



File No.Exam.12(1)2018/SSA/DR

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

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**RECRUITMENT OF SOCIAL SECURITY ASSISTANT IN EMPLOYEES' PROVIDENT FUND  
ORGANISATION**

Important Dates	
Online Registration of Application	27 <sup>th</sup> June, 2019 (17:00 hrs) to 21 <sup>st</sup> July, 2019 (17:00 hrs)
Downloading of Call Letters	21 <sup>st</sup> August, 2019 to 1 <sup>st</sup> September, 2019
Preliminary Examination (Phase-I)	31 <sup>st</sup> August and 1 <sup>st</sup> September, 2019
Main Examination (Phase-II)	Call letters will be sent after declaration of result of Preliminary Examination (Phase-I)
Skill test (Phase-III) (Computer Data Entry Test)	Call letters will be sent after declaration of result of Main Examination (Phase-II)

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

**2.1 Vacancies under, UR, EWS #, SC, ST, OBC, Persons with Benchmark Disability (PwBD) and Ex-SM**

**Vacancy Statement of Social Security Assistant (Direct Recruitment) Cadre (Pay-matrix Level-4)\***

Region	State/Union Territory covered under the Region	Category-wise Vacancies					Total	Horizontal Reservation				Ex-SM
		SC	ST	OBC -NCL	EWS	UR		Persons with Benchmark Disability (PwBD)				
								Category - A	Category - B	Category - C	Category -D &E	
Andhra Pradesh Region	Andhra Pradesh	0	0	24	5	31	60	1	1	1	1	6
Bihar Region	Bihar	6	0	11	9	6	32	1	1	1	1	8
Chattisgarh Region	Chattisgarh	9	32	0	11	8	60	1	1	0	1	9
Delhi Region	Delhi	32	8	72	14	16	142	5	6	0	6	44
Gujarat Region	Gujarat, Dadra & Nagar Haveli, Daman & Diu	0	46	0	24	0	70	1	1	1	1	7
Goa Region	Goa	0	5	0	5	10	20	1	1	0	0	2
Himachal Pradesh Region	Himachal Pradesh	19	2	11	5	20	57	2	1	0	1	3
Haryana Region	Haryana	43	0	61	22	105	231	5	4	0	4	27
Karnataka Region	Karnataka	15	8	68	18	73	182	2	2	2	2	18
Kerala & Lakshadweep Region	Kerala, Lakshadweep	4	0	0	2	21	27	0	0	0	0	0

Maharashtra Region	Maharashtra	0	62	204	127	152	545	6	5	5	5	91
Madhya Pradesh Region	Madhya Pradesh	3	1	0	5	46	55	1	2	0	2	28
North East Region	Arunachal Pradesh, Assam, Nagaland, Manipur, Meghalaya, Mizoram, Tripura	0	17	4	2	9	32	0	0	0	0	7
Odissa Region	Odissa	13	22	0	1	20	56	2	0	0	1	10
Punjab & Chandigarh Region	Punjab & Chandigarh	0	0	0	0	6	6	2	2	1	1	6
Rajasthan Region	Rajasthan	19	15	0	5	14	53	1	1	1	0	5
Telangana Region	Telangana	28	0	53	16	54	151	2	2	1	1	15
Uttarakhand Region	Uttarakhand	10	3	16	11	17	57	1	1	0	1	5
Uttar Pradesh Region	Uttar Pradesh	92	0	107	35	119	353	3	3	0	4	34
TOTAL		293	221	631	317	727	2189	37	34	13	32	325

\*Includes anticipated vacancies up to 31.12.2019 and, therefore, likely to change.

Abbreviation : EWS- Economic Weaker Section, SC- Schedule Caste, ST – Schedule Tribe, OBC – Other Backward Caste, UR – Unreserved, PwBD- Persons with Benchmark Disability, Ex-SM – Ex-Servicemen,  
Category A – Blindness and low vision.  
Category B – Deaf and hard of hearing.  
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 PwBD and Ex-Servicemen quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/EWS/Unreserved (UR).

Note 2: Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation for appointment under Ex-SM categories. However, they are eligible for age relaxation only.

Note 3: Vacancies notified above are subject to change. EPFO reserves the right to vary the vacancies including reserved vacancies as per further assessment of requirements.

Note 4: **A candidate can choose any one examination centre of the region. She / He would be considered only for the vacancies within the region where she / he take the examination. RECRUITMENT TO VACANCIES IN DIFFERENT REGIONS IS A SEPARATE RECRUITMENT FOR ALL PURPOSES. A COMMON EXAMINATION IS HELD ON SAME DAY FOR ADMINISTRATIVE REASON ONLY.**

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

**Level- 4 of Pay Matrix (Civilian employees) (Gr. 'C') with Entry Pay Rs 25,500/- under 7<sup>th</sup> Pay Commission).**

In addition to Pay they will also be eligible allowances as per rules in force from time to time.

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

**Candidates can apply online upto 21<sup>st</sup> July, 2019 (17:00 hrs) 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 hand 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 all these scanned documents adhere to the required specifications as given in this Para.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left hand 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.
- (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, she/he should create her / his new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- (viii) Candidates may be required to submit their relevant certificates / documents (refer Para 26 of this notice) after completion of Phase-II examination or as decided by EPFO.

#### **DETAILED GUIDELINES/PROCEDURES FOR**

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

##### **II. 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 SSA-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 Disabled 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 her / his 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 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 her / his 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 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 then the Admission for Examination will be rejected / denied. Candidate herself / himself 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 with the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Signature specifications
  - File type: jpg / jpeg
  - Dimensions: 140 x 60 pixels in 200 DPI (Preferred for required quality)
  - File Size: 20 KB–50 KB

**Left hand thumb impression:**

- The applicant has to put his left hand thumb impression on a white paper with black or blue ink.
- Left hand thumb impression specifications
  - 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 specifications
  - 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 hand 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 hand 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 hand 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 her / his photograph, signature, left thumb impression and hand written declaration.
There will be separate links for uploading Photograph, signature, left hand thumb impression and hand written declaration.
Click on the respective link “Upload Photograph / signature / left hand thumb impression / hand written declaration”.
Browse and Select the location where the Scanned Photograph / signature / left hand 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 hand thumb impression and hand written declaration as specified.**

**Note:**

- (1) In case the face in the photograph or signature or left hand thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left hand 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 hand thumb impression or the hand written declaration is not prominently visible, the candidate may edit her / his application and re-upload her / his 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 21<sup>st</sup> July, 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 examination 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 is given at Para 24 of this notice. Center/City allocation will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities /States.



- (g) **A candidate would be considered only for the vacancies within the region where she / he take the examination. No request for change of date /centre of Examination will be entertained. The EPFO, however, reserve the right to change the venue and / or Centre and / or cancel any centre at its discretion. RECRUITMENT TO VACANCIES IN DIFFERENT REGIONS IS A SEPARATE RECRUITMENT FOR ALL PURPOSE. A COMMON WRITTEN EXAMINATION IS HELD ON SAME DAY FOR ADMINISTRATIVE REASON ONLY.**
- (h) **AGE LIMIT:-** Between 18 to 27 years as on 21<sup>st</sup> July, 2019 with age relaxation as applicable (Refer Para 14 of the notice).
- (i) **EDUCATIONAL AND OTHER QUALIFICATION:** i) Must possess the Degree from a recognized university or equivalent as on the closing date for online registration of application i.e 21<sup>st</sup> July, 2019 and ii) possessing a speed of at least 5000 key depressions per hour for Data Entry Work. The Educational Qualification Certificates viz provisional or 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.
- (j) Eligibility of the candidates will be considered only on the basis of the information furnished in the 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 three phase examination as mentioned at Para 22 of the notice.
- (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, she/he submits multiple online applications, then she/he 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) **DOWNLOADING 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, she/he 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 and (iii) Relevant documents as mentioned Annexure IV (C) and Annexure V of this notice etc.
- (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.
- (u) **IDENTITY VERIFICATION** - In the Phase-I, II and III 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 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 her / his 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, II and III Examinations respectively. 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 name 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, will be allowed only if they produce original legal document viz. their original marriage certificate / affidavit in original etc. **at the time of examination** (as mentioned in Para 26 on this notice).

- (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-exam 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 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 she/he 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 (left hand thumb impression) and the photograph of the candidates on the day of the Phase-I, II and III Examination for all candidates respectively or as decided by EPFO. 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 / PASSAGE DICTATOR**

The facility of Scribe / Passage Dictator would be allowed to any persons with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by her / him.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe / Passage Dictator shall be given, if so desired by the person.

In case of other category of persons with benchmark in the category, the provision of scribe / Passage Dictator can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe / Passage Dictator is essential to write examination on his behalf, from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of Government health care institution as per proforma at Annexure-IV (C).

For engaging the scribe / Passage Dictator, candidates will have to indicate the same while filling ONLINE application form.

Engagement of scribe / Passage Dictator will be subject to the following conditions:-

- (i) The candidate will have to arrange her / his own scribe / Passage Dictator at her / his own cost or they may make a request in the online application for providing of scribe / Passage Dictator by EPFO.

- (ii) In case the candidate arranges her / his own scribe / Passage Dictator, the qualification of the scribe / Passage Dictator should be one step below the qualification of the candidate taking the examination. The candidates have to bring the letter of undertaking of using scribe / Passage Dictator in Annexure – IV (C) and Annexure-V attached with this notice on the day of Phase-I, Phase-II & Phase-III examinations respectively.
- (iii) In case, EPFO provides the scribe / Passage Dictator, it shall be ensured that qualification of the scribe / Passage Dictator should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe / Passage Dictator should be matriculate or above.
- (iv) The scribe / Passage Dictator 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 the candidate will be cancelled. Candidates eligible for and who wish to use the services of a scribe / Passage Dictator 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 / Passage Dictator for one candidate cannot be a scribe / Passage Dictator for another candidate.
- (vi) The scribe / Passage Dictator may be from any academic stream.
- (vii) Both the candidate as well as scribe/ Passage Dictator will have to give a suitable undertaking confirming that the scribe / Passage Dictator fulfills all the stipulated eligibility criteria for a scribe / Passage Dictator mentioned above. Further in case it later transpires that she/he 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 / Passage Dictator shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise decided. Scribe / Passage Dictator should not answer on her / his 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 she / he is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

- (x) The change of scribe / Passage Dictator may also be allowed in emergency duly recording reasons and filling the relevant details including pasting of photograph of the new scribe / Passage Dictator as per **Annexure V.**
- (xi) The candidates shall be responsible for any misconduct on the part of the scribe / Passage Dictator brought her / him during the examination.

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

A compensatory time of twenty minutes per hour or otherwise decided 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 DISABLED CANDIDATES

- I. Visually Disabled 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 decided of examination.
- II. The facility of viewing the contents of the test in magnifying font will not be available to Visually Disabled candidates who use the services of a Scribe / Passage Dictator 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)	The 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 /PwBD/Ex-SM/EWS 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, III, IV, IVA, IVB, VI &amp; VII). Candidates claiming reservation/age relaxation under OBC-NCL Category should possess the OBC Certificate as given at <b>Annexure -"I"</b> 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 <b>Annexure "I-A"</b> failing which the benefit of reservation or age relaxation will not be given.</b>
(c)	Employees of Central Government and employees of EPFO 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 i.e 21st July, 2019</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 21<sup>st</sup> July, 2019 (17:00 hrs).</b>
(e)	There will be a probationary period of 2 years. The service condition including transfer shall be regulated as per Employees' Provident Fund (Staff & Conditions of Service) Regulations, 1962 as amended from time to time.
(f)	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.

#### **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 her / his 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 herself / himself liable to criminal prosecution, may also be liable:

(a) to be disqualified from the examination for which she/ he 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 she/ he 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 centers, 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 citizen of India, or
  - a subject of Nepal, or
  - a subject of Bhutan, or
  - a Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
  - 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.

**14. AGE LIMIT:- Between 18 to 27 years as on **the closing date for online registration of application i.e. 21<sup>st</sup> July, 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	18 to 27	21.07.2001	22.07.1992	22.07.1989	22.07.1987

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

**Age relaxation**

- SC/ST upto 5 years,
- OBC-NCL upto 3 years,
- Employees of Central Government & employees of Employees' Provident Fund Organization

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

iv. Ex-Servicemen

Category	Relaxation in upper age limit
Ex-SM + General	3 years
Ex-SM + OBC-NCL	6 years (3 years + 3 years)
Ex-SM +SC/ST	8 years (3 years + 5 years)

*NOTE-1:* An ex- serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

*NOTE-2:* Ex-Serviceman who want to avail relaxation in upper age limit should submit the certificate in Annexure-II enclosed with this Notice.

v. Persons with Benchmark Disability (PwBD)

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

- 14.1 No age relaxation is allowed to SC/ST/OBC-NCL (Non Creamy Layer) candidates applying against unreserved vacancies.
- 14.2 PwBD candidates applying against UR vacancies will be allowed age relaxation applicable for UR PwBD only. If a candidate is eligible for relaxation of age on more than one ground, she/he would be accorded the highest of the age relaxation for which she/he is eligible.
- 14.3 Candidates should note that the date of birth filled in this application should be same as recorded in the Matriculation/SSLC/Xth Class or an equivalent certificate. No subsequent request for its change will be considered.

**15. ELIGIBILITY CRITERIA:**

**a) Education qualifications:**

<b>Essential</b>	<p>i. <b>Degree of a recognized university or equivalent as on the closing date for online registration of application i.e 21<sup>st</sup> July, 2019.</b></p> <p>ii. <b>Possessing a speed of at least 5000 key depressions per hour for Data Entry Work.</b></p>
<b>Desirable</b>	Should Possess a Computer Training Certificate from a recognized Institute.

NOTE-1: Those awaiting results of the final examination of the prescribed Essential

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 be a deemed university under section 3 of the University Grants Commission Act, 1956 (3 of 1956).

NOTE-3: Computer Training Certificate from a recognized Institute means a certificate issued by an Institute recognized by State / Central Government or accredited/affiliated to a recognized university.

NOTE-4 : The computer data entry test will be held for 15 minutes and the essential qualification of at least 5000 key depression per hour would be accordingly adjusted proportionately.

A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe / passage dictator as per Para 6 of this notice. Hence, for candidates who are eligible to use scribe / passage dictator or are eligible to have compensatory time will be given 5 minutes compensatory time for Computer Data Entry Test.

The candidates referred at Para 6 of this notice, who are allowed use of scribe/ passage dictator but do not avail the facility of scribe / passage dictator will also be given compensatory time of 20 minutes per hour of examination.

The PwBD candidates who have availed the facility of Scribe / passage dictator and compensatory time must produce relevant documents for the eligibility of scribe / passage dictator / compensatory time at the time of Examination and Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

Passage Dictators will be provided to those VH candidates for the Typing test who have opted for Scribe / passage dictator in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

No attendant other than the scribe / passage dictator for eligible candidates will be allowed inside the examination hall.

**NOTE-5: 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.**

## 16. EXAMINATION FEE:

### 16.1 AMOUNT OF APPLICATION FEE: -

S. No.	Candidate Category	Fee Amount
01	<b>SC/ST/PwBD / Female Candidates/ Ex-Servicemen</b> (The fees shall be refunded duly deducting Bank Charges as applicable, on appearing of the candidate in the Phase-I Examination for SC/ST/PwBD/ Female Candidates & Ex Servicemen only)	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-VI** (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 **21<sup>st</sup> July, 2019 (17:00 hrs)**. The candidate should ensure that she/he 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), a declaration in the prescribed format as per **Annexure-I-A**, has to be furnished by the candidate during Document Verification, that she/he 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:

17.4.1 5 acres of agricultural land and above;

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

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

17.4.4 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 VII 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 Ex-Servicemen (Ex-SM) and Persons with Benchmark Disability (PwBD) irrespective of their community.

18.2 Vacancies for Ex-SM and PwBD wherever given in the vacancy table, are not separate but are included in the total number of vacancies.

**19. Ex-Servicemen (Ex-SM):**

19.1. The term Ex-Servicemen means a person who has served in any rank (whether as a Combatant or non-Combatant) in the regular Army, Navy or Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps., the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, and

19.2. Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning her or his pension;(or)

19.3. Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond her / his control and awarded medical or other disability pension;(or)

19.4. who has been released from such service as a result of reduction in establishment;(or)

19.5. Who has been released from such service after completing the specific period of engagement, otherwise than on her / his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;(or)

19.6. Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;(or)

19.7. Personnel who were on deputation in Army Postal Service for more than six months prior to 14th April 1987; (or)

19.8. Gallantry award winners of the Armed forces including personnel of Territorial Army; or

19.9. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension w.e.f., 01.02.2006.

19.10. Persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-Servicemen are eligible to apply for re-employment **one year before** the completion of the specific terms of engagement and avail themselves of all concessions available to Ex- Servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union. Accordingly, such serving Defence personnel to be released within one year from the closing date for the ONLINE Registration **21<sup>st</sup> July, 2019** of applications for this notice (**on or before 21<sup>st</sup> July, 2019**), can also apply both for vacancies earmarked for Ex-Servicemen and for posts not reserved for them. However, they should possess the prescribed educational

qualifications as on **the closing date of registration (21<sup>st</sup> July, 2019)** of applications for this notice.

- 19.11. Ex-Servicemen candidates who have already secured Civil employment under Central Government in Group 'C' & 'D' (including PSUs, autonomous bodies/statutory bodies, nationalized banks etc.,) after availing of the benefits given to Ex-Servicemen will be permitted only the benefit of age relaxation as prescribed for Ex-Servicemen for securing another Civil employment in a higher grade or cadre in Group 'C/D' under Central Government. Such candidates will not be considered against the vacancies reserved for Ex-Servicemen in the Central Government jobs.
- 19.12. If an Ex-Serviceman applies for various vacancies before joining any civil employment, she/he can avail the benefit of reservation as Ex - Servicemen for any subsequent employment, subject to the condition that an Ex - Serviceman as soon as she/he joins any civil employment, should give **self- declaration/undertaking** to the concerned employer about the details of application against this notice. The **acknowledged copy of this declaration along with NOC** from the civil employer should be produced during document verification failing which they will not get benefit of reservation for Ex - Servicemen. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex - Servicemen.

**20. Reservations for Persons with Benchmark Disabilities (PwBD):**

- 20.1 Blindness and low vision;
- 20.2 Deaf and hard Hearing;
- 20.3 Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- 20.4 Autism, intellectual disability, specific learning disability and mental illness;
- 20.5 Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.
- 20.6 Definition of Specified Disabilities are provided in the Schedule of RPwD Act, 2016.
- 20.7 **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% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) 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 IV, IV (A) & IV (B)** 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/PwBD/Ex-SM 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.

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

Candidates serving (including those undergoing induction training/probation) in any Government Department including Employees Provident Fund Organisation or Public Sector Undertakings may apply 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.

**22. SCHEME OF EXAMINATION**

**Scheme of Examination for the post of Social Security 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	1 hour	

**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)	3 (letter, precis', comprehension)	30	45 minutes	English
	GRAND TOTAL	153	230	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.**
4. The candidates will be shortlisted for Phase-III in the ratio of **1:5** i.e. about 5 times the number of vacancies in each category on the basis of their performance in Phase - II.

**Phase III - Computer Skill Test (Computer Data Entry Test)**

Candidates will be required to appear for the Skill Test to assess speed and accuracy for Data Entry Work. Minimum requirement is 5000 key depressions per hour. Candidates short-listed for Skill Test will have to appear for a Skill Test.

**NOTE:-**

1. Computer Skill Test will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

**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

## 23. RESOLUTION OF TIE CASES

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

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

## 24. CENTRE OF EXAMINATION

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

**The examination will be held at the following centres (tentative) for Phase –I – Preliminary Examination and Phase-II, Main examination.**

Region	State/Union Territory covered under the Region	Tentative Centres for Preliminary Examination Phase-I	Tentative Centres for Main Examination Phase-II	Tentative Centres for Computer Skill Test Phase-III
Andhra Pradesh Region	Andhra Pradesh	Chirala, Guntur, Kakinada, Kurnool, Nellore, Rajahmundry, Tirupati, Vijaywada, Vishakhapatnam, Vizianagram	Vijaywada, Vishakhapatnam	Will be intimated after declaration of result of Phase-II Examination per discretion of EPFO.
Bihar Region	Bihar	Arrah, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea	Patna	
Chhattisgarh Region	Chhattisgarh	Bhilai Nagar, Bilaspur, Raipur	Raipur, Bilaspur	
Delhi Region	Delhi	Delhi & New Delhi, Ghaziabad, Noida, Greater Noida, Faridabad, Gurugram	Delhi NCR	
Gujarat Region	Gujarat, Dadra & Nagar Haveli, Daman & Diu	Ahmedabad-Gandhi Nagar, Anand, Mehsana, Rajkot, Surat, Vadodara	Ahmedabad-Gandhi Nagar	
Goa Region	Goa	Panaji	Panaji	
Himachal Pradesh Region	Himachal Pradesh	Hamirpur, Kangra, Kullu, Mandi, Shimla, solan	Hamirpur, Shimla	
Haryana Region	Haryana	Ambala, Faridabad, Gurugram, Hisar, Karnal, Kurukshetra, Panipat, Yamuna Nagar	Ambala, Hisar, Kurukshetra, Karnal, Panipat	
Karnataka Region	Karnataka	Bengaluru, Belgaum, Gulbarga, Hubli-Dharwad, Mandya, Mangalore, Mysore, Shimoga, Udupi	Bengaluru, Belgaum	
Kerala & Lakshadweep Region	Kerala, Lakshadweep	Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Thiruvananthapuram, Thriruchur	Kochi	
Maharashtra Region	Maharashtra	Amravati, Aurangabad (Maharashtra), Jalgoan, Kolhapur, Mumbai/Thane/Navi Mumbai, Nagpur, Nanded, Nashik, Pune	Mumbai/Thane/Navi Mumbai, Nagpur, Pune	
Madhya Pradesh Region	Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain	Bhopal	
North East Region	Arunachal Pradesh, Assam, Nagaland, Manipur, Meghalaya, Mizoram, Tripura	Naharlagun, Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur, Imphal, Shillong, Aizwal, Kohima, Agartala	Guwahati	
Odissa Region	Odissa	Balasore, Berhampur (Ganjam), Bhubaneshwar, Cuttak, Dhenkanal, Rourkela, Sambalpur	Bhubaneshwar	
Punjab & Chandigarh Region	Punjab & Chandigarh	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala, Chandigarh-Mohali	Mohali	

Rajasthan Region	Rajasthan	Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur	Jaipur
Telangana Region	Telangana	Hyderabad, Karimnagar, Warangal	Hyderabad
Uttarkhand Region	Uttarkhand	Dehradun, Haldwani, Roorkee	Dehradun, Roorkee
Uttar Pradesh Region	Uttar Pradesh	Agra, Aligarh, Allahabad, Bareilly, Ghaziabad, Gorakhpur, Jansi, Kanpur, Lucknow, Meerut, Moradabad, Muzaffarnagar, Noida/Greater Noida, Varanasi	Allahabad, Lucknow, Agra

**Note: A candidate can choose any one examination centre of the region. She / He would be considered only for the vacancies within the region where she / he takes the examination. No request for change of date / centre of Examination will be entertained. The EPFO, however, reserve the right to change the venue and / or Centre and / or cancel any centre at its discretion. RECRUITMENT TO VACANCIES IN DIFFERENT REGIONS IS A SEPARATE RECRUITMENT FOR ALL PURPOSES. A COMMON EXAMINATION IS HELD ON SAME DAY FOR ADMINISTRATIVE REASON ONLY.**

- I. **The examination centres for Computer Skill Test shall be allotted 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 she/he has opted for.
- VI. Candidate will appear for the examination at an Examination Centre at her / his 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.

**25. 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, 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 or as decided by 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 or as per decision taken by EPFO. 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.

**26. 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 for 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 or equivalent (As applicable).
  - iii. SC/ST certificate in the format as per **Annexure -VI**.
  - 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 IA**
- vi. Income & Asset certificate for Economically Weaker Section **Annexure –VII**
- vii. Original discharge certificate for Ex-servicemen.
- viii. Medical Certificate for Persons with Benchmark Disabilities (PwBD) as per **Annexures – IV, IV(A) & IV(B)** as applicable.
- ix. Certificate for persons having physical limitation to write, and Scribe / Passage Dictator is essential for examination as per Annexure- IV(C).
- x. Self declaration for Ex-servicemen as per **Annexure-III**
- xi. No Objection Certificate from serving employees with date of appointment.
- xii. Legal document in case of formal change of name viz. their original marriage certificate / affidavit in original etc.
- xiii. Decree of divorce/judicial separation from the competent Court of Law as applicable and Affidavit stating that the candidate has not remarried.
- xiv. Ex-Servicemen candidates who secure civil employment after applying for this notice should give self declaration to the concerned employer about the details of application against this notice, as soon as they join. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during document verification.

NOTE-1: Candidates who wish to be considered against vacancies reserved / or seeking 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/Ex-SM/PwBD 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.

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

- a. Any candidate found using unfair means of any kind in the examination, sending someone else in her / his place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of EPFO for lifetime. She/he 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 and any other legal action as deemed fit by EPFO.
- 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 she/he has applied. Further, she/he will also be debarred from all examinations conducted by EPFO all over the country for lifetime and other legal actions will be initiated, if warranted.
- d. Candidate shall not bring in or attempt to bring in any political or other influence to further her / his interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.

## **28. 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's official website 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 EPFO who in turn will issue the offer of appointment letter subject to availability of vacancies and satisfying all other 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

\*- **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.**

\*\*-. 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.

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

i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commissioner/ 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 EX-SERVICEMEN FOR SEEKING AGE-RELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMAN**

(Please see Para 14 of this notice)

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No..... Rank.....  
Name.....whose date of birth is..... has rendered  
service from..... to..... in Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank ..... Name..... is serving in the Army/Navy/Air Force from .....

2. He is due for release retirement on completion of his specific period of assignment on .....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of  
the Competent Authority\*\*

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name.....  
whose date of birth is.....is serving in the Army/Navy/Air Force  
from.....

2. He has already completed his initial assignment of five years on..... and is on  
extended assignment till .....

3. There is no objection to his applying for civil employment and he will be released on  
three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

\*\*Authorities who are competent to issue certificate to Armed Forces Personnel for  
availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs. Army - Military Secretary  
Branch, Army Hqrs., New Delhi

Navy - Directorate of Personnel, Naval Hqrs., New Delhi  
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force. Army - By various  
Regimental Record Offices

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi

**DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL  
EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.**

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex- Servicemen in regard to the recruitment covered by this notice, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex- servicemen.

**I also hereby declare the following facts:**

- a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.
- b) I have availed Ex-Servicemen quota for securing civil employment and I have given self-declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable)

Place:

Date: Roll

No:

Signature:

Name:

**FORM-VII**

**Certificate of**

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

**[See Para 20 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. Thisconditionisprogressive/non-progressive/likelytoimprove/notlikelytoimprove.

3. Reassessment of disability is:

i) Not necessary, Or

ii) is recommended/after .....Year .....months, and therefore this certificate shall be validtill  
..... (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 20 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 20 of this notice]

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

Certificate No.:.....

Date:.....

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

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

**Certificate regarding physical limitation in an examine to write**

This is to certify that, I have examined Mr/Ms/Mrs ..... (name of the candidate with disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o ..... a resident of ..... (Village / District/State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation

Name of Government Hospital / health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist / PMR).

**LETTER OF UNDERTAKING FOR USING SCRIBE / PASSAGE DICTATOR**

**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 / Passage Dictator.**

**PARTICULARS OF SCRIBE / PASSAGE DICTATOR 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 / Passage Dictator.....
- 7. Date of Birth of the Scribe / Passage Dictator .....
- 8. Father's Name of the Scribe / Passage Dictator.....
- 9. Address of the Scribe / Passage Dictator:
  - (a) Permanent Address .....
  - .....
  - (b) Present Address.....
  - .....
- 10. Educational Qualification of the Scribe / Passage Dictator.....
- .....
- .....
- 11. Relationship, if any, of the Scribe/ Passage Dictator to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE / Passage Dictator 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 the EPFO regarding conduct of the candidates assisted by Scribe/Scribes / Passage Dictator at this examination and here by undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe / Passage Dictator is mentioned correctly and the qualification of the scribe / Passage Dictator is one step below qualification of candidate. In case, subsequently it is found qualification of scribe / Passage Dictator 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 / Passage Dictator herself / himself 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/ Passage Dictator has not acted/will not act as Scribe / Passage Dictator 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 / Passage Dictator)

**Left thumb impression of the Scribe/ Passage Dictator 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 Village/  
 Town\* ..... in District/Division\* ..... of the  
 State/Union Territory\* ..... who belongs to the.....Caste\*/Tribe which is recognised  
 as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory\* issued by the  
 .....dated  
 .....

3. Shri/Srimati/Kumari\* ..... and /or\* his/her\* family ordinarily resides in Village/Town\*  
 ..... District/ Division\* ..... of the State/ Union Territory\*  
 of.....

Place.....

Signature.....

Date.....

Designation.....

(with seal of Office)

State/ Union Territory.....

\* Please delete the words which are not applicable. @ Please quote 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 Admin div 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 .....

<p>Recent Passport size attested photograph of the applicant</p>
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\*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.