



F. No. Exam.4(1)2019/Assistant

कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोज़गार मंत्रालय, भारत सरकार)

**Employees' Provident Fund Organisation**  
**(Ministry of Labour & Employment, Govt. of India)**

मुख्य कार्यालय/ Head Office

भविष्य निधि भवन, 14 - भीकाजी कमा प्लेस, नई दिल्ली-110066

Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066



### **RECRUITMENT TO THE POST OF ASSISTANTS (PAY LEVEL-7)**

Employees' Provident Fund Organisation (EPFO) will be conducting an Online Examination on 30<sup>th</sup> July, 2019 and 31<sup>st</sup> July, 2019 for Recruitment to the post of Assistant and invites **On-Line** Applications for recruitment to the post. Dates for submission of On-Line Application are from 30<sup>th</sup> May, 2019 to 25<sup>th</sup> June, 2019.

➤ **Scale of Pay**

Level- 7 of Pay Matrix (Civilian employees) under 7<sup>th</sup> Pay Commission with Entry Pay Rs. 44,900/-. In addition to Pay they will also be eligible for DA, HRA and Transport Allowance and other allowances as per rules in force from time to time.

➤ **Number of post : 280**

➤ **Age:**

Must have attained the age of 20 years and must not have attained the age of 27 years as on 25<sup>th</sup> June, 2019. (Relaxable for SC/ST/OBC, Employees of Government of India, employees of EPFO and Persons with Disability as per rules).

➤ **Educational Qualifications:**

Must possess Degree from recognized University or equivalent as on 25<sup>th</sup> June, 2019.

The details of region-wise number of vacancies, nationality / citizenship of candidates, scheme of examination, centers of examination, selection process, application fee, prescribed format of applications etc. will be available on our website [www.epfindia.gov.in](http://www.epfindia.gov.in) (Miscellaneous >> Recruitments) or the link [https://www.epfindia.gov.in/site\\_en/index.php](https://www.epfindia.gov.in/site_en/index.php) w.e.f 30<sup>th</sup> May, 2019.

Regional P.F. Commissioner-I, (Exam)  
Employees Provident Fund Organisation



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(श्रम एवं रोज़गार मंत्रालय, भारत सरकार)

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## **RECRUITMENT OF ASSISTANTS IN EMPLOYEES' PROVIDENT FUND ORGANISATION (EPFO)**

Important Dates	
Online Registration of Application	30 <sup>th</sup> May, 2019 to 25 <sup>th</sup> June, 2019
Downloading of Call Letters	20 <sup>th</sup> July, 2019 to 30 <sup>th</sup> July, 2019
Preliminary Examination (Phase-I) dates	30 <sup>th</sup> July, 2019 and 31 <sup>st</sup> July, 2019
Main Examination (Phase-II)	Call letters will be sent after declaration of result of Preliminary Examination (Phase-I).

## **2. DETAILS OF VACANCIES AT A GLANCE**

### **2.1 Vacancies under, UR, EWS #, SC, ST, OBC-NCL and Person with Disability (PwD)**

UR	EWS	SC	ST	OBC-NCL	Total	Person with Disability (PwD)			
						Category - A	Category - B	Category - C	Category - D & E
113	28	42	21	76	280	3	3	3	2

Abbreviation : EWS- Economic Weaker Section, SC- Schedule Caste, ST – Schedule Tribe, OBC-NCL – Other Backward Caste- Non Creamy Layer, UR – Unreserved, PwD- Person with Disability.  
Category A – Visual Disability.  
Category B – Hearing Disability.  
Category C – Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.  
Category D – Autism, intellectual disability, specific learning disability and mental illness.  
Category E - Multiple disabilities from amongst persons under clauses (a) to (d) including deaf –blindness.

# - The vacancies advertised under EWS Category is as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. EWS vacancies are tentative and subject to further directives of Gol and outcome of any litigation. The appointment against EWS category shall be provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim of belonging to EWS is fake/false, the services will be terminated forthwith without

assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

Note 1: The candidates appointed under PwD quota will be adjusted against the vacancy of respective categories of SC/ST/OBC-NCL/Unreserved (UR).

Note 2: Vacancies notified above are subject to change. EPFO reserves the right to vary the vacancies including reserved vacancies as per further assessment of requirements.

### **3. SCALE OF PAY**

**Level- 7** of Pay Matrix (Civilian employees) Under 7<sup>TH</sup> Pay Commission with Entry Pay Rs. 44,900/-.

In addition to Pay they will also be eligible for DA, HRA and Transport Allowance and other allowances as per rules in force from time to time.

### **4. HOW TO APPLY**

**Candidates can apply online upto 25.06.2019 and no other mode of application will be accepted.**

#### **IMPORTANT POINTS TO BE NOTED BY CANDIDATES BEFORE APPLYING ONLINE**

- (i) Before applying online, candidates should scan their:
- photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Para 4.II of this Notice.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*

- (v) **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)**
- (vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.**
- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. EPFO may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

## **DETAILED GUIDELINES/PROCEDURES FOR**

### **I. APPLICATION REGISTRATION**

### **I. DOCUMENT SCANNING AND UPLOADING**

#### **I. APPLICATION REGISTRATION**

1. Candidates to go to the EPFO website [www.epfindia.gov.in](http://www.epfindia.gov.in) or [https://www.epfindia.gov.in/site\\_en/index.php](https://www.epfindia.gov.in/site_en/index.php) and click on the option "**APPLY ONLINE FOR RECRUITMENT TO THE POST OF ASSISTANT-2019 IN EPFO**" which will open a new screen.
2. To register application, choose the tab "**Click here for Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Certificates/Documents, Photo & Signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on '**FINAL SUBMIT**' Only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on '**Payment**' Tab and proceed for payment.
12. Click on '**Submit**' button.

## **II. DOCUMENT SCANNING AND UPLOADING**

### **Guidelines for Scanning and Uploading of Documents**

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

#### **Photograph Image:**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
  - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected / denied. Candidate himself / herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**Signature:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant’s signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
  - File type: jpg / jpeg
  - Dimensions: 140 x 60 pixels in 200 DPI (Preferred for required quality)
  - File Size: 20 KB – 50 KB

**Left thumb impression:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB

**Hand-written declaration:**

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written declaration
  - File type: jpg / Jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB

**Scanning the documents:**

Set the scanner resolution to a minimum of 200 dpi (dots per inch)
Set Color to True Color
File Size as specified above
Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format not exceeding 50kb (photograph and hand written declaration) & 20kb (signature and left thumb impression) by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced below 50 kb (photograph and hand written declaration) & 20 kb (signature and left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the ‘Image’ menu. Similar options are available in other photo editor also.
If the file size and format are not as prescribed, an error message will be displayed.
While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.
There will be separate links for uploading Photograph, signature, left thumb impression and hand written declaration
Click on the respective link “Upload Photograph / signature / left thumb impression / hand written declaration”
Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.

Select the file by clicking on it
Click the 'Open/Upload' button

**Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.**

**Note:**

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

**5. IMPORTANT INSTRUCTIONS TO CANDIDATES**

- (a) Candidates should ensure that they possess/fulfill all the eligibility conditions prescribed for the post(s) as on the closing date for online registration of application i.e. 25<sup>th</sup> June, 2019. **CANDIDATES WAITING FOR FINAL RESULTS OF PRESCRIBED EDUCATIONAL QUALIFICATION SHOULD NOT APPLY.**
- (b) Before filling up of the online application, candidates are advised to thoroughly read the entire instructions and information.
- (c) Candidates are advised to visit only the official website of EPFO – [www.epfindia.gov.in](http://www.epfindia.gov.in).
- (d) Candidates should have their own Mobile Number and valid & active e-mail ID as EPFO shall send **all recruitment related communications only through SMS and e-mail. Candidates are advised to keep their personal email ID and mobile number active as all correspondence pertaining to exam will be communicated on email address and mobile number provided at the time of filling online application.** Any request for change of mobile number and e-mail address will not be entertained at any stage.
- (e) Candidates must apply online through the website [www.epfindia.gov.in](http://www.epfindia.gov.in). **No other means/mode of application will be accepted.** Applications received through any other mode will not be accepted and will be summarily rejected. To apply online visit



our website [www.epfindia.gov.in](http://www.epfindia.gov.in) (Miscellaneous >> Recruitments) or visit the link [https://www.epfindia.gov.in/site\\_en/index.php](https://www.epfindia.gov.in/site_en/index.php).

- (f) List of Examination Centres given at Para 23 of this notice. Center/City allocation will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States.
- (g) AGE LIMIT:- Must have attained the age of 20 years and must not have attained the age of 27 years as on the closing date for online registration of application i.e. 25<sup>th</sup> June, 2019. (Relaxable for SC/ST/OBC-NCL, Employees of Government of India, departmental employees i.e. employees of EPFO, and PwD. (Refer Para 14 of the notice).
- (h) EDUCATIONAL QUALIFICATION: Must possess the Degree from a recognized university, as on the closing date for online registration of application i.e. 25<sup>th</sup> June, 2019.
- (i) Eligibility of the candidates will be considered only on the basis of the information furnished in the ONLINE Application.
- (j) Candidates are required upload copies of educational certificates, caste certificates, PwD certificate etc. at the time of submission of online application.
- (k) Banned items:- Electronic gadgets like Mobile phones, Bluetooth, pen drive, laptops, calculators, wrist watches or any other communication devices or pen/pencil, wallets/purses, belts and metallic wears including ornaments etc., are strictly NOT allowed inside the examination hall. Any infringement of this instruction will entail summary rejection besides legal action including debarment from future examinations.
- (l) Stages of Examination:- There will be two phase examination as mentioned at Para 21 of the advertisement.
- (m) For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- (n) After submitting the online application, **the candidates are required to take print out of the finally submitted online application and retain the same with them.**
- (o) **CANDIDATES ARE NOT REQUIRED TO SUBMIT TO EPFO EITHER BY POST OR BY HAND THE PRINTOUTS OF THEIR ONLINE APPLICATIONS OR ANY OTHER DOCUMENT. They will be required to submit printout of online application along with documents in support of their eligibility etc. at later stage.**
- (p) **THE CANDIDATES ARE ADVISED TO SUBMIT ONLY SINGLE ONLINE APPLICATION. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher "Application Number" is complete in all respects including fee. The applicants, who submit multiple online**

applications, should note that only the online application with higher “Application Number” shall be entertained by the EPFO and fee paid against one “Application Number” shall not be adjusted against any other “Application Number”.

- (q) **APPLICATION ONCE SUBMITTED CANNOT BE MODIFIED. HENCE UTMOST CARE SHOULD BE TAKEN TO FURNISH THE CORRECT DETAILS BEFORE SUBMITTING THE ONLINE APPLICATION.**
- (r) **CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO APPLY ONLINE MUCH BEFORE THE CLOSING DATE AND NOT WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/INABILITY/FAILURE TO LOG ON ETC.**
- (s) **DOWNLOAD OF CALL LETTER** - Candidates will have to visit the EPFO’s website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (u) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
- (t) **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination, will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 1-2:45 hours, candidates may be required to be at the venue at the time notified in the call letter for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.
- (u) **IDENTITY VERIFICATION** - In the Phase-I and II Examinations, the candidate is required to submit to the invigilator for verification, the call letter along with original and a photocopy of the candidate’s currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter’s ID Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People’s Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph. The candidate’s identity will be verified with respect to his/her details on the call letter, in the attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

***Ration Card and Learner’s Driving License are not valid ID proof.***

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with call letter in the Phase-I and II

Examinations. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, they will be allowed to appear in the examination only if they produce original Legal document viz. their original marriage certificate, affidavit in original etc.

- (v) A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- (w) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-examination is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (x) Decision of EPFO in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the EPFO in this behalf.
- (y) If the examination is held in more than one session, the process of moderation will follow to ensure fairness (More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.).
- (z) EPFO shall use whatever means necessary to prevent malpractice.
- (aa) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any EPFO recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
- (ab) BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (thumb impression) and the

photograph of the candidates on the day of the Preliminary and Main Examination for all candidates. The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Candidates are requested to take care of the following points in order to ensure a smooth process

If fingers are coated (stamped ink/mehndi/coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the examination.

If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.

Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority at the test centre.

- (ac) Candidates may be frisked before entering the examination hall or at any stage of the examination.

## **6. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

Visually Impaired (VI) candidates and candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with Locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) can avail the assistance of Scribe for writing answers on their behalf. For engaging the scribe, candidates will have to indicate the same while filling ONLINE application form.

Engagement of Scribe will be subject to the following conditions:

- (i) The candidate will have to arrange his/her own scribe at his/her own cost or they may make a request in the online application for providing of scribe by EPFO.
- (ii) In case the candidate arranges his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination.
- (iii) In case EPFO, provide the scribe, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.
- (iv) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should

invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

- (v) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (vi) The scribe may be from any academic stream.
- (vii) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- (viii) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.
- (ix) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- (x) The change of scribe may also be allowed in emergency with duly recorded reasons and filling the relevant details including pasting of photograph of the new scribe as per **Annexure IV**.
- (xi) The candidates shall be responsible for any misconduct on the part of the scribe brought by him / her during the examination.

## **7. GUIDELINES FOR CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY**

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

## 8. GUIDELINES FOR VISUALLY IMPAIRED CANDIDATES

I. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

II. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination

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

## 9. OTHER INSTRUCTIONS TO CANDIDATES

(a)	Detailed scrutiny of online applications would not be done for eligibility and other aspects at the time of written examination and, therefore, the <b>candidature is accepted only provisionally</b> . Before applying, <b>candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post</b> . When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the <b>decision of EPFO shall be final</b> .
(b)	<b>Candidates seeking reservation benefits available for SC/ST/OBC-NCL/PWD must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice and as per the instructions issued by Govt. of India. They should also be in possession of the certificates in the prescribed format of Govt. of India in support of their claim (Annexure-I, IA, II, III, IIIA, IIIB, IV, V &amp; VI). Candidates claiming reservation/ age relaxation under OBC-NCL Category should possess the OBC Certificate as given at <u>Annexure -"I"</u> prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 along with Self Declaration to be given at later stage as given at <u>Annexure "I-A"</u> failing which the benefit of reservation or age relaxation will not be given.</b>
(c)	Departmental employees i.e EPFO Employees/Government Servants claiming age relaxation shall have to produce a certificate in the prescribed format <b>Annexed at 'II'</b> from their office in respect of the length of continuous service which should be <b>not less than three years in the immediate period preceding the closing date for receipt of application</b> . They should continue to have the status of EPFO Employee/Government Servants till the time of appointment, in the event of their selection.
(d)	<b>CLOSING DATE: The Closing Date for submission of Online Application through EPFO website <a href="http://www.epfindia.gov.in">www.epfindia.gov.in</a> is 25.06.2019 (24:00 Hours).</b>
(e)	The post carries All India Service Liability and the candidates selected for the post are liable to be posted anywhere in India.
(f)	<b>Signatures of the candidates</b> on all documents should be identical, in all stages of recruitment process and must be in running hand and <b>not in block/capital or disjointed letters</b> . Signatures in different style at the time of subsequent phases of examination and Document Verification etc. (as applicable) may result in cancellation of candidature.

(g)	SMS and email messages will be sent to all eligible candidates about the e-Call letter upload details on their registered mobile number and email ID. However, candidates should regularly visit the official website of EPFO as there can be failure in delivery of SMS/E-mail to the candidates due to reasons beyond the control of EPFO.
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**10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means, or
- (ii) impersonating or procuring impersonation by any person, or
- (iii) misbehaving in the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature, or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination hall, or
- (vii) Submitting fabricated documents or documents, which have been tampered with, or
- (viii) Making statements which are incorrect or false or suppressing material information, or
- (ix) Intimidating or causing bodily harm to the staff employed for the conduct of examination, or
- (x) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.

such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

- (a) to be disqualified from the examination for which he/ she is a candidate,
- (b) to be debarred either permanently or for a specified period from any examination conducted by EPFO.

- (c) for termination of service, if he/ she has already joined the EPFO.

NOTE-1: Candidature can also be cancelled at any stage of the recruitment for any other ground, which the EPFO considers to be sufficient cause for cancellation of candidature.

NOTE-2: CANVASING IN ANY FORM WILL BE A DISQUALIFICATION FROM THE EXAMINATION.

#### **11. EPFO'S DECISION FINAL**

The decision of the EPFO in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

#### **12. DISQUALIFICATION**

Following person(s) shall not be eligible:

- a) Who has entered into or contracted a marriage with a person having spouse living, or
- b) Who, having a spouse living, has entered into or contracted a marriage with any person.

Provided that the Competent Authority of EPFO may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

#### **13. Nationality/ Citizenship**

- (i) A candidate must be either:
  - a. a citizen of India, or
  - b. a subject of Nepal, or
  - c. a subject of Bhutan, or
  - d. a Tibetan refugee who came over to India, before the 1st 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 in whose favor a certificate of eligibility has been issued by the Government of India.

- (ii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

**NOTE I-** The closing date for online registration of application i.e. 25<sup>th</sup> June, 2019 will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.

- 14. AGE LIMIT:-** Must have attained the age of 20 years and must not have attained the age of 27 years as on the closing date for online registration of application i.e. 25<sup>th</sup> June, 2019.

Date of birth of candidates should be between the dates given below: (Both dates inclusive).

Sl. No	Age Group	Lower age limit for all categories (not born after)	Upper age limit (Date of Birth not earlier than)		
			UR	OBC-NCL	SC/ST
1	20-27	25.06.1999	26.06.1992	26.06.1989	26.06.1987

However, the relaxation in upper age limit/maximum upper age for the following categories/communities is given below subject to submission of requisite certificates.

#### **Age relaxation**

- i. SC/ST up to 5 years,
- ii. OBC –NCL up to 3 years,
- iii. Employees of Central Government & departmental candidates i.e employees of Employees' Provident Fund Organization.

General	Upto 40 years of age
SC/ST	Upto 45 years of age
OBC	Upto 43 years of age

- iv. Person with Disability(PwD):

Category	Relaxation in upper age limit
PwD + General	10 years
PwD + OBC	13 years
PwD + SC/ST	15 years

If a candidate is eligible for relaxation of age on more than one ground, he/she would be accorded the highest of the age relaxations for which he/she is eligible.

**15. EDUCATIONAL ELIGIBILITY CRITERIA:**

a) Education qualifications:

<b>Essential</b>	<b>Degree from a recognized university, as on the closing date for online registration of application i.e. 25<sup>th</sup> June, 2019.</b>
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**NOTE-1: Those awaiting results of the final examination of the prescribed Educational / Professional qualification SHOULD NOT APPLY.**

**NOTE-2: Recognized University means i) a University incorporated by an Act of Parliament or an Act of State Legislature in India or ii) an educational institute established by an Act of Parliament or declared to a Deemed university under section 3 of the University Grants Commission Act 1956 (3 of 1956).**

**16. EXAMINATION FEE:**

**16.1 AMOUNT OF APPLICATION FEE: -**

<b>S. No.</b>	<b>Candidate Category</b>	<b>Fee Amount</b>
01	<b>SC/ST/PWD/ Departmental Candidates, Female Candidates &amp; Economically Weaker Section (EWS)</b>	Rs. 250/-
02	All other categories	Rs. 500/-

Note: Any Tax/Bank Transaction Charges will be borne by the candidate.

**16.2 MODE OF PAYMENT (ONLINE MODE): -**

- a. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- b. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard /Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- c. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- d. On successful completion of the transaction, an e-Receipt will be generated.

- e. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- f. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- g. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- h. To ensure the security of your data, please close the browser window once your transaction is completed.
- i. **There is facility to print application form containing fee details after payment of fees.**

## **17. Vertical Reservation:**

- 17.1 This notice provides for Vertical Reservation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) Non Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible, as mentioned in the vacancy table.
- 17.2 All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters prescribed for UR candidates. However against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.
- 17.3 For availing reservation, SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities as per the format given at **Annexure-V** (for SC/ST candidates) and **Annexure-I** (for OBC-NCL candidates) at the time of document verification.

Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer)' mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for ONLINE Registration i.e. 25.06.2019 of applications for this notice. The candidate should ensure that he/she belongs to the OBC- Non Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Community Certificate (OBC-NCL), a declaration in the prescribed format as per **Annexure-I-A**, has to be furnished by the candidate during Document Verification, that

he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un- reserved) category, will be considered against General (UR) vacancy only.

#### 17.4 Reservation for Economically Weaker Sections (EWS)

Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family has gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

16.1.1 5 acres of agricultural land and above;

16.1.2 Residential flat of 1000 sq. ft. and above;

16.1.3 Residential plot of 100 sq. yards and above in notified municipalities;

16.1.4 Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term “Family” for this purpose will 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.

The benefit of reservation under EWS can be availed upon production of an **Income and Asset Certificate** issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure VI shall only be accepted as candidate’s claim as belonging to EWS:

- a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
- b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate
- c) Revenue Officer not below the rank of Tehsildar and
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for

reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

17.5 Candidates belonging to SC/ST/OBC-NCL/EWS who fulfill required educational qualification/Technical/Professional qualifications can also apply against UR vacancies. They will however, have to compete with the UR candidates and will not be eligible for any relaxation including age to such SC/ST/OBC-NCL candidates applying against UR vacancies. However candidates have to indicate their actual community in the application.

17.6 Community/EWS status as on the closing date for ONLINE Registration of application for this notice shall only be considered for availing reservation benefits if eligible and any change in the community/EWS status of the candidate thereafter shall not be entertained.

#### **18. Horizontal Reservation:**

18.1 This notice provides for horizontal reservation for Persons with Benchmark Disability (PwD) irrespective of their community.

18.2 Vacancies for PwD wherever given in the vacancy table, are not separate but are included in the total number of vacancies.

#### **19. Reservations for Persons with Disabilities (PwD):**

19.1 Blindness and low vision;

19.2 Deaf and hard of hearing;

19.3 Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

19.4 Autism, intellectual disability, specific learning disability and mental illness;

19.5 Multiple disabilities from amongst persons under sub -clauses 18.1 to 18.4 including deaf-blindness in the posts identified for each disabilities.

Definition of Specified Disabilities as provided in the Schedule of RPwD Act, 2016 is as mentioned below:

#### **19.6 Definition of Specified Disabilities:**

##### **Physical disability:-**

A) **Locomotor disability** (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) "Leprosy cured person" means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

- (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- (iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression “leprosy cured” shall construed accordingly;
- (b) “cerebral palsy” means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- (c) “dwarfism” means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
- (d) “muscular dystrophy” means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- (e) “acid attack victims” means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

**Visual impairment—**

- (a) “blindness” means a condition where a person has any of the following conditions, after best correction—
  - (i) total absence of sight; or
  - (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
  - (iii) limitation of the field of vision subtending an angle of less than 10 degrees.
- (b) “low-vision” means a condition where a person has any of the following conditions, namely:—
  - (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
  - (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

**Hearing impairment—**

- (a) “deaf” means persons having 70 dB hearing loss in speech frequencies in both ears;
- (b) “hard of hearing” means person having 60 dB to 70 dB hearing loss in speech frequencies in both ears
- B) (1) “speech and language disability” means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of

speech and language due to organic or neurological causes.

- (2) Intellectual disability, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including—
  - (a) “specific learning disabilities” means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
  - (b) “autism spectrum disorder” means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person’s ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
- (3) Mental behaviour— “mental illness” means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.
- (4) Disability caused due to—
  - (a) chronic neurological conditions, such as—
    - (i) “multiple sclerosis” means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
    - (f) “Parkinson’s disease” means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
  - (b) Blood disorder—
    - (i) “Haemophilia” means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
    - (ii) “Thalassemia” means a group of inherited disorders characterized by reduced or absent amounts of hemoglobin.
    - (iii) “Sickle cell disease” means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; “hemolytic” refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.
- (5) Multiple Disabilities (more than one of the above specified disabilities) including deaf, blindness which means a condition in which a person may have combination of hearing

and visual impairments causing severe communication, developmental, and educational problems.

- (6) Any other category as may be notified by the Central Government.

**19.7. Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:** Only such persons would be eligible for relaxation in conditions/reservation in posts who suffer from **not less than 40 per of relevant benchmark disability**. Those Persons with Disabilities (PwD) who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Annexure III, IIIA & IIIB** for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

**Special Note for all Candidates seeking reservation/relaxation benefits:**

All those candidates seeking reservation/relaxation benefits available for EWS/SC/ST/OBC- NCL/PwD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/notice.

**20. No Objection Certificate (NOC) for serving employees:**

Candidates serving (including those undergoing induction training/probation) in any State Government Department including Employees Provident Fund Organisation or Public Sector Undertakings may apply online to their respective department. Shortlisted candidates should produce **NOC from the employer at the time of Document Verification** failing which their candidature will be cancelled.

**21. SCHEME OF EXAMINATION**

**Scheme of Examination for the post of Assistant is as under :-**

**Phase I - Preliminary Examination**

S. No.	Name of the Test ( <b>Objective Tests</b> )	No. of Qs.	Max. Marks	Duration	Version
1	English Language	30	30	20 minutes	English
2	Reasoning Ability	35	35	20 minutes	Bilingual
3	Numerical Aptitude	35	35	20 minutes	Bilingual
	Total	100	100		

**Note:-**



- I. Phase –I is qualifying in nature and marks will not be reckoned for final merit.
- II. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- III. The candidates will be shortlisted for Phase-II in the ratio of **1:10** i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase - I.
- IV. If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.

### **Phase II - Main Examination**

Sr. No.	Name of the Test <b>(Objective Tests)</b>	No. of Qs.	Max. Marks	Duration	Version
1	Reasoning/ Intelligence	40	60	35 minutes	Bilingual
2	General/ Economy/ Financial Awareness	40	40	20 minutes	Bilingual
3	English Language	30	40	30 minutes	English
4	Quantitative Aptitude	40	60	35 minutes	Bilingual
	<b>TOTAL::::</b>	<b>150</b>	<b>200</b>	<b>2 hours</b>	
5.	Descriptive Paper (English Language with emphasis on comprehension and analysis)	<b>3</b> (letter, précis', comprehension)	<b>30</b>	45 minutes	English
	<b>GRAND TOTAL</b>	<b>153</b>	<b>230</b>	2 hours 45 minutes	

#### NOTE

1. The marks obtained in Phase – II will be considered for final selection.
2. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
3. Descriptive paper will be completely online, i.e. the questions will be displayed on the screen and the candidates will have to type the answers using keyboard.  
**Descriptive paper will be conducted online immediately after completion of online objective test of Phase-II Main Examination.**

**Qualifying Marks:** - Qualifying Marks in Phase-I (Preliminary Exam.) and Phase – II (Main Exam.) will be decided as per discretion of EPFO.

**Process for Arriving at Scores-** If the examination is held in more than one session, the process of moderation will follow to ensure fairness (More than one session are required

if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.).

Note: Cut-offs are applied in two stages:

- a. on scores in individual tests
- b. on Total Score

## 22. RESOLUTION OF TIE CASES

In cases where more than one candidate secure the equal aggregates marks in Phase-II, tie will be resolved by applying the following methods one after another:

- i) Date of Birth, with older candidates placed higher.
- ii) Alphabetical order in which names of the candidates appear.

## 23. CENTRE OF EXAMINATION

**While applying online application, candidate must select the centre in the application form in which he/she desires to take the exam.**

**Written examination will be held at the following centres for Phase –I – Preliminary Examination**

S. No.	Name of State/Union Territory	S. No. Centre	Examination Centre	Code
1	Andaman & Nicobar Island	1	Port Blair	101
2	Andhra Pradesh	2	Guntur	102
3	Arunachal Pradesh	3	Itanagar	103
4	Assam	4	Guwahati	104
5	Bihar	5	Patna	105
6	Chhatisgarh	6	Raipur	106
7	Delhi	7	Delhi	107
8	Goa	8	Panjim	108
9	Gujarat	9	Ahmedabad	109
		10	Vadodara	110
		11	Surat	111
10	Haryana	12	Faridabad	112
11	Himachal Pradesh	13	Shimla	113
12	Jharkhand	14	Ranchi	114
13	Karnataka	15	Bangalore	115
		16	Gulbarga	116
14	Kerala	17	Thiruvananthapuram	117
15	Madhya Pradesh	18	Bhopal	118
		19	Indore	119
		20	Mumbai	120

16	Maharashtra	21	Thane	121
		22	Pune	122
		23	Nagpur	123
17	Manipur	24	Imphal	124
18	Meghalaya	25	Shillong	125
19	Mizoram	26	Aizwal	126
20	Nagaland	27	Dimapur	127
21	Odisha	28	Bhubaneswar	128
22	Pondicherry	29	Puducherry	129
23	Punjab	30	Chandigarh	130
24	Rajasthan	31	Jaipur	131
25	Sikkim	32	Gangtok	132
26	Tamil Nadu	33	Chennai	133
		34	Coimbatore	134
		35	Madurai	135
27	Telangana	36	Hyderabad	136
28	Uttarakhand	37	Dehradun	137
		38	Kanpur	138
29	Uttar Pradesh	39	Lucknow	139
30	Tripura	40	Agartala	140
31	West Bengal	41	Kolkata	141
		42	Jalpaiguri	142

- I. **The examination centres for Phase-II, Main Examination shall be allotted to any of the above centres as per discretion of EPFO.**
- II. The examination will be conducted online in venues given in the respective call letters.
- III. No request for change of centre/venue/date/session for Examination shall be entertained.
- IV. EPFO, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- V. EPFO also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- VI. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and EPFO will not be responsible for any injury or losses etc. of any nature.
- VII. **No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the examinations.**

- VIII. Choice of centre once exercised by the candidate will be final.
- IX. If sufficient number of candidates does not opt for a particular centre for "Online" examination, EPFO reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, EPFO reserves the right to allot any other centre to the candidate.

**24. Invalid Applications/Rejections:**

Online applications are liable for rejection on the following grounds amongst others:

- a. **Invalid photos** such as Black and White photo, photo wearing cap and/or Goggles, photos which are disfigured, small size photo, full body photo, photo showing only one side view of the face, unrecognizable photos, Photostat copy of photo, group photo, selfie photo, photo taken by mobile, morphed photo and blank photo among others.
- b. **Signature** in capital/block letters.
- c. Candidate's name figuring in the debarred list.
- d. Any other irregularity which is observed and considered as invalid by EPFO.

**NOTE:** Candidates can verify their status of application from the websites of EPFO. In case the application is rejected, candidates will be able to view their status along with the reason(s) for rejection(s) which is final and binding and no further correspondence shall be entertained on the subject. No refund of examination fee will be made on account of rejection of application. SMS and e-mail alerts shall also be sent to the candidates on their registered mobile numbers and e-mail IDs, as indicated in their ONLINE application. Candidates will not be intimidated by post.

**25. Verification of original documents and format of certificates:**

- a. Candidates shortlisted for Document Verification are required to produce all original documents along with two sets of self-attested photo copies of all documents at the time of document verification.
- b. All Certificates should be either in English or Hindi only. Where certificates are not in English/Hindi, self-attested translated version (In Hindi/English) should be produced wherever/whenever required. Certificates produced during the document verification should be strictly in the prescribed formats.
- c. No additional time will be given to the candidates not producing their original certificates on the date of their document verification and the candidature of such candidates is liable to be forfeited.
- d. Documents to be brought by candidates in original (as applicable) for verification are as indicated below:-
  - i. Matriculation/X Class/High School Examination Certificate or Equivalent certificate as Proof for Date of Birth. (The candidates' name and the father/mothers' name mentioned in the application will be verified with reference to the names mentioned in this certificate.)

- ii. Degree from a recognized university (As applicable).
- iii. SC/ST certificate in the format as per **Annexure - V**.
- iv. OBC-NCL certificate in the format as per **Annexure – I** (not older than one year from the date of document verification)
- v. Non creamy layer declaration by OBC candidates as per **Annexure I A**
- vi. Income & Asset certificate for Economically Weaker Section **Annexure – VI**
- vii. Medical Certificate for Persons with Disabilities (PwD) as per **Annexures – III, IIIA & IIIB** as applicable
- viii. No Objection Certificate from serving employees with date of appointment.
- ix. Legal document in case of formal change of name.
- x. Decree of divorce/judicial separation from the competent Court of Law as applicable and Affidavit stating that the candidate has not remarried.

**NOTE-1: Candidates who wish to be considered against vacancies reserved / or seek age-relaxation must submit the requisite/ relevant certificate in original from the competent authority, in the prescribed format at the time of Document Verification. Otherwise, their claim for EWS/SC/ST/OBC- NCL/PwD status will not be entertained and their candidature/ applications will be considered under General (UR) category, if eligible. The certificates should be as per the formats annexed.**

**NOTE-2:** The Educational Qualification Certificates for regular Degree should contain the date of issue. In case, date of issue of these certificates is after the closing date of the notice, then the consolidated mark sheet with date of declaration of the result of final qualifying exam or individual mark sheets of all the semesters with date of declaration of result of each semester should be submitted. In case of non-availability of date in any of these certificates, then a certificate from the Institution/University to this effect (indicating date of declaration of result) should be produced at the time of document verification.

**26. Impersonation / Suppression of facts - Warning:**

- a. Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of all the EPFO for lifetime. He/she will also be debarred from getting any appointment in the EPFO and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.
- b. Furnishing of any false information to the EPFO or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment in the EPFO and if appointed the service of such candidate is liable to be terminated.
- c. Candidates found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges for appearing in the examination shall lead to rejection of their candidature for the particular recruitment for which he/she has applied.

Further, he/she will also be debarred from all examinations conducted by EPFO for lifetime and legal action will be initiated, if warranted.

- d. Candidate shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.

**27. MISCELLANEOUS:**

- a. **EPFO reserves the right to conduct additional examination (as applicable) at any stage without assigning any reason;** and EPFO also reserve the right to cancel any part or whole of the recruitment process at any stage for any or all of the categories notified in this notice without assigning any reason thereof.
- b. EPFO will not be responsible for any inadvertent errors and reserves right to correct such errors.
- c. In the event of any dispute about interpretation, the English version of the notice as published in EPFO official websites will be treated as final.
- d. Selection in the examination does not confer upon candidates any right of appointment in the EPFO. The function of the examination conducting agency is to recommend names of suitable candidates to the concerned authorities of the Employees Provident Fund Organisation who in turn issue the offer of appointment letter subject to availability of vacancies and satisfying all eligibility criteria including antecedents and character.
- e. Selected candidates will have to undergo training wherever prescribed.
- f. Selected candidates have to execute Security and/or Indemnity Bond wherever necessary at the time of joining in EPFO
- g. EPFO reserve the right to incorporate any subsequent changes/ modifications/ additions in the terms & conditions of recruitment under the notice as necessitated and applicable by issuing necessary addendum/corrigendum to this Employment Notification.

**WARNING:-**

- Beware of touts and job racketeers trying to deceive by false promises of securing job in EPFO either through influence or by use of unfair and unethical means. EPFO / examination conducting agency **has not appointed any agent(s) or coaching advertisement for action on its behalf.** Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence EPFO directly or indirectly shall be disqualified and legal action can be initiated against them.
- **Candidates are advised to visit only the official website of EPFO and beware of FAKE websites put up by unscrupulous elements/touts.**

**FORMAT 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 OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993\*\*.

Date \_\_\_\_\_ District Magistrate/ Deputy Commissioner etc.

Seal of Office

*_	<b>The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.</b>
**_	As amended from time to time.
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.
<b>List of authorities empowered to issue Caste/Tribe Certificate Certificates:</b>	
i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1 <sup>st</sup> 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 applicant and or his family normally resides.

**Note-I** a. The term 'Ordinarily' 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 Certificate are indicated below:-

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

**Note-II** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**Note-III** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'A'** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

**Form of declaration to be submitted by the 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 services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27<sup>th</sup> May, 2013.

Signature:.....

Full Name:.....

Address:.....



**FORM OF CERTIFICATE TO BE SUBMITTED BY EPFO EMPLOYEES/GOVERNMENT SERVANTS  
SEEKING**

**AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

(Please see Para 14 of this notice)

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is holding the post of -----  
----- in the pay scale of s \_\_\_\_\_ with 3 years regular service in the  
grade as on **closing date**.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal

Place:

Date :

*(\*Please delete the words which are not applicable.)*

**FORM-VII**

**Certificate of Disability**

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

**[See Para 14 &19 of this notice]**

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

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

Certificate No.: .....

Date: .....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
.....son/wife/daughter of Shri.....

Date of Birth.....(DD/MM/YYYY)

Age .....years, Male/Female.....Registration No. .... Permanent Resident of House No. ....  
Ward/Village/Street .....whose photograph is affixed above and I am satisfied that He/She is a case of

.....**Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked 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			

and shown against the relevant disability in the table below:

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

In figures: .....percent In words : ..... percent

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

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after .....Year .....months, and therefore this certificate shall be valid till ..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £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

--	--	--

<i>Countersigned[(Countersignature and seal of the CMO/Medical Supdt.)Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]</i>	<i>(Authorised Signatory of notified Medical Authority) (Name and Seal)</i>
--	---

Signature/Thumb impression of the person in whose favour disability certificate 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 The principal rules were published in the Gazette of India vide notification number S.O. 908(E),dated the 31<sup>st</sup> December. 1996.

**FORM-V**

**Certificate of Disability**

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

**[See Para 14 &19 of this notice]**

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

Recent  
Passport Size  
Attested  
Photograph  
(Showing face  
only) of the  
person

Certificate No.: ..... Date:

.....  
**This is to certify that I have carefully examined**

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

Shri..... Date of Birth

..... Age.....Years, Male/Female.....  
(DD/MM/YYYY)

Registration No. .... Permanent Resident of House No. ....

Ward/Village/Street.....Post Office..... District.....

State....., whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

\*Locomotor Disability

\*Dwarfism

\*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is .....

(1) He/She has .....% (in figure)..... percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her ..... (part of body) as per 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/Thumb  
Impression of the person in  
whose favour disability  
certificate is issued

Signature and Seal of Authorized Signatory of notified Medical Authority)

**FORM-VI**  
 Certificate of Disability  
 (In case of multiple disabilities)  
 [See Para 14 & 19 of this notice]

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

Certificate No. : ..... Date: .....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
 .....son/wife/daughter of Shri.....

Date of Birth.....(DD/MM/YYYY)

Age.....years, Male/Female.....Registration No. ....Permanent Resident of House No. ....

Ward/Village/Street .....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 (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	Locomotors 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	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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

In figures: .....percent In words : .....percent

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

3. Reassessment of disability is :

i) not necessary, Or

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

.....(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £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  
 disability certificate is issued

**LETTER OF UNDERTAKING FOR USING SCRIBE**

**NOTE: Candidates Visually Impaired(VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.**

**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

- 1. Name of the Candidate .....
- 2. Roll No .....
- 3. Name of Center .....
- 4. Qualification of Candidate .....
- 5. Disability Type .....
- 6. Name of the Scribe .....
- 7. Date of Birth of the Scribe .....
- 8. Father's Name of the Scribe .....
- 9. Address of the Scribe :
  - (a) Permanent Address .....
  - .....
  - (b) Present Address .....
  - .....
- 10. Educational Qualification of the Scribe .....
- .....
- .....
- 11. Relationship, if any, of the Scribe to the Candidate .....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cmx 4.5cm (The colour photograph should not be more than 3 months old).

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of EPFO regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

**Left thumb impression of the Candidate in the box given above**

(Signature of the Scribe)

**Left thumb impression of the Scribe in the box given above**

**Signature of the Invigilator**

## FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri\*/ Srimati/ 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 / Scheduled Tribe under:-

- \*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 Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) 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 Orders, 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/Srimati\* ..... father/mother\* of  
 Shri/Srimati/Kumari ..... of  
 Town\* ..... in District/Division\* ..... of  
 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/Srimati/Kumari\* ..... and /or\* his/her\* family ordinarily resides in Village/Town\*  
 ..... District/ Division\* ..... of the State/ Union Territory\*  
 of.....

Place.....  
 Date.....

Signature.....  
 Designation.....  
 (with seal of Office)

State/ Union Territory.....

\* Please delete the words which are  
 not applicable. @ Please quote the  
 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. Officers competent to issue Caste/Tribe certificates.

1. 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. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 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 Admindivi Islands).

**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 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 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: 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.