



भारतीय कृषि अनुसंधान परिषद  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ० राजेंद्र प्रसाद मार्ग, नई दिल्ली-११०००१  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No.Admn.11-4/2022- R&P

Dated: 5<sup>th</sup> December, 2022

**OFFICE MEMORANDUM**

**Subject: Examination Rules / Syllabus for the post of Assistant Director (Official Language) under Direct Recruitment Quota – reg.**

The Revised Examination Rules / Syllabus for the post of Assistant Director (Official Language) under Direct Recruitment Quota are hereby notified with the approval of the Competent Authority with immediate effect for the information, guidance and necessary action to all concerned.

**Encls: As above**

(N.K. Sarvang)

**Under Secretary (R&P)**

**Distribution:**

1. Director, ASRB, KAB-I, New Delhi-110012
2. The Directors / Project Directors of all the Institutes/ NRCs / PDs / Hqrs. of ICAR.
3. Joint Secretary/Director/Deputy Secretary/Deputy Director/Under Secretary of ICAR Hqrs./ASRB.
4. PSO to DG, ICAR/PPS to Secretary, ICAR/PPS to FA, DARE/ICAR.
5. All SMDs of ICAR.
6. Secretary (Staff Side), Central Joint Staff Council.
7. Secretary (Staff Side), Headquarters Joint Staff Council.
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Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

**EXAMINATION RULES / SYLLABUS FOR THE POST OF ASSISTANT DIRECTOR  
(OFFICIAL LANGUAGE) UNDER DIRECT RECRUITMENT QUOTA**

The examination rules/syllabus for the purpose of filling up the posts of Assistant Director (Official Language) in the Pay Level 10 of 7<sup>th</sup> CPC Pay Matrix (Pay Band-3 (PB-3) (Rs.15600-39100) + Grade Pay of Rs. 5400) under Direct Recruitment quota in ICAR to be held by the Agricultural Scientists Recruitment Board are published for general information.

2. The number of vacancies to be filled on the basis of result of the examination is specified in the Advertisement Notice issued by the ASRB. Reservations will be made for candidates belonging to Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Classes (OBC)/Economically Weaker Sections (EWS)/Persons with Benchmark Disabilities (PwBD) in respect of the vacancies as may be fixed by ICAR in accordance with the Government of India instructions on this subject.

Note -I Candidates who claim to belong to one of the SC or ST must submit the requisite certificate (as per Appendix-III) when demanded. They will lose their candidature if they fail to submit the required documents when demanded.

Note-II Candidates who wish to be considered against vacancies reserved for OBCs must submit requisite certificate (as per Appendix-IV) from the competent authority as mentioned therein when demanded. They will lose their candidature if they fail to submit the required documents when demanded.

Note-III PwBD candidates are required to produce medical certificates in the prescribed form (Appendix-V) issued by the competent Medical Authorities when demanded. They will lose their candidature if they fail to submit the required documents when demanded.

Note -IV Candidates who wish to be considered against vacancies reserved for EWS must submit requisite certificate (as per Appendix-VI) from the competent authority as mentioned therein when demanded. They will lose their candidature if they fail to submit the required documents when demanded.

3. The examination will be conducted by the ASRB in the manner prescribed in the Appendix-I to these rules. The date and place at which the examination will be held will be announced in the advertisement notice/examination notice.

*NEW*



4. A candidate must be either:

- (a) A citizen of India, or
- (b) A citizen of Nepal, or
- (c) A citizen of Bhutan, or
- (d) A Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c) (d) and (e) above shall be a person on whose favour a certificate of eligibility has been issued by the Government of India.

5. Age Limits for this examination will be as under:

- (a) Not exceeding 35 years. The upper age limit is relaxable for SC/ST/OBC/PwBD etc. as per the relevant instructions of Government of India.
- (b) For ICAR employees upper age limit is relaxable by 5 years in accordance with the instructions/orders issued by the Central Government from time to time regarding age relaxation for departmental candidates.
- (c) The upper age limits prescribed above will be relaxable:
  - (i) up to a maximum of five years if a candidate belongs to SC/ST.
  - (ii) up to a maximum of three years in respect of candidate belongs to OBCs.
  - (iii) For PwBD candidates (UR), the upper age limit will be relaxable up to a maximum of 10 years. Candidates belonging to SC/ST/OBC who are also covered under the PwBD category will be eligible for grant of cumulative age relaxation under both the categories.
  - (iv) To other bonafide displaced persons/repatriates of Indian Origin/Defence Services Personnel/Border Security Force Personnel etc. as per the existing instructions of the Government of India on the subject.

Note: The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep).

**Save as provided above, the age limits prescribed cannot be relaxed.**



6. Educational and other qualifications for the post of Assistant Director (Official Language) is as under:

Essential:

- I. Master's degree of a recognized University or equivalent in Hindi with English as a subject at a degree level;  
OR  
Master's degree of a recognized University or equivalent in English with Hindi as a subject at a degree level;  
OR  
Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the degree level;  
OR  
Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level;  
OR  
Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.

Experience:

- II. Three years of experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature under Central/State Government/ Autonomous Body/ State organization/ PUSs/ Universities/ recognized Research or Educational Institutes.

OR

Three years of experience of teaching in Hindi and English under Central/ State Government/ Autonomous Body/ State organization/ PUSs/ Universities/ recognized Research or Educational Institutes.

Desirable:

- (i) Knowledge of one of the language other than Hindi medium mentioned in the eighth schedule of the constitution at the level of Matriculation or equivalent of a recognized board.
- (ii) Diploma or certificate course in translation in Hindi to English and vice-versa from any recognized Institute/ University or equivalent or two years of experience of translation work from Hindi to English and vice-versa in Central or State Government offices including Government of India undertakings and Autonomous Bodies.
- III. Crucial date for determining the experience shall be date of notification of the Examination.





7. All candidates in ICAR/Government Service whether in a permanent or in temporary capacity or as work-charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination.
8. The decision of the ASRB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
9. No candidate will be admitted to the examination unless he/she holds a valid ADMIT CARD issued by the ASRB.
10. All candidates except those who are exempted by the rules, must pay the fee prescribed by the ASRB.
11. A candidate who is or has been declared by the ASRB to be guilty of:
  - (a) Obtaining support for the candidate by any means, or
  - (b) Impersonating, or
  - (c) Procuring impersonation by any person, or
  - (d) Submitting fabricated documents or document which have been tampered with, or
  - (e) Making statement which are incorrect or false, or suppressing material information, or
  - (f) Resorting to any other irregular or improper means in connection with his candidate for the examination, or
  - (g) Using unfair means during the examination, or
  - (h) Writing irrelevant matter, including obscene language or pornographic matter, in the script(s), or
  - (i) Misbehaving in any other manner in the examination hall, or
  - (j) Harassing or doing bodily harm to the staff employed by the ASRB for the conduct of examination, or
  - (k) Attempting to commit or abetting, as the case may be, the ASRB of all or any other acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:
    - To be disqualified by the ASRB from the examination for which he/she is a candidate, or
    - To be debarred either permanently or for a specified period:
      - (i) By the ASRB/ Council from any examination or selection held by them;
      - (ii) By the ASRB/Council from any employment under them;
    - If he/she is an ICAR employee, a disciplinary action will also be taken against him/her as per the appropriate rules.
12. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by the ASRB at their discretion shall be called for an interview for personality test.

Provided that candidates belonging to Scheduled Caste or the Scheduled Tribe may be called for a personality test by the ASRB by applying relaxed standards, if the board is of the opinion that sufficient number of candidates





from these communities are not likely to be available for this test on the basis of the general standards in order to fill up the vacancies reserved for them.

13. After the Interview, the eligible and qualified candidates will be arranged by the ASRB in the order of merit on the basis of the aggregate marks finally awarded to each candidate in the written examination as well as Interview. In that order as many candidates as are found by the ASRB to be qualified in the examination shall be recommended for appointment upto the number of unreserved vacancies decided to be filled on the basis of the final results of the candidates, subject to their being within the prescribed age limits.

Provided that such candidates belonging to the Scheduled Castes or the Scheduled Tribes may be appointed to the post to the extent the number of vacancies reserved for the Scheduled Castes and Scheduled Tribes cannot be filled on the basis of the general standard, recommended by the ASRB, may be appointed by the relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of the candidate for appointment to the posts, irrespective of their ranks in the order of merit at the examination.

The candidates belonging to the Other Backward Classes, who are found to be qualified at the examination, may be recommended for appointment by the ASRB, by going down the merit list for the OBCs to the extent of vacancies reserved for them subject to the fulfilment of the basic minimum standards prescribed by the ASRB.

'Persons with Benchmark Disability' category candidates who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the 'Persons with Benchmark Disability' category candidates to the extent of vacancies reserved for them subject to the fulfilment of the basic minimum standards prescribed by the ASRB.

The candidates belonging to the Economically Weaker Section (EWS) category who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the EWS category candidates to the extent of vacancies reserved for them subject to the fulfilment of the criteria fixed by the Central Government and in possession of such eligibility certification and fulfilment of the basic minimum standards prescribed by the ASRB.

14. The form and manner of communication of the result of the examination to individual candidates shall be decided by the ASRB at their discretion and the ASRB will not enter into any correspondence with them regarding result.
15. No person:
  - (a) who has entered into or contracted a marriage with a person having a spouse living, or
  - (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

Provided that the Council may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other





party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

16. Resolution of Tie Cases: -

In the event of tie in scores of candidates in the Main Examinations, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved.

- (a) Date of birth, with older candidate being placed higher.
- (b) Total marks of Papers-I of the Main Examination.
- (c) Alphabetical order in which the names of the candidates appear.

17. Power to relax the provisions of the rules: -

If the president of the Council is of the opinion that it is necessary or expedient so to do, he may by order in writing, relax any of the provisions of these rules, with respect to any class or category of persons.

18. A candidate must be in possession of good mental and physical health and free from any other physical defects (save as prescribed for PwBD candidates) likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination, as may be prescribed by the competent authority is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.
19. Success at the examination confers no right to appointment, unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to this character and antecedents is suitable in all respects for appointment to the post.
20. Brief particulars relating to the services/ posts to which recruitment is being made through examination are given in Appendix II.

**Persons recruited as Assistant Director (Official Language) on direct recruitment basis will be on probation for a period of 2 years, which may be extended at the discretion of the Competent Authority.**

On conclusion of the period of probation, the ICAR may confirm the probationer in his/her appointment, if his/her work or conduct has, in the opinion of ICAR, been found satisfactory. In case his/her work and conduct, in the opinion of ICAR is found unsatisfactory, he/ she may either be discharged from the services or her/his period of probation may be extended for such further period as ICAR may deem necessary.

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**EXAMINATION FOR THE POST OF  
ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)  
UNDER DIRECT RECRUITMENT QUOTA IN ICAR**

Examination type	Single Composite Objective-cum-Descriptive Type Examination
Maximum Marks	200
Time	3 Hours

Section/ Subjects	No. of question	Maximum Marks
<b>Section A</b>		
(i) Essay in Hindi	One topic to be chosen out of given topics	50
<b>Section B</b>		
(i) General Knowledge (Objective type)	15 questions x 2 marks each	30
(ii) General Knowledge (Descriptive type)	4 questions x 5 marks each	20
<b>Section C</b>		
(i) (a) Translation from English to Hindi one paragraph of 300 words approximately.	One	25
(b) Translation from Hindi to English one paragraph of 300 words approximately.	One	25
(ii) Questions relating to the Constitutional Provisions of Official Language Policy of Government of India and its implementation. (Descriptive Type)	10 questions x 5 marks each	50
<b>Total Marks</b>		200

1. Minimum qualifying marks in total for being called for interview will be fixed by the ASRB at its discretion.
2. There will be no negative marking in respect of objective type/ multiple choice type questions in this examination.
3. The Interview will be of total 30 marks.





4. Final selection will be made based on overall performance in the written examination and Interview put together.
5. Candidates from written examination shall be qualified for structured interview in the ratio of 3 candidates for each vacancy (category-wise) on the basis of their merit in the written Examination

### **DETAILED SYLLABUS**

Sections	Detailed Syllabus
<b>Section A</b>	
(i) Essay in Hindi	The candidates' ability to understand correct Hindi, his/her basic comprehension and writing ability etc. would be tested.
<b>Section B</b>	
(i) General Knowledge (Objective Type)	Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test current events and of such matters of every day observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to history, culture, geography, economic scene, general policy and scientific research etc. These questions will be such that they do not require a special study of any discipline.
(ii) General Knowledge (Descriptive Type)	<p>Questions in this paper will include General Awareness as well as General Intelligence and Reasoning Ability.</p> <p><u>General Intelligence and Reasoning Ability:</u> It would include question of both- verbal and non – verbal type. This component will include questions on analogies, similarities, differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding</p>



	<p>and decoding, statement, conclusion, syllogistic reasoning etc.</p> <p><u>General Awareness:</u> Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society; Questions will also be designed to test knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to history, culture, geography, economic scene, general policy and scientific research etc. These questions will be such that they do not require a special study of any discipline.</p>
<b>Section C</b>	
<p>(i) (a) Translation from English to Hindi of one paragraph of 300 words approximately.</p> <p>(b) Translation from Hindi to English of one paragraph of 300 words approximately.</p>	<p>The questions will be designed to test the ability of appropriate translation of the material specifically from agriculture and allied sector. This part will include the translation ability of the candidate from English to Hindi and vice versa which is a prerequisite for the post of Assistant Director (Official Language).</p>
<p>(ii) Questions relating to the Constitutional Provisions of Official Language Policy of GoI and its implementation. (Descriptive Type)</p>	<p>To judge the understanding and implementation ability of candidates. This part will include various questions regarding the provisions made in the constitution to implement the Official Language Policy of Govt. of India.</p>

#### INTERVIEW/PERSONALITY TEST

#### **MARKS FOR INTERVIEW**

- **30 marks**

The candidates who qualify the written part of examination will be called for interview /personality test. The marks allotted for interview / personality test are 30.

#### **Note:**

1. The ASRB has the discretion to fix different minimum qualifying standards in the papers/interview taking into consideration among others, category-wise vacancies. ASRB may notify the minimum qualifying standards at the time of notice/advertisement for the said post.





2. All the question papers will be printed both in English and Hindi language for which choice of medium will be exercised by the candidates at the time of filling up their application form for the examination. However, choice of language once made will be final and binding and candidate cannot change it later under any circumstance. The candidates cannot use multiple languages like answering some questions in one language and others in different language because the medium has strictly to be only one chosen by them and questions attempted in any other medium would be rendered ineligible for evaluation.

3. The merit list shall be prepared based upon the marks obtained in the examination viz. out of 200 marks for the General as well as in respect of all other reserved categories (viz. SC/ST/OBC/EWS/PwBD).

4. The top order candidates will be called for interview at their own cost at ASRB. However, reserved categories candidates will be awarded travelling charges as per Government of India instructions.

5. The final merit list shall be prepared based upon the marks obtained in the written examination plus marks obtained in the interview. The top order candidates will be offered the offer of appointment and they may be allowed to join the ICAR services subject to fulfilling the pre-appointment formalities.

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Brief particulars relating to the service / posts to which recruitment is being made through examination are as under:

The ICAR Official Language Services has at present four grades and carry all India service liability: -

- (i) Assistant Director (OL) : Level – 10 (Rs.56100-177500)  
(Pre-revised PB-3, Rs.15600-39100 with GP Rs.5400)
- (ii) Deputy Director (OL) : Level – 11 (Rs.67700-208700)  
(Pre-revised PB-3, Rs.15600-39100 with GP Rs.6600)
- (iii) Joint Director (OL) : Level – 12 (Rs. 78800- 209200)  
(Pre-revised PB-3, Rs.15600-39100 with GP of Rs.7600)
- (iv) Director (OL) : Level – 13 (Rs. 123100-215900)  
(Pre-revised PB-4, Rs.37400-67000 with GP of Rs.8700)

Joint Director (OL) having five years of regular service in Level – 12 of Pay Matrix of 7<sup>th</sup> CPC is eligible for consideration of promotion to the post of Director (OL). Deputy Director (OL) having five years of regular service in Level – 11 of Pay Matrix is eligible for consideration of promotion to the post of Joint Director (OL). Assistant Director (OL) having five years of regular service in Level – 10 of Pay Matrix is eligible for consideration of promotion to the post of Deputy Director (OL).

**Persons recruited as Assistant Director (Official Language) on direct recruitment basis will be on probation for a period of 2 years, which may be extended at the discretion of the Competent Authority.**

On conclusion of the period of probation, the ICAR may confirm the probationer in his /her appointment, if his /her work or conduct has, in the opinion of ICAR, been found satisfactory. In case his/her work and conduct, in the opinion of ICAR found unsatisfactory, he/she may either be discharged from the services or her /his period of probation may be extended for such further period as ICAR may deem necessary.

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**Proforma for SC/ST Candidate**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India)*

This is to certify that Shri/Shrimati/Kumari\* .....  
son/daughter\* of ..... of village/town\*  
..... in District/Division\* ..... of  
the State/Union Territory\* ..... belongs to the ..... caste/tribe\*  
which is recognised 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, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes List (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 Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar 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) Act, 1991
- @ The Constitution (ST) Orders (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Amendment) Act, 2007

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

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 recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\* ..... and/or\* his/her\* Family ordinarily resides in village/town\* ..... of ..... District/Division\* of the State/Union Territory\* of .....

Signature.....

\*\*Designation.....

(With Seal of Office)  
State/Union  
Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.





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



**APPENDIX-IV**

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town \_\_\_\_\_ in \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\*. Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Dated:

Seal

\*- 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.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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





Form-I

**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs and in cases 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/Smt/Kum  
..... son/ wife/ daughter of  
Shri..... Date of Birth.....  
(DD/MM/YY) Age .....years, Male/Female.....  
Registration No ..... permanent resident of House  
No.....Ward/Village/Street.....PostOffice.....  
District..... State.....whose  
photograph is affixed above, and am satisfied that:

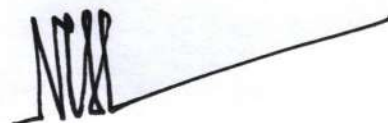
(A) he/she is a case of:

- 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 certificate is issued.

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.



Form-II  
Certificate of Disability  
(In case of multiple disabilities)  
[See rule 18(1)]

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


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

Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/Smt/Kum  
..... /son/wife/daughter of Shri .....  
Date of Birth..... (DD)/(MM)/(YY) ..... Age.....years,  
male/female..... Registration No.....  
permanent                      resident                      of                      House  
No.....Ward/Village/Street.....  
..... Post Office ..... District.....  
State ..... whose photograph is affixed above, and are  
satisfied that:

(A) He/she is a Case of Multiple 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 shown against the relevant disability in the table below:



S. 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:

(i) not necessary,

Or

(ii) is recommended/ after ..... years..... months, and therefore this certificate shall be valid till.....

(DD)/(MM)/(YY)

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

# e.g. Single eye

£ 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.



Form-III

Certificate of Disability

(In cases other than those mentioned in Forms I and II)

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

[See rule 18(1)]

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

Certificate No. ....

Date: .....

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





S. 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)/(YY)

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. 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

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

Countersigned

(Counter signature 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))

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

**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.

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.





**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 lakhs (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.

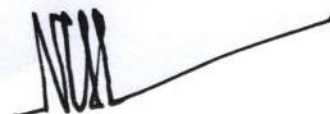
2. Shri/Smt./Kumari ..... belongs to the .....  
caste which is not recognized as a Scheduled Caste, Scheduled Tribe and  
Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

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.

\*\*\*\*\*

A handwritten signature or mark consisting of several vertical strokes followed by a long, sweeping horizontal line that curves upwards at the end.