
8. Play a major role in the development of technical skills of the team.
9. Ensure technical competencies of self and team are kept up to date.
10. Any other duty as assigned by Controlling Officer from time to time.

## Annexure-II

### Sr. Project Engineer/Inspection.

The minimum qualification and experience required for the post of Sr. Project Engineer/Inspection on fixed term contract is as under:

Sr. No	Category	Upper Age limit as on 01/11/2023	No. of Posts	Place of Posting
1	Sr. Project Engineer/ Inspection	35 years	5	North East, New Delhi, Raipur, Surat, Ambala, Nagpur and any other place in India

### Minimum Qualification and eligibility.

Graduate in Civil/ Mechanical Engineering or equivalent with not less than 55%marks from recognized (AICTE) University. The Candidate shall possess NDT Level II – ASNT Certification.

### Work Experience.

Minimum 5 years experience of working in a PSU organisation or in a reputed Public/Private limited company. This shall be inclusive of;

i) three years are in QA/QC activities for inspection of fabrication/launching of bridges in Railway, Metro and Road projects or a minimum three years experience in Mechanized welding of heavy structural Steel - preferably Railway / Road Bridges.

ii) Ability to understand and prepare WPS, Fabrication methodologies and related procedures involved in welding / fabrication of heavy structural steel.

### Brief Description of duties of Senior Project Engineer /Inspection on contract basis:

**General duties:** The Senior Project Engineer (Inspection) on Contract basis is generally responsible for all technical, Contractual and other works in his charge assigned to him for accuracy, quality and progress of work and control over all expenditure in relation to laid down norms.

**Essential duties:** The essential duties in respect of works are as under:

1. Serve as Technical representative for all matters related to Third Party Inspection of steel structures, QA/QC plans .
2. Preparation and scrutiny of welding procedures, NDT/DT Procedures, Inspection formats, Fabrication/Launching schemes.
3. Inspection and supervision of works related to fabrication and launching of Steel Girders.
4. Supervise & monitor the works for conformance with the provisions of Contract Documents and the Procedures and Manuals.
5. Preparation of Reports in connection with the works assigned.
6. Maintenance of Site office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc regarding works and other logistic services. Drafting of Yearly, Monthly, Weekly and Daily reports.
7. To ensure discipline and look after matters pertaining to staff under his control and ensure compliance of Labour Laws by Contractors.
8. Assist Superiors in smooth running of works.
9. He should have knowledge of Rules and Regulations.
10. General Administration works, logistics, meetings and all office related works.
11. At the time of taking over of charge/relinquishing/handing over of charge, joint inspection should be carried out and joint handing over taking over report should be made.
12. Any other duty as assigned by Controlling Officer from time to time.

## Annexure-III

### Design Engineer

The minimum qualification and experience required for the post of Design Engineer on fixed term contract is as under:

Sr. No	Category	Upper Age limit as on 01/11/2023	No. of Posts	Place of Posting
1	Design Engineer	35 years	2	New Delhi

### Minimum Qualifications.

**Essential:** Graduate in Civil Engineering from recognised (AICTE) University with minimum 60% marks in aggregate

**Desirable:** ME/M.Tech (Structural Engineering/Earthquake Engineering) from recognised (AICTE) University.

### Work Experience.

Minimum 5 years' experience in structural design of Bridges / Viaducts / flyovers for Railway/Road/Metro loading based on Indian Standards (sound knowledge of IRS, IS, IRC and other relevant codes related to design) / International Standards (EURO, BS & AASTHO) & basic design philosophy.

Preference shall be given to Candidate having experience in design of superstructure comprising of steel structures, composite structures, segmental bridges, U-girder, I-girder, balanced cantilever box girder with pre-stressed concrete technology and should be proficient in use of various Structural Design software (like STAAD, Auto- Cad, MIDAS, LUSAS, SOFISTK etc.).

### Brief Description of Duties.

The Design Engineer on Contract basis is generally responsible for all technical, Contractual and other works in his charge assigned to him, for accuracy, quality, progress of work, timely submission of deliverable and control over all expenditure in relation to laid down norms.

The essential duties of Design Engineer on Contract basis in respect of works are as under:

1. Able to produce design of Steel/RCC Structures (Superstructure, Substructure and Foundation) under guidance.
2. Contribute in a team of engineers and CAD technicians working on design and assessment of bridges as per Indian Standards (IRS/IS/IRC codes of practice) and International Standards.
3. Review design calculations and detailed drawings under guidance.
4. Deliver project in accordance with quality, timescales and budget.
5. Liaison and interaction with the clients.
6. Ensure technical competencies of self and team are kept up to date.
7. Any other duty as assigned by Controlling Officer from time to time.

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## Annexure-IV

### Sr. Technical Assistant.

The minimum qualification and experience required for the post of Sr. Technical Assistant on fixed term of contract is as under:

Sr. No	Category	Upper Age limit as on 01/11/2023	No. of Posts	Place of Posting
1	Sr. Technical Assistant	35 years	2	Anywhere over Konkan Railway

### Minimum qualification.

**Essential:** Graduate in Civil Engineering with not less than 60% marks from recognized (AICTE) university with knowledge of Auto CAD.

### Work experience.

Minimum 5 years experience in Supervision of construction of Civil Engineering works in Highways/ Railways / Metros preferably in a Railway/CPWD/NHAI/PSU/Reputed Listed Private Company. This shall be inclusive of:

- (i) 3 years are in Railway or Metro Projects.
- (ii) Should have satisfactorily completed at least two ROB or FOB works on running line, with or without OHE.

### Brief description of duties.

**General duties of STA:** The Senior Technical Assistant on Contract basis is generally responsible for all technical, Contractual and other works in his charge assigned to him, for accuracy, supervision, quality, progress of work, timely submission of deliverable and control over all expenditure in relation to laid down norms.

**Essential duties of STA:** The essential duties of Senior Technical Assistant on Contract basis in respect of works are as under:

1. Supervision of construction works and/or Quality Assurance.
2. Serve as Technical representative for matters related to Contract, Contract Management, Project Management, Quality Assurance and Safety of works.
3. Updating technical knowledge of latest circulars, norms, guidelines and codal provisions and ensuring its correct usage/implementation in related works.
4. Assist in arranging site meetings, negotiations, preparation of details of claim statements and allied works.
5. Programme charting, Supervision & monitoring of works in conformance with the provisions of Contract Documents and the Procedures and Manuals.
6. Preparation of Daily Progress Reports in connection with the works assigned and informing the in charge officer in time.
7. Maintenance of Site office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding works and other logistic services.
8. Drafting of Yearly, Monthly, Weekly and Daily reports and ensure compliance of Labour Laws by Contractors.
9. Assist Superiors in smooth running of works.
10. Should have knowledge of Rules and Regulations.
11. Preparation/checking of monthly contract bills.
12. At the time of taking over of charge /relinquishing/handing over of charge, joint inspection should be carried out and joint handing over taking over report should be made.
13. Ensuring overall safety at work site, conducting safety meetings, counselling contract supervisors and Labour.
14. Any other duty as assigned by Superiors/Controlling Officer from time to time.

## Annexure-V

### Sr. Technical Assistant (Station Development).

The minimum qualification and experience required for the post of Sr. Technical Assistant (Station Development) on fixed term of contract is as under:

Sr. No	Category	Upper Age limit as on 01/11/2023	No. of Posts	Place of Posting
1	Sr. Technical Assistant (Station Development)	35 years	1	Anywhere over Konkan Railway

### Minimum Qualification

**Essential:** Graduate in Civil Engineering or equivalent with not less than 55% marks from recognized (AICTE) university. Proficiency in Auto CAD is essential.

### Work Experience.

Minimum 5 years experience in Supervision of construction of Public Buildings/Malls / Railway Stations / Metro Stations / Airports preferably in a Railway/PSU / reputed Private Companies.

This shall be inclusive of:

- (i) 3 years are in Railways or Metro Projects or Airports.
- (ii) Should have satisfactorily completed at least one Railway Station / Metro Station / Airport / Mall.

### Brief Description of Duties of Senior Technical Assistant (Station Development):

**General:** The Senior Technical Assistant (Station Development) on Contract basis is generally responsible for preparation of contract documents, specifications, scrutiny of design & drawings and supervision of work assigned including contract management ensuring accuracy, quality, progress of work, ensuring submission of deliverable and control of expenditure.

**Essential duties:** The essential duties of Senior Technical Assistant (Station Development) on Contract basis in respect of works are as under:

1. Preparation of Plans, Estimates, Technical specifications and contract documents.
2. Scrutiny of drawings, designs, estimates etc prepared by consultants.
3. Overseeing construction works and/or Quality Assurance.
4. Serve as Technical representative for all matters related to the Contract, Contract Management, Project Management, Quality Assurance and Safety during execution.
5. Draw up technical circulars, norms, guidelines and Notes.
6. Assist in floating of tenders, negotiations, finalization of tenders, claims and allied works.
7. Supervise & monitor the works for conformance with the provisions of Contract Documents, laid down procedures and Manuals etc.
8. Preparation of Reports in connection with the works assigned.
9. Maintenance of Site office, control & documentation, correspondence, records, Reports & Returns, etc. in regard to works. Drafting of yearly, monthly, weekly and daily reports.
10. Ensuring discipline, matters pertaining to staff under his control and ensuring statutory compliances by Contractors etc.
11. Assisting superiors in monitoring progress of works.
12. Knowledge of Rules, Regulations and relevant Codal provisions.
13. General Administration works, logistics, meetings and all office related works
14. At the time of taking over of charge/relinquishing/handing over of charge, joint inspection should be carried out and joint handing over taking over report should be made.
15. Any other duty as assigned by Controlling Officer from time to time.

## Annexure-VI

### Project Engineer.

The minimum qualification and experience required for the post of Project Engineer on fixed term of contract is as under:

Sr. No	Category	Upper Age limit as on 01/11/2023	No. of Posts	Place of Posting
1	Project Engineer	40 years	10	Gujarat / Maharashtra / Madhya Pradesh / anywhere in India

### Minimum Qualification:

**Essential:** Graduate in Civil Engineering or equivalent with not less than 60% marks from recognized (AICTE) university. Proficiency in Auto CAD is preferable.

### Qualifying Professional Experience:

Minimum 5 years' experience in supervision of the construction of Civil Engineering Projects, specifically in Buildings, Highways, Railways and Metros, preferably in a Railway/PSU or reputed Private Company. The experience in Quality Assurance/Quality Control is preferable. This shall be inclusive of:

- At least three years of experience in Railway or Metro Projects.
- The candidate must have successfully completed the construction/supervision of at least two ROB works over a running Over Head Electric (OHE) Traction Railway line.

### Note:

- Applicants should possess the requisite length of post-qualification experience only after obtaining the minimum educational qualification prescribed for the post and should meet other eligibility criteria as on 31.10.2023.
- The candidate from Private Sector should be drawing a gross salary (CTC) more than Rs.9,00,000/- per annum.
- The work certificate should explicitly describe the nature of experience, including work on ROB/RUB / Cable-Stayed Bridge projects under operational OHE lines.
- The responsibility to establish eligibility for the post applied for with reference to all the prescribed eligibility conditions rests with the applicant.

### Brief Description of Duties:

**General:** The Project Engineer, working on a contract basis, carries the primary responsibility for the accuracy, quality, progress, and timely delivery of all technical and contractual tasks assigned to them. He also accountable for controlling expenditures within prescribed norms.

**Essential duties:** The essential duties of Project Engineer on Contract basis in respect of works are as under:

- Supervising construction activities and ensuring adherence to quality standards.
- The candidate shall ensure strict implementation of Quality Assurance Plan (QAP) and safety plan during execution of work.
- To conduct audits of technical items as envisaged in the Contract(s) to ensure quality of work and Safety.
- Serving as the Technical representative for matters related to Contracts, Contract Management, Project Management, Quality Assurance, and Safety of works.
- Formulating technical circulars, norms, guidelines, and Notes.
- Monitoring and supervising works to ensure compliance with Contract provisions, procedures, and manuals.
- Compiling and generating reports related to the assigned tasks.

8. Maintaining the site office, managing and organizing all documentation, correspondence, records, reports, and returns, including the preparation of yearly, monthly, weekly, and daily reports.
9. Ensuring discipline and managing matters concerning staff under their jurisdiction, while ensuring compliance with labour laws by contractors.
10. Assisting superiors in the efficient operation of projects.
11. Demonstrating knowledge of applicable rules and regulations.
12. Handling general administrative tasks, logistics, organizing meetings, and managing all office-related functions.
13. At the time of taking over of charge /relinquishing/handling over of charge, joint inspection should be carried out and joint handing over taking over report should be prepared.
14. Undertaking any additional duties as directed by the Controlling Officer as required.

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## Annexure-VII

### Project Engineer (Tenders & Proposals)

The minimum qualification and experience required for the post of Project Engineer (Tenders & Proposals) on fixed term of contract is as under:

#### Minimum Qualification.

Sr. No	Category	Upper Age limit as on 01/11/2023	No. of Posts	Place of Posting
1	Project Engineer (Tenders & Proposals)	40 years	2	Gujarat / Maharashtra / Madhya Pradesh / anywhere in India

**Essential:** Graduate in Civil Engineering or equivalent with not less than 60% marks from recognized (AICTE) university. Proficiency in Auto CAD is preferable.

#### Qualifying Professional Experience:

Minimum 5 years in Railway/PSU or in reputed Public/ Private Ltd. Company. This shall be inclusive of:

- 3 Years in Tenders/Contract Cell/Business Development Unit.
- Well versed in Estimation, Analysis of rates, Examination of Tender specifications, Preparation of Bids, and Billing.
- Familiarity and experience of working in various e-tendering portals.
- Proficiency in MS-office, Auto-Cad, and various quantity calculation software's in infrastructure projects.

#### Note:

- Applicants should possess the requisite length of post-qualification experience only after obtaining the minimum educational qualification prescribed for the post and should meet other eligibility criteria as on 31.10.2023.
- The candidate from Private Sector should be drawing a gross salary (CTC) more than Rs. 9,00,000/- per annum.
- The responsibility to establish eligibility for the post applied for with reference to all the prescribed eligibility conditions rests with the applicant.

#### Brief Description of Duties:

**General:** The Project Engineer (Tenders & Proposals) on Contract basis is responsible for technical and administrative works of the Business Development Unit in assisting the Senior Executives of the Unit.

#### Essential Duties of Project Engineer (Tenders & Proposals) on Contract basis:

The essential duties in respect of works are as under:

- Spotting of Tenders from various e-Portals, newspapers and other standard means.
- Maintaining and updating of data base of credentials of KRCL, financial information.
- Maintaining and updating of LARs, current prices of salient material, machinery, etc required for Analysis of rates.
- Drawing up Notes on eligibility and suitability of KRCL in participation of Tenders.
- Study of Tender documents, Estimation, Analysis of Rates, examining of Tender specifications, preparation of Price Bids, preparation of other Bid documents.
- Full responsibility of uploading of Tender documents and Bid Prices.
- Maintaining data base of sub-contractors, JV Partners. Be conversant in JV Agreements, MoUs with Project Partners.
- Preparation of Tender Documents for sub-contracts, BOQs, other specifications and Schedules, Getting the Tender documents vetted by Finance.

9. Assist in floating, negotiations, finalization of Tenders, claims and allied works.
10. Maintenance of Office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding works and other logistic services. Drafting of Yearly, Monthly, Weekly and Daily reports.
11. Any other duty as assigned by Controlling Officer from time to time.
12. Assisting in the process of tendering, negotiations, finalization of contracts, handling claims and related tasks.

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## Annexure-VIII

### Draughtsman

The minimum qualification and experience required for the post of Draughtsman on fixed term of contract is as under:

Sr. No	Category	Upper Age limit as on 01/11/2023	No. of Posts	Place of Posting
1	Draughtsman	45 years	1	New Delhi

### Minimum Qualification.

**Essential:** ITI [Draughtsman (CIVIL)] /Diploma (Civil Engineering) from recognised Board/ Institute/ University with minimum 60% marks in aggregate.

### Work Experience.

Minimum 08-years of experience for ITI holder or 06-years of experience for Diploma holder in Preparation of RCC & Structural Steel / fabrication drawings for Buildings / Bridges / Viaducts / Elevated Stations through latest related software like TEKLA / AUTOCAD / BOCAD etc. Should be well versed with 3D Modelling. Preference shall be given to Candidate having experience in preparation of steel fabrication drawings including 3D Modelling of bridges / structures.

### Brief Description of Duties.

The Draughtsman on Contract basis is generally responsible for all technical, Contractual and other works in his charge assigned to him, for accuracy, quality, progress of work, timely submission of deliverable and control over all expenditure in relation to laid down norms.

### The essential duties of Draughtsman on Contract basis in respect of works are as under:

- 1.Sets up and maintains an organized file system log for drawings prepared.
- 2.Verify that the drawings are accurate, legible, and follow applicable industry codes.
- 3.Prepare detailed drawings as per clients' specifications.
- 4.Work in coordination with engineers to develop drawings, schematics, and diagrams for projects.
- 5.Uses computer assisted design/drafting (AutoCAD Latest version) equipment and software to develop design drawings.
- 6.Preparation including revisions for fabrication drawings.
- 7.Drafting detailed multi-view drawings of products;
- 8.Incorporation of necessary modifications in the existing drawings as and when required;
- 9.Maintain and create company standard drawing documents;
- 10.Work independently and efficiently in a fast-paced environment;
- 11.Communicate and accurately modify technical drawings based on customer request/requirements;
- 12.Maintain filing systems and reference libraries;
- 13.Consult with fabrication teams during product manufacturing, advising them on design specifications and providing physical assistance when required;
- 14.Create detailed approval, shop and installation drawings;
- 15.Any other duty as assigned by Controlling Officer from time to time.

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## FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_  
Son/Daughter of \_\_\_\_\_ Village/Town  
\_\_\_\_\_. / District / Division\* \_\_\_\_\_ of the  
\_\_\_\_\_ State/Union Territory belongs to the  
\_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Tribe un-  
der:

\*The Constitution Scheduled Castes Order, 1950.

\*The Constitution Scheduled Tribes Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

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

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 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 & Kashmir) Scheduled Tribes Order, 1989.

\*The Constitution (SC) Orders (Amendment) Act, 1990.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\*The Scheduled Castes and Scheduled Tribes Orders (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/Shrimati\* \_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in /District/Division\* \_\_\_\_\_ of the State/Union Territory\*

\_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari\* and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Place \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Designation \_\_\_\_\_ (with seal of Office)

State/Union Territory \_\_\_\_\_

\* Please delete the words, which are not applicable. @

Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.

6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

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

This is to certify that Shri/Smt./Kum\* \_\_\_\_\_  
\_\_\_\_\_ Son/ Daughter\* of \_\_\_\_\_ Shri/Smt.\* \_\_\_\_\_ of  
\_\_\_\_\_ Village/ Town\* \_\_\_\_\_  
\_\_\_\_\_ District/Division\* \_\_\_\_\_ in  
the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community that is recognized as a backward class  
under Government of India\*\*, Ministry of Social Justice and Empowerment's Resolution No. \_\_  
\_\_\_\_\_ dated \_\_\_\_\_ \*\*\*

1. Resolution No. 12011/68/93- BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No.186 dated 13/09/93.
2. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
3. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
4. Resolution No. 12011/96/94-BCC dated 09/03/96.
5. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
6. Resolution No. 12011/13/97-BCC dated 03/12/97.
7. Resolution No. 12011/99/94-BCC dated 11/12/97.
8. Resolution No. 12011/68/98-BCC dated 27/10/99.
9. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
10. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
11. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000.
12. Resolution No. 12015/9/2000-BCC dated 06/09/2001.
13. Resolution No. 12011/1/2001-BCC dated 19/06/2003.
14. Resolution No. 12011/4/2002-BCC dated 13/01/2004
15. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No.210 dated 16/01/2006.

Shri/Smt./Kum. \_\_\_\_\_ 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  
O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No.  
36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt.  
(Res.) dated 14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd.  
30/05/2014 or the latest notification of the Government of India.

Dated:

Seal  
\_\_\_\_\_

District  
Magistrate / Deputy  
Commissioner /  
Any other Competent  
Authority

- \* Please delete the word(s) which are not applicable.  
 \*\* As listed in the Annexure (for FORM-OBC-NCL)  
 \*\*\* The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**NOTE:**

- a. The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b. The authorities competent to issue Caste Certificates are indicated below:  
 (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).  
 (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.  
 (iii) Revenue Officer not below the rank of Tehsildar' and  
 (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides
- c. The annual income /status of the parents of the applicant should be based on financial year ending March 31, 2020

**ANNEXURE for FORM-OBC-NCL**

<b>Sl. No.</b>	<b>Resolution No.</b>	<b>Date of Notification</b>
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12018/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014

FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATE

(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 Service admission in  
Central Govt. institutions as per orders contained in the Department of Personnel and Training Office  
Memorandum No. 36012/22/93-Estt.(SCT) dated 08<sup>th</sup> September, 1993. I also declare that I do not  
belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above  
referred Office Memorandum dated 08<sup>th</sup> September, 1993, which is modified vide Department of  
Personnel and Training Office Memorandum No. 36033/1/2013-Estt. (Res.) dated 14<sup>th</sup> September,  
2017.

Signature of Candidate:

Full Name: Correspondence

Address: Place:

E-Mail ID:

Mobile No: Date:

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

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

1.This is to certify that Shri/Smt./Kumari.....son/daughter/wife of.....permanent resident of .....Village/Street.....Post Office..... District.....in the State/Union Territory.....Pin Code....whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year.....His/her family does not own or possess any of the following assets\*\*\*:

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

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

Signature with seal of  
Office.....  
Name.....  
Designation.....

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

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

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

**INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY**

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

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

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