

### शुद्धि पत्र / Corrigendum

रोजगार अधिसूचना संख्या: 65 दिनांक 16.04.2025 के संदर्भ में, यह सूचित किया जाता है कि तकनीशियन इलेक्ट्रीशियन (प्रशिक्ष) श्रेणी III के पद के लिए रिक्तियां दिव्यांग व्यक्तियों के अधिकार अधिनियम, 2016 के तहत कोल इंडिया लिमिटेड द्वारा चिह्नित किए गए पदों की सूची के अनुसार पीडब्ल्यूबीडी श्रेणियों के लिए निर्धारित नहीं हैं। तदनुसार, संदर्भित रोजगार अधिसूचना की 'तालिका (ख)' में प्रदान की गई रिक्तियों को पुनः श्रेणीवार संशोधित किया गया है जो निम्नानुसार है :-

In reference to Employment Notification no. 65 dated: 16.04.2025, it is stated that the vacancies for the post of Technician Electrician (Trainee) Cat. III are not earmarked for PwBD categories as per the list of posts identified by Coal India Limited under Rights of Persons with Disabilities Act, 2016. Accordingly, the vacancy positions provided in 'Table-B' of the referred Employment Notification are hereby modified in different categories, as mentioned hereunder:-

**तालिका (ख):** विभिन्न समूहों/समुदाय के लिए आरक्षित रिक्तियों और रिक्तियों की कुल संख्या।

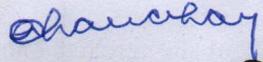
**Table B:** Table showing total number of Vacancies and Vacancies reserved for different groups/ community.

क्र. / S.N	पदनाम / Position Name	कैडर / Cadre	बैकलॉग रिक्तियाँ / Backlog Vacancies				रिक्तियाँ (बैकलॉग सहित) / Vacancies (Including backlogs)						दिव्यांग जन / PwBD	पूर्व सैनिक / ESM
			अनुसूचित जाति / SC	अनुसू चित जनजा ति / ST	अन्य पिछड़ा वर्ग - नॉन क्रीमी लेयर / OBC- NCL	कुल / Total	अनारक्षित वर्ग / UR	आर्थिक रूप से कमजोर वर्ग / EWS	अनुसूचित जाति / SC	अनुसू चित जनजा ति / ST	अन्य पिछड़ा वर्ग - नॉन क्रीमी लेयर / OBC- NCL	कुल  (बैकलॉग रिक्तियों सहित) / Total vacancies (Including backlogs)		
ऊर्ध्वाधर आरक्षण / Vertical Reservation													क्षैतिज आरक्षण / Horizontal Reservation	
1	तकनीशियन फिटर (प्रशिक्ष) कैट III / Technician Fitter (Trainee) Cat. III	उत्खनन / Excavation (Excav.)	1	0	3	4	26	6	10	12	12	66	2	12
		इलेक्ट्रिकल एवं मैकेनिकल / Electrical & Mechanical (E&M)	0	0	0	0	14	2	4	5	4	29	1	5
2	तकनीशियन इलेक्ट्रीशियन (प्रशिक्ष) कैट III / Technician Electrician (Trainee) Cat. III	उत्खनन / Excavation (Excav.)	0	0	0	0	7	1	2	2	2	14	0	2
		इलेक्ट्रिकल एवं मैकेनिकल / Electrical & Mechanical (E&M)	0	1	0	1	32	8	12	17	12	81	0	16

3	तकनीशियन वेल्डर (प्रशिक्ष) कैट II / Technician Welder (Trainee) Cat. II	उत्खनन / Excavation (Exc.)	1	0	0	1	6	0	2	1	1	10	0	1
कुल / TOTAL			2	1	3	6	85	17	30	37	31	200	3	36

रोज़गार अधिसूचना क्र. 65 दिनांक: 16.04.2025 में निहित अन्य विवरण यथावत रहेंगी। यह शुद्धि पत्र सभी संबंधित व्यक्तियों की सूचनार्थ जारी किया जा रहा है।

Other details in the Employment Notification no. 65 dated: 16.04.2025 remains unchanged. This corrigendum is being issued for the information of all the concerned.

  
 उप-महाप्रबंधक (मानव संसाधन/ श्रमशक्ति एवं भर्ती)  




# नार्दन कोलफील्ड्स लिमिटेड Northern Coalfields Limited

(मिनीरत्न कंपनी) (A Miniratna Company)

(कोल इण्डिया लिमिटेड की अनुषंगी कंपनी) (A subsidiary of Coal India Limited)

भर्ती विभाग /Recruitment Department

CIN- U10102MP1985GOI003160

**ISO 9001, ISO 14001, ISO 27001 & ISO 45001 Certified Company**

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Ref: NCL/HQ/PD/Manpower/DR/2025-26/65

Date: 16/04/2025

## Employment Notification

NCL invites online applications from Indian nationals possessing minimum qualification required for regular appointment to the posts as mentioned in Table A for regular deployment across Mines/ Establishments of NCL in Singrauli District of Madhya Pradesh and Sonbhadra District of Uttar Pradesh.

### (1) POSITIONS & ESSENTIAL QUALIFICATION:-

The different Positions and Minimum Qualification required are provided in **Table A**.

**Table A:** Table showing Positions and required essential qualification:

S.no	Position Name	Eligibility/Essential Qualification
<b>(Technician Positions)</b>		
1	Technician Fitter (Trainee) Cat. III	(a) Matriculate or equivalent examination passed from any recognized Board of examination; & (b) ITI (2 year course) in Fitter Trade along with Trade certificate issued by NCVT/SCVT and minimum 1 year Apprenticeship Training Certificate issued by NCVT/SCVT under The Apprentices Act, 1961.
2	Technician Electrician (Trainee) Cat. III	(a) Matriculate or equivalent examination passed from any recognized Board of examination; & (b) ITI (2 years course) in Electrician Trade along with Trade certificate issued by NCVT/SCVT and minimum 1 year Apprenticeship Training Certificate issued by NCVT/SCVT under The Apprentices Act, 1961.
3	Technician Welder (Trainee) Cat. II	(a) Matriculate or equivalent examination passed from any recognized Board of examination; & (b) ITI in Welder Trade along with Trade certificate issued by NCVT/SCVT and minimum 1 year Apprenticeship Training Certificate issued by NCVT/SCVT under The Apprentices Act, 1961.

\*NCVT: National Council for Vocational Training; SCVT: State Council for Vocational Training

\*\*Government here means: State Governments of Indian Union / UTs Administration / Central Government of India

#### Note A:

- Closing date for online registration and form submission is **10/05/2025**, and that is referred as **Crucial Date** in this Employment Notification. **Crucial Date** is the date for determining the eligibility of candidate in all respect as prescribed in 'Table A' above and for claiming Reservation/ Relaxation benefits.
- For each Positions only such candidate who possess strictly the prescribed qualification in 'Table A' are eligible to apply. Claim related to higher and relevant qualifications is not applicable for positions of Technicians.
- ITI qualifications acquired through distance learning/ part-time or their equivalent shall not be considered.

### (2) POSITIONS AND VACANCIES:-

The different Positions and Vacancies for different categories are provided in Table B.

**Table B:** Table showing total number of Vacancies and Vacancies reserved for different groups/ community.

S.N	Position Name	Cadre	Backlog Vacancies				Vacancies (Including backlogs)						PwBD	ESM
			SC	ST	OBC-NCL	Total	UR	EWS	SC	ST	OBC NCL	Total vacancies (Including backlogs)		
1	Technician Fitter (Trainee) Cat. III	Excavation (Excav.)	1	0	3	4	26	6	10	12	12	66	2	12
		Electrical & Mechanical (E&M)	0	0	0	0	14	2	4	5	4	29	1	5
2	Technician Electrician (Trainee) Cat. III	Excavation (Excav.)	0	0	0	0	7	1	2	2	2	14	0	2
		Electrical & Mechanical (E&M)	0	1	0	1	32	8	12	17	12	81	3	16
3	Technician Welder (Trainee) Cat. II	Excavation (Excav.)	1	0	0	1	6	0	2	1	1	10	0	1
<b>TOTAL</b>			<b>2</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>85</b>	<b>17</b>	<b>30</b>	<b>37</b>	<b>31</b>	<b>200</b>	<b>6</b>	<b>36</b>

UR: UNRESERVED, SC: SCHEDULED CASTE, ST: SCHEDULED TRIBE, OBC (NCL): OTHER BACKWARD CLASS (NON CREAMY LAYER), EWS: ECONOMICALLY WEAKER SECTIONS, PwBD: PERSONS WITH BENCHMARK DISABILITY, ESM: EX SERVICEMEN.

**(3) THE DETAILS OF POSITIONS EARMARKED FOR PwBD CATEGORIES ARE AS BELOW:**

**Table C:** Table showing no. of Posts earmarked for PwBD categories: -

S.N.	Position Name	Physical requirements for the relevant post	Category of disability suitable for the post
1	Technician Fitter (Trainee) Cat. III	ST, BN, L, MF	a) LV b) HH c) LC, Dw, AAV d) ASD (M), SLD e) MD involving (a) to (d) above
2	Technician Welder (Trainee) Cat. II	S, ST, W, BN, MF, SE	a) HH b) OL, Dw, AAV c) ASD (M), SLD d) MD involving (a) to (c) above

**Physical Requirements Abbreviations Used:**

S= Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, MF=Manipulation with Fingers, SE=Seeing

**Category Abbreviations Used:**

LV=Low Vision, HH=Hard of Hearing, OL=One Leg, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD (M)=Autism Spectrum Disorder (Mild), SLD=Specific Learning Disability, MD=Multiple Disabilities.

**Note:** The above positions fall into the Identified List of Positions for PwBD candidates, as per the list of posts identified by Coal India Limited under Rights of Persons with Disabilities Act, 2016. The same is available on the official website of Coal India Limited.

**(4) THE TRAINING PERIOD AND SCALE OF PAY FOR THE POSITIONS ARE GIVEN AT TABLE ‘D’:**

**Table D:** Table showing period of training and scale of pay for different positions.

S.N.	Entry Level Position	Entry level grade & pay scale (As per JBCCI XI) during training	Cadre	Training period in Yrs./Yr.	Grade of candidates after successful Training
1	Technician Fitter (Trainee) Cat. III	Minimum of (Daily rated) Cat. III Basic Rs 1583.32 per day	Excavation	One year	Technician Fitter - Excv. D
			E&M	One year	Technician Fitter - Cat.IV
2	Technician Electrician (Trainee) Cat. III	Minimum of (Daily rated) Cat. III Basic Rs 1583.32 per day	Excavation	One year	Technician Electrician - Excv. D
			E&M	One year	Technician Electrician - Cat. IV
3	Technician Welder (Trainee) Cat. II	Minimum of (Daily rated) Cat. II Basic Rs 1536.50 per day	Excavation	One year	Technician Welder – Cat III

In addition to the basic pay mentioned above, other allowances such as DA, attendance bonus, special allowance, HRA, Transport subsidy, Medical Facility etc as per the provisions of NCWA XI are also admissible. After successful completion of training further career growth will be as per the prevailing respective cadre schemes & rules.

**(5) RESERVATION:**

- i. Reservation of SC / ST/ OBC (NCL) CENTRE LIST/ EWSs / PwBD/ ESM will be applicable as per Govt. of India rules and guidelines, notifications and amendments from time to time.
- ii. The total number of vacancies and the reserved vacancies are provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing Government of India’s guidelines at the time of finalization of results.
- iii. All those candidate(s) seeking reservation/ relaxation benefits available for EWS/ SC/ ST/ OBC (Non Creamy Layer) CENTRE LIST/ PwBD must ensure that they are entitled to such Reservation/ Relaxation as per eligibility prescribed in the Rules/ Guidelines. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/ Guidelines. Prescribed formats are enclosed for ready reference along with this Employment Notification at the end, aspirants may find appropriate one as applicable/ suitable for claiming Reservation/ Relaxation benefits as per entitlement.
- iv. Candidate(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite certificate(s) on the prescribed proforma from the competent authority for availing such reservation.
- v. A person seeking appointments on the basis of reservation to OBC (NCL) CENTRE LIST must ensure that he/ she possesses the Caste/ Community certificate (Applicable for Centre List only) and does not fall in Creamy Layer on the Crucial Date.
- vi. Caste certificate in the prescribed proforma has to be produced by the candidates seeking reservation as SC/ ST/ OBC (NCL) CENTRE LIST from the Competent Authority (Indicating clearly candidate’s caste, the Act/order under which the caste is recognized as SC/ ST/ OBC (NCL) CENTRE LIST and the village / town that candidate is ordinarily a resident of). A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government.
- vii. SC/ ST/ OBC (NCL) CENTRE LIST/ EWSs / PwBD candidates, who are selected on their own merit

without relaxed standards, will not be adjusted against the reserved vacancies. Such candidate(s) will be accommodated against the un- reserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC/ST/OBC (NCL) centre list and EWSs candidates.

- viii. SC/ ST/ OBC (NCL) CENTRE LIST/ EWSs / PwBD candidates who qualify on the basis of relaxed standards viz age limit, minimum prescribed cut off marks etc., irrespective of his /her merit position, will be counted against reserved vacancies and not against UR vacancies.
- ix. The nature of reservation for ESM & PwBD is Horizontal- A General category ESM/PwBD will be adjusted against UR, OBC category ESM/PwBD will be adjusted against vacancies reserved for OBC-NCL and ESM/PwBD candidates belonging to SC/ST caste category will be adjusted against vacancies reserved for SC &ST candidates.
- x. EX- Servicemen who have already secured employment in Government Jobs in civil side in Group C & D posts on regular basis after availing of benefits of reservation given to EX- Servicemen for their re- employment are not eligible for reservation in ESM category and Fee Concession. However, he/she can avail of the benefit of reservation as Ex-servicemen for subsequent employment if he/she immediately after joining civil employment, given self-declaration/undertaking to the concerned employer about the date wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No 36034/1/2014- Estt. (Res) dated 14/08/2014, issued by DOP&T.
- xi. Candidates belonging to Economically Weaker Sections (EWSs) will have to submit a copy of valid Income & Asset certificate issued by the competent authority as per OM No. 36039/1/2019-Estt (Res) dated 31.01.2019 of DoPT, Ministry of PPG&P, Govt. of India on the basis of gross annual income of Financial Year 2024-2025.
- xii. Reservations for persons with benchmark disabilities will be given as provided in the PwBD Act 2016 (Amended from time to time).
- xiii. Degree of benchmark disability for reservation and competent authority for issue of disability certificate: - Only such persons would be eligible for relaxation in conditions/ reservations 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 the original certificate of disability issued by the competent authority as per the prescribed form under chapter 7 of Rights of Persons with Disabilities Rules, 2017. The existing certificates of disabilities issued under the PWD Act 1995 (Since repealed) shall continue to be valid for the period specified therein.
- xiv. In case of Persons with benchmark disabilities (PwBD), the facility of Scribe shall be given / opted for if so desired by the person, if applicable as per the relevant provisions of Act / Rules / Guidelines of Govt. of India (Refer OM F No. 34-02/2015-DD-III dated 29.08.2018 issued by Under Secretary to the GoI, Ministry of Social Justice & Empowerment). Scribe certificate, as applicable, in the prescribed format of APPENDIX-I & APPENDIX-II as provided in this Employment Notification has to be produced by the candidate(s) at the time of reporting for CBT.

#### (6) AGE LIMIT:

- (i) The candidate(s) must have attained the minimum age of 18 years as on the Crucial Date and the age should not exceed the upper age limit i.e. 30 years on the Crucial Date. However, relaxation in the upper age limit of 30 years for different categories of candidates would be as follows:

**Table E:** Table showing permissible age relaxation to different categories

S.N.	Category	Maximum Age Relaxation Permissible Beyond the Upper Age Limit (As on Crucial Date i.e. 10 /05 /2025)
1	UR/ EWS	No relaxation
2	SC/ ST	5 Years

3	OBC(NCL) Centre List	3 Years
4	PwBD (UR)	10 Years
5	PwBD (OBC - Non Creamy Layer - Centre List)	13 Years
6	PwBD SC/ ST	15 Years
7	Ex Servicemen (ESM)	Actual period of service rendered in defense services +3 years (Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under the category of Ex-servicemen will be eligible for grant of cumulative age-relaxation under both the categories, subject to the condition that his/her actual age should not exceed beyond 50 years)
8	Departmental Candidates (All employees of CIL and its subsidiary companies)	No upper age Limit

- (ii) Candidate(s) should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate, all marks sheet of Matriculation /10<sup>th</sup> Standard or equivalent issued by Central/ State Board will be considered.

**(7) APPLICATION FEE:-**

Candidate(s) will have to make the payment of Application Fees through the Online Mode as under:

**Table F:** Table showing details of Examination fee

Unreserved (UR) /OBC- Non Creamy Layer / EWS	<b>Rs. 1000.00/- plus applicable GST Rs. 180/- totalling Rs. 1180/- (Rupees One Thousand One Hundred Eighty Only)</b>
SC/ ST/ ESM / PwBD/ Departmental Candidates	<b>Nil</b>

**Note 1:** Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.

**Note 2 :** Fee once paid shall neither be refunded nor be adjusted under any circumstances.

**Note 3 :** Any tax or Bank charges other than the application fees will be borne by the candidate.

**Note 4 :** Application fee will be paid through online mode only. There will be no other mode for payment of application fee. NCL will not be responsible, in case a candidate deposits the fee in any wrong account.

**(8) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

- I. At the time of Computer Based Test, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/ her candidature by any means, such candidates will be liable to criminal prosecution and will be disqualified from the Computer Based Test. The Company may also debar such candidates from participating in any selection process in the Company in future.
- II. If it is detected that any candidate has furnished any false information / particulars with regard to his/her qualification, Category/Caste and experience in the Application Form or in any document and/ or misrepresented/ suppressed any material fact in the application form, for securing appointment, his/ her service will be terminated forth with during probation period or even after confirmation of the service.
- III. Canvassing in any form will be treated as dis-qualification.

**(9) SELECTION PROCESS:**

- I. Eligible candidates meeting the minimum eligibility criteria as on the Crucial Date, as specified under this Notification, will be required to appear for a Computer Based Test. The selection will be based on a candidate's relative score in the Computer Based Test.
- II. Candidates will be allowed to appear in the Computer Based Test merely on the basis of their declaration regarding their eligibility as mentioned in the online application form. Scrutiny/ Verification of the claims of the candidate(s) of their eligibility for a post applied will be done post declaration of results of the Computer Based Test. Such scrutiny/ verification will be done only for those candidates who shall pass the Computer Based Test as per the laid down cut-off marks (Minimum Qualifying Marks).
- III. Computer Based Test will be conducted separately for each post. The Computer Based Test will be of 100 Marks for 90 minutes duration (in one sitting), comprising two sections (Section-A & Section-B); Section 'A' will consist of technical knowledge (discipline related) with 70 multiple choice questions (MCQs) and Section 'B' will consist of General Knowledge, General Awareness, Reasoning, Verbal & Mental Ability and Quantitative Aptitude with 30 marks multiple choice questions (MCQs). Each question will carry 01 mark and there is no penalty for wrong answer. No marks will be awarded for un-attempted questions. The question paper shall be bilingual i.e. in English and Hindi only. However, in case of any error/ambiguity in Hindi version, the English version of the question shall be valid and final.
- IV. Indicative syllabus for the Computer Based Test is attached as **Annexure-A**.
- V. **TEST CITIES:** The Computer Based Test will be held at Test Cities as mentioned in the online application form. Candidates may opt for the Test Cities from the list as per their preference and the same cannot be changed after the online application form is submitted. NCL reserves the right to allocate any Test City or change the Test City opted by the candidate. NCL reserves the right to add or delete any Cities(s) from the list based on the number of applicants.
- VI. Selection of candidates in the merit panel will be subjected to securing of cut-off marks (*Minimum Qualifying Marks*) in the Computer Based Test for the concerned position with respect to their category as mentioned in '**Table G**' and fulfilling prescribed eligibility criteria:

**Table G:** Table showing Minimum Qualifying Marks (cut-off marks) to qualify in merit list.

Positions	Maximum	Category of Candidates	Minimum Cut-Off Marks required for Selection out of Maximum Marks
<i>All notified positions</i>	100	UR , EWS	50 marks
		SC/ ST/ ESM/ OBC-NCL/ PwBD	40 marks

- VII. In cases where more than one candidate secures equal marks in the Computer Based Test conducted for the any of the three positions, ***tie will be resolved*** by applying the following methods one after another: (i) The candidate with higher score in Section-A will be preferred; Then (ii) Date of Birth, with older candidates, will be preferred and then (iii) Alphabetical order in which names of the candidates appears.
- VIII. Result of the Computer Based Test will be published on NCL website as early as possible after successful completion of the Computer Based Test.
- IX. Such candidates who would score equal or above the Minimum Qualifying Marks (Cut-Off as provided in Table G) would only be notified for appearing for scrutiny/ verification of their testimonials supporting their claim of candidature, in the order of their marks scored in the Computer Based Test for three different positions separately up to the extent the positions remain un-filled. The candidates shall have to appear along with all original certificates/ documents as per eligibility criteria notified in this Employment Notification for scrutiny/ verification. The date, time and venue for scrutiny/ verification would be notified on NCL website and the candidates shall have to report accordingly. In the event of failure to report with all original certificates and testimonials within the stipulated time, the candidature of such candidates shall stand cancelled automatically without further notice.
- X. Provisional merit panels of candidates who secure the requisite cut-off marks stipulated above

and fulfilling the eligibility criteria will be published, in the order of marks scored, after resolving tie as prescribed, on NCL website in respect of different Positions.

- XI. The vacancies for the positions as mentioned in 'Table A' belong to two different cadres' i.e; Excavation Cadre (Excav.) and Electrical & Mechanical (E&M) Cadre as mentioned under 'Table B'. All candidates applying for the positions will be deemed as have applied for both Excavation Cadre and Electrical & Mechanical (E&M) Cadre, as the required qualifications are the same for appointment to both the cadre.

Separate merit list for each position and cadre will be prepared as explained under clause 9 (IX & X). Provisional Merit Panel of Excavation cadre will be prepared first (following reserved positions in different categories i.e. UR, SC, ST, OBC-NCL, EWSs) in the order of merit position of the candidates and on filling of vacancies in Excavation cadre, vacancies of E&M cadre will be filled in each category following reserved positions in different categories i.e. UR, SC, ST, OBC-NCL, and EWSs with the remaining candidates.

- XII. Provisional appointment letters will be issued to the successful candidates as per their relative merit position, their eligibility for the post and with due consideration of the reservation for reserved category candidates.
- XIII. If it is found during the Scrutiny/ Verification, or during the course of Probation, or even during the course of employment, that the candidate is not fulfilling the eligibility criteria in any respect, his/her candidature/ appointment shall be cancelled.

**(10) GENERAL INSTRUCTIONS FOR CANDIDATES:**

- i. A candidate can apply for any one of the three positions notified in the Employment Notification as provided in 'Table A'. If a candidate applies for multiple positions his/her candidature for recruitment against this notification will be cancelled.
- ii. All qualifications should be recognized by AICTE/ UGC/ appropriate Indian Statutory Authorities.
- iii. Before submitting the application, a candidate must ensure that he/ she fulfills all the eligibility criteria and other norms mentioned in the Employment Notification. He/ She may cross check the information such as Date of Birth, Category, Contact Details, and Qualifications etc. furnished in the application form before finally submitting the same online as no correction would be possible later and no correspondence will be considered in this regard.
- iv. Decision of NCL management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the notified positions etc. shall be final and binding on all candidates. Mere fulfilling of minimum qualification and job requirements will not vest any right on candidates for being called for Computer Based Test / document verification. No correspondence will be entertained for candidature declared ineligible.
- v. Mere issuance of Admit Card/ Call Letter to a candidate will not imply that his/ her candidature has been finally cleared by NCL. The candidature shall remain provisional till such time NCL verifies the eligibility conditions with reference to original documents after the candidate qualify in the Computer Based Test.
- vi. Candidates should ensure their eligibility at the time of applying online. In case it is found at any stage of the selection process or even after the appointment that a candidate has submitted false or incorrect information or suppressed any relevant information/ material facts or does not fulfill the eligibility criteria, his / her candidature / service is liable for rejection / termination without notice.
- vii. No relaxation in the minimum educational qualification, as prescribed in 'Table A', is admissible for any category of candidate.
- viii. Age and all other eligibility criteria shall be reckoned as on the Crucial Date as prescribed under this Employment Notification.
- ix. Candidates should carefully fill up their category (General / SC / ST / OBC / Ex-Servicemen / EWSs / PwBD etc.) in the Online Application Form. No change of category shall be allowed at later stage of selection process and the candidature of such applicants shall be rejected.

- x. At the time of document verification, the Ex-servicemen must produce discharge certificate or other relevant certificate issued by Army / Navy / Air Force of Indian Union for availing the benefit of Ex-Servicemen in terms of Ex-servicemen (Re-employment in Central Civil Service and Posts) Amendment Rules, 1986.
- xi. All documents (Caste Certificate, Educational Qualification, EWS certificate, PwBD certificate etc.) as per applicability and as provided by the candidate will be verified from the office of the Issuing Authority and candidature will be cancelled if the certificates are not found satisfactory/genuine at any subsequent stage of Computer Based Test.
- xii. The candidates must have an active E-mail Id & Mobile number which must remain valid for at least next one year. All correspondences with the candidates shall be done either through *registered e-mail id & mobile number (as may be necessary)* and all general information shall be provided through NCL website. **However, admit card will be provided only through NCL website and the candidates will have to download the admit card.** The responsibilities of receiving, downloading and printing of application form, admit card and other information shall be of candidates. NCL will not be responsible for any loss of document due to invalid/ wrong/ incomplete contact details provided by the candidate or for delay/ non-receipt of information. In case of any problem faced by the candidates in filling up the online application form they may refer the “Help Desk Option” available in the individual login portal. For queries other than the online application form, candidates may write only to Email Id: [rectt.ncl@coalindia.in](mailto:rectt.ncl@coalindia.in).
- xiii. Candidates are advised to apply much before the closing date for submission of Online Application mentioned in this Employment Notification to avoid last minute network congestion.
- xiv. NCL will not take any responsibility for the candidates not being able to submit their applications online within the prescribed closing date on account of any reasons beyond the control of NCL.
- xv. Response query management will be made operational on the NCL website after 03 days from the completion of Computer Based Test for inviting comments/objections from candidates, if any. The link for objection management will be hosted for 04 days only. Objections through any other mode will not be entertained.
- xvi. NCL reserves the right to shortlist candidates for Computer Based Test, reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.
- xvii. NCL will not bear any liability on account of service bond/ salary/ leave salary/ pension contribution, etc, if any, of previous employment of any candidate already working in Central Govt./ State Govt./ Autonomous Body/ Public Sector Undertaking.
- xviii. Candidates employed in Govt./ Semi Govt./ Public Sector Undertaking (including departmental candidates i.e. employees of CIL and its subsidiaries) / Autonomous Bodies are required to produce ‘No Objection Certificate’ at the time of Scrutiny /Verification of original documents if shortlisted. Such candidates on final selection shall have to resign from their present job before joining NCL.
- xix. In case of requirement, the Computer Based Test may be conducted in multiple shifts. In such case, the following appropriate Score Normalization Formula for normalization of Computer Based Test scores will be adopted.

**Table H:** Table showing formula for normalization of Computer Based Test Scores

<b>Normalized score for each candidate (Xn) = <math>X_n = (S2/S1)*(X - X_{av}) + Y_{av}</math></b>	
<b>S2</b>	Is the SD of the shift with the Highest Average Score taken as Base for normalization (Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores)
<b>S1</b>	Standard Deviation for the corresponding shift (to be scaled to S2)
<b>X</b>	Raw score of a candidate

<b>Xav</b>	Simple average of the shift
<b>Yav</b>	Average corresponding to shift with highest Average (taken as Base for normalization)

- xx. Selected candidates could be posted in any of the Mines/Establishments of NCL and are liable to be transferred to other subsidiaries of Coal India Limited any time during their service as may be required.
- xxi. Appointment of selected candidates will be subjected to being found medically fit in the Company's Medical Examination as per the laid down Rules related to Medical Examination of CIL. The candidates are advised to go through the CIL's Medical Attendance Rule available on CIL's website and ensure that they meet the medical / physical standard to avoid any disappointment in Medical Examination.
- xxii. Selection of candidate shall be provisional and subject to verification of documents relating to eligibility criteria, character, antecedents and other documents submitted by candidates and is also subject to his/ her meeting other requirements applicable for appointment under the rules of NCL.
- xxiii. Appointment of the candidate in NCL will be subject to verification of character and antecedents by the prescribed authorities and if any discrepancy/fact is suppressed, the candidature of the candidate will be cancelled and the decision of NCL in this regard will be final and binding.
- xxiv. The date of Computer Based Test and other details will be subsequently informed through website. Candidates will have to appear at the Centre / Venue allotted to them by NCL for the Computer Based Test. No change in Centre / Venue is permissible and no application shall be entertained in this regard.
- xxv. SC/ ST candidates called for Computer Based Test will be paid up to II<sup>nd</sup> Class Non-AC fare as per rules. However, they have to submit their claims in duly filled TA Claim format provided with this Employment Notification (at the end) along with all desired enclosures like caste certificate, photocopy of onward (mandatory) and return journey (optional) of railway ticket / bus receipt ticket to the Invigilator, after attempting Computer Based Test only. Subsequent claims as well as claims with incomplete information will not be entertained. The distance of Examination Centre will be calculated from the permanent address of the candidate or from place of actual journey whichever is shorter. In case, candidate has submitted only onward journey ticket and not submitted the return journey tickets, then the claim will be considered up to the double of onward journey fare and that will be paid as per rule.
- xxvi. No TA/ DA will be paid for appearing in the Computer Based Test, scrutiny/ verification of certificates and documents or for joining on being selected except otherwise as provided in this Employment Notification.
- xxvii. Candidate will appear for the Computer Based Test at the Examination Center at his/her own risk and Northern Coalfields Limited will not be responsible for any injury or losses etc.
- xxviii. NCL management reserves the right to modify/ alter/ restrict/ enlarge/ cancel the recruitment process, and revise the number of vacancies, at its discretion without assigning any reasons whatsoever. The decision of the NCL management will be final and no appeal will be entertained in this regard.
- xxix. All future communication/ information regarding this recruitment will be made available on NCL website. Candidates are advised to check/ visit NCL website ([www.nclcil.in](http://www.nclcil.in)) regularly for further updates.
- xxx. Court of Jurisdiction for any dispute will be Honorable High Court of Jabalpur M.P.
- xxxi. In case of any ambiguity/ confusion, English Version of Employment Notification will be considered valid.

**(11) HOW TO APPLY:**

- i. Candidates are advised to login into the official website of NCL by using URL [www.nclcil.in.>Career>Recruitment>Employment Notification for Direct Recruitment of Technician Posts> Apply online](http://www.nclcil.in.>Career>Recruitment>Employment Notification for Direct Recruitment of Technician Posts> Apply online).
- ii. Employment Notification is available in both English and Hindi. Candidates may select either of them at their convenience.
- iii. Candidates are advised to go through the provisions of the complete Employment Notification carefully for assessing his/her eligibility.
- iv. Candidates belonging to categories other than SC/ST/Ex-Servicemen/Departmental Candidate are required to pay a non-refundable application fee of Rs. 1000.00/- plus applicable GST Rs. 180/- totaling Rs. 1180/- (Rupees One Thousand One Hundred Eighty Only) only through the online facility.
- v. While applying online, candidate needs to upload the following documents:-
  - Scanned copy of the recent passport size colour photograph (not older than 3 weeks in jpg/jpeg format).
  - Scanned copy of signature with Black / Blue ink pen (in jpg/jpeg format).
  - Scanned copies of the documents (in pdf, jpg, jpeg format), as follows:
    - a) Matriculation / Secondary Board level certificate.
    - b) **For the post of Technician Fitter (Trainee) Cat. III**  
Scanned copy of ITI (2 year course) in Fitter Trade along with Trade certificate issued by NCVT/SCVT and minimum 1 year Apprenticeship Training Certificate issued by NCVT/SCVT under The Apprentices Act, 1961.  
**For the post of Technician Electrician (Trainee) Cat. III**  
Scanned copy of ITI (2 years course) in Electrician Trade along with Trade certificate issued by NCVT/SCVT and minimum 1 year Apprenticeship Training Certificate issued by NCVT/SCVT under The Apprentices Act, 1961.  
**For the post of Technician Welder (Trainee) Cat. II**  
Scanned copy of ITI in Welder Trade along with Trade certificate issued by NCVT/SCVT and minimum 1 year Apprenticeship Training Certificate issued by NCVT/SCVT under The Apprentices Act, 1961.
    - c) Candidates belonging to OBC (Non-Creamy Layer) / SC / ST/ PwBD will have to upload self-attested copy of valid certificate in prescribed format.
    - d) Candidates belonging to Economically Weaker Sections (EWS) will have to upload self-attested copy of valid Income & Asset certificate issued by the competent authority as per OM No. 36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India on the basis of gross annual income of Financial Year 2024-2025.
- vi. If more than one application is received from a candidate, most recent (current) application will be considered as final.
- vii. Non-attachment of required/legible documents in the Online Application Form will be treated as incomplete application and will be rejected forthright. After filling all the required fields, the candidate has to ensure that the data furnished by him/ her is correct and then only he/she can submit the form since once the form is submitted no change is allowed in the later stage. Candidates are advised to keep the print out of the online application filled with them for future references.

**(12) SPECIAL NOTE:**

- I. A candidate neither need to Post/ Dispatch Hard copies of online application nor copies of relevant testimonials. A Candidate will be allowed to appear in the Computer Based Test on the sole basis of his/ her declaration in the online application that he/ she has gone through the concerned Employment Notification and fully understood all provisions, terms and

conditions and is fulfilling all the eligibility criteria at the time of applying online.

- II. Mere issuance of admit card shall not be taken as confirmation of eligibility of a candidate by Northern Coalfields Limited. Similarly, securing the minimum qualifying marks in Computer Based Test does not confer any right on the candidate for claiming appointment. The merit for appointment shall be drawn on the basis of fulfilling all the eligibility criterion to be determined in the 'Documents Scrutiny Process' post Publication of result of the Computer Based Test in terms of this Employment Notification, in respect of those candidates who score minimum qualifying marks (cut-off).

**(13) IMPORTANT DATES:**

Start date of Online registration and form submission	17/04/2025 (10:00 AM)
Closing date for online registration and form submission (that is <b>Crucial Date</b> – The date for determining the eligibility of candidate in all respect as prescribed in Table A in this Employment Notification for different posts.)	10/05/2025 (11:59 PM)
Tentative date of downloading the admit card for eligible candidates	Will be intimated through official website
Tentative Date of Computer Based Test	Will be intimated through official website
Tentative date of declaration of result	Will be intimated through official website

**(14) NCL's DECISION FINAL:**

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

**Dy. General Manager/HOD (HR/MP & Rectt)**

.....  
**Disclaimer**

*Beware of touts and Job racketeers trying to deceive by false promises of securing Job in Northern Coalfields Limited (NCL) either through influence or by use of unfair and unethical means. NCL 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 NCL directly or indirectly shall be disqualified and legal action can be initiated against them.*

**अनुलग्नक - 'ए' /ANNEXURE -'A'**

**Section 'A' (1-70 questions, MCQ of one mark each) -70 Marks**

**खण्ड 'ए' (1-70 प्रश्न, वस्तुनिष्ठ बहुविकल्पीय प्रश्न प्रत्येक 1 अंक का)- 70 अंक**

Questions related to technical knowledge of discipline as per current curriculum of Indian Universities/Institutes (Indicative syllabus has been given below) / भारतीय विश्वविद्यालयों/संस्थानों के वर्तमान पाठ्यक्रम के अनुसार तकनीकी ज्ञान से संबंधित प्रश्न (सांकेतिक पाठ्यक्रम नीचे दिया गया है)

Detailed Syllabus for Section 'A' (Technical section specific to different post) has been given in subsequent pages.

### **Name of the Post: Technician Fitter (Trainee) Cat. III**

1. Basic arithmetic calculation, algebra, trigonometry, statistics.
2. Basic knowledge of system of units and its conversions.
3. Basic 10<sup>th</sup> standard knowledge of Electricity.
4. Knowledge of properties of materials. Basic
5. Basic information related to jigs, drilling and other machining processes and principles.
6. Basic knowledge of pipe fittings, belt drive, gear train etc.
7. Knowledge of different measuring and machining tools and its principles.
8. General concepts of limits, fits and tolerances.
9. Knowledge of general safety rules at work place, use of fire extinguishers.
10. General information related to Vehicle and Internal combustion engine etc. as per the course offered by the Recognised Institutes.

## **Name of the Post: Technician Electrician (Trainee) Cat. III**

1. **Electrical Fundamentals:** Ohm's Law, Kirchoff's Law, Series & Parallel combination of Resistors, Inductors & Capacitors. Wheatstone bridge, PVC wires, Conductors & cables. Wire joints, Soldering. Heating, Lighting, magnetic & chemical effect of electric current. Joule's law. Electrolysis & its laws. Cells and Batteries - Primary & secondary cell, Lead Acid battery, Hybrid cell, Alkaline cell. Charging of battery. Care & maintenance of Battery.
2. **Magnetic Circuits:** Terminology used in magnetic circuit. Principle of electro magnet. Capacitor & its types. Faraday's laws of Electromagnetic Induction. Fleming's rule, B-H Curve. RLC circuit- series & parallel resonance.
3. **DC generators:** Working principle, Types- Series, Shunt & Compound Generator, EMF equation, Characteristics, commutation, Efficiency, Regulation & Applications.
4. **DC Motors:** Principle, Types- Series, Shunt & Compound Motors. Characteristics curve, commutation. Applications of DC Motors. Necessity of starter, working of starters (3 point & 4 point). Speed control of DC Shunt motor (Armature & Field control). Trouble shooting - Care and maintenance.
5. **Active & Reactive Power:** Calculation for Work, Power & Energy, Power factor. Causes & effects of low power factor. Methods of improving power factor. Calculation of capacitor banks. Automatic power factor correction (APFC) panels. Three phase three wires & three phase four wires system. Three phase power.
6. **Transformers:** Working Principle, Construction. Classification of Transformers, EMF equation, rating, Loading, Losses & Efficiency Regulation, Parallel Operation, Cooling methods, Transformer oil testing. Care and maintenance, Protective devices. Tap changer - ON load OFF load. Auto transformer, Instrument Transformer - CT & PT, Welding Transformer.
7. **Measuring Instruments:** PMMC, MI Meters working principle and construction. Digital meters. Megger & Earth tester, Multimeter. Calibrations of meters. Terminology used in Illumination and calculations. Types of Lamps - Incandescent Lamp and Discharge Lamp fluorescent, HPMV, HPSV Lamps, Drum Switch, Lighting calculations, Energy efficient lighting systems (CFL,LED etc), Two wattmeters method of 3 phase power measurement.
8. **Semi-conductor Devices:** Diodes, Characteristics, Zener diode, Rectifiers & filter circuits.
9. **Squirrel cage & Wound Rotor type Induction Motor:** Construction, parts, working principle, Concept of rotating magnetic field, Applications. Types of starters - DOL, Star delta, Auto transformer starter

- etc. Rotor resistance type starter. Introduction to Speed control of 3 phase Induction motor. Torque - speed characteristics. Losses, efficiency, classification, working principle & uses. AC motor stator Re-winding. Single phase & Three phase winding development diagram.
10. **Synchronous Motor:** Construction, working principle, Starting Method. Effect of change of excitation on load. V-curve and Inverted V-curve. Power factor correction.
  11. **Electric Drives:** DC drive, AC drive. Preventive & Break down maintenance of DC/AC machines, Voltage stabilizer, UPS, Inverter.
  12. **Basics Of Wiring:** Power & control circuits wiring. Machine control cabinet/ control panel layout, assembly. Control elements -Push button switches, contactor, overload Relay etc. Concept of neutral and earth. Earthing, types, methods of reducing earth resistance, Earth tester. Star & Delta connections. Concept-Principle of plan estimation and cost-preparation of wiring layout domestic/ Industrial/ Commercial. I.E rules for multi-storeyed building. National Electrical Code, SWG, common electrical Accessories - MCB, ELCB, MCCB, RCCB etc. Comparison between different types of wirings, Installation, Testing methods - Wiring estimations & cost.
  13. **Basics of Thermal Power:** Plant layout, components and working principle of thermal power plant.
  14. **Non-conventional energy resources:** Working principle of wind and solar power generation.
  15. **Electrical Substation:** Single Line Diagram of Substations. Electric supply system EHVAC transmission. Advantages of high voltage transmission Overhead lines: - Poles & Towers, bushings, Insulators & its types. Corona effect, Bundle conductors, Sag, Skin effect & Ferranti effect. Fault studies. 3 phase service-cable fault. Sub-station HT/LT-Function, equipment, types of distribution system. Protective relays-overcurrent, IDMT, overvoltage, differential, distance relay. Circuit breakers-lightning arrestor used in HT line. Cable - different types of cables, cable rating, derating factor. Fire fighting, Safe handling Tools & Equipments, Rescue of person who is in contact with live wire, Treat a person for electric shock/ injury.  
Etc. as per the courses offered by the Recognised Institutes.

## **Name of the Post: Technician Welder (Trainee) Cat. II**

1. First Aid. Welding in Industry. Safety precautions in Shielded metal Arc Welding and Oxy-Acetylene Welding and Cutting. Arc and Gas welding Equipments, tools and accessories. Various Welding Processes and its applications. Different process of metal joining methods: Bolting, riveting, soldering, brazing, seaming etc. Types of welding joints and its applications. Edge preparation and fit up for different thickness. Surface Cleaning.
2. Basic electricity applicable to arc welding and related electrical terms & definitions.  
Heat and temperature and its terms related to welding, Principle of arc welding and characteristics of arc. Common gases used for welding & cutting, flame temperatures and uses. Chemistry of oxy-acetylene flame. Types of oxy-acetylene flames and uses. Oxy-Acetylene Cutting Equipment principle, parameters and application.
3. Arc welding power sources: Transformer, Motor, Generator set, Rectifier and Inverter type welding machines and its care & maintenance. Advantages and Disadvantages of AC and DC welding machines.
4. Welding positions as per EN & ASME: flat, horizontal, vertical and overhead positions. Weld slope and rotation. Welding symbols as per BIS & AWS. Arc length types & effects of arc length. Polarity: Types and applications.
5. Calcium carbide properties and uses. Acetylene gas properties and generating methods. Acetylene gas purifier, Hydraulic back pressure valve and Flash back arrestor.
6. Oxygen gas and its properties, Production of oxygen by Air liquification. Charging process of oxygen and acetylene gases. Oxygen and Dissolved acetylene gas cylinders and color coding for different gas cylinders. Gas regulators, types and uses.
7. Oxy acetylene gas welding systems (Low pressure and High pressure). Different between gas welding blow pipe (LP & HP) and gas cutting blow pipe. Gas welding techniques. Rightward and Leftward techniques. Arc blow- causes and methods of controlling. Distortion in arc & gas welding and methods employed to minimize distortion. Arc welding defects, causes and remedies.
8. Specification of pipes, various types of pipe joints, pipe welding positions, and procedure. Difference between pipe welding and plate welding. Pipe development of Elbow joint, T joint, Y joint and branch joint. Manifold system.
9. Gas welding filler rods, specifications and sizes. Gas welding fluxes - types and functions. Gas Brazing & Soldering: Principles, Types fluxes & uses. Gas welding defects, causes and remedies.
10. Electrode: types, functions of flux, coating factor, sizes of electrode

coding of electrode as per BIS, AWS, Effects of moisture pick up. Storage and baking of electrodes. Special purpose electrodes and their applications.

11. Weldability of metals, importance of pre heating, post heating and maintenance of inter pass temperature. Classification of steel. Welding of low, medium and high carbon steel and alloy steels.
12. Effects of alloying elements on steel. Stainless steel: types-weld decay and weldability. Brass- types - properties and welding methods. Copper- types- properties and welding methods. Aluminium and its alloys, properties types. Welding methods of cast iron.  
Etc. as per the courses offered by the Recognised Institutes.

**Section 'B' (30 MCQ of one mark each ) - 30 Marks**

**खण्ड 'बी' (एक-एक अंक के 30 बहुविकल्पीय प्रश्न) - 30 अंक**

This section is common for all Posts, will carry 30 questions belonging to / यह अनुभाग सभी पदों के लिए समान है, जिसमें 30 प्रश्न होंगे:

- I. **General Knowledge** - About India and its international relations, General Science etc/ सामान्य ज्ञान - भारत और उसके अंतरराष्ट्रीय संबंध, सामान्य विज्ञान आदि।
- II. **General Awareness** - About Sports, Defence, Books, Prizes, About Indian democracy, etc./ सामान्य जागरूकता - खेल, रक्षा, पुस्तकें, पुरस्कार, भारतीय लोकतंत्र के बारे में, आदि।
- III. **Reasoning, Verbal & Mental Ability** - Synonym & Antonym (Hindi/English), Grammar, Relationship etc./ तर्क, मौखिक और मानसिक क्षमता - पर्यायवाची और विलोम (हिंदी/अंग्रेजी), व्याकरण, संबंध इत्यादि ।
- IV. **Quantitative aptitude** - Work relationship, Profit & Loss, Speed etc / मात्रात्मक रुझान - वर्क रिलेशनशिप, लाभ एवं हानि, गति इत्यादि।

## PRESCRIBED PROFORMAE

### Performa-I

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

This is to certify that Shri/Shrimati/Kumari\*.....  
son/daughter\* of ..... of village/town\*  
..... in District/Division\* ..... of the  
State/Union Territory\* ..... belongs to the..... caste/tribe\* which is  
recognised as a Scheduled Caste/Scheduled Tribe\* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

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

Signature.....  
\*\*Designation.....

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

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

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

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

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

Signature \_\_\_\_\_  
Designation \_\_\_\_\_ \$

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

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

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

**Form 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 – Estd. (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 –Estd. (Res.) dated 9<sup>th</sup> March, 2004 and O.M. No. 36033/ 3/ 2004 –Estd. (Res.) dated 14<sup>th</sup> October, 2008.

**Signature:.....**

**Full Name:.....**

**Address:.....**

**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 in notified  
municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other  
than the notified municipalities.

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

Signature with seal of Office.....

Name.....

Designation.....

Recent  
passport size  
attested  
photograph of  
the applicant

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

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

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

\*\*\*\*\*

UNDERTAKING TO BE GIVEN BY THE EX- SERVICEMEN

I....., bearing Roll No.....,

Appearing for the Document Verification of the .....

Examination, 20....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex- Servicemen in terms of the Ex- Servicemen Re-employment in Central Civil Services and Post Rules, 1979, as amended from time to time.

(b) I have not joined the Government Job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for re-employment; or

(c) I have availed the benefit of reservation as ex-servicemen for securing Government job on civil side. I have joined as ..... on .....in the office of.....I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-servicemen for securing Government job on civil side. I have joined as.....On .....in the office of.....Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled / terminated.

Signature:.....

Name: .....

Roll No:.....

Date :.....

Date of appointment in Armed Forces:.....

Date of Discharge:.....

Last Unit/ Corps:.....

Mobile No:.....

Email ID:.....

Form-V

Certificate of Disability

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

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing face only) of the person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female - \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ 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 \_\_\_\_\_

(A) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her

\_\_\_\_\_ (part of body) as per guidelines ( .....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/thumb impression of the person in whose favour certificate of disability is issued
--

**APPENDIX- I**

**Certificate regarding physical limitation in an examinee 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 Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

**TA CLAIM FORM FOR CANDIDATES APPEARING FOR WRITTEN TEST**  
**( APPLICABLE IN CASE OF SC/ST CANDIDATES)**

**Please enclose original bus/train tickets through which inward journey performed**

1.	Roll No.	
2.	Name and address of test center	
3.	Full name of candidate (in block letters)	
4.	Address ( as indicated in Admit Card)	
5.	Name of nearest Railway Station from Permanent Address	
6.	a) Name of Railway Station from which actual journey commenced.	
	b) If journey was performed by bus, name of place from which actual journey commenced.	

7. Travel  
Details : i)

Inward Journey		Journey Date	Mode & Class of Travel	Amount Claim
From	To			

ii)

Proposed outward Journey		Journey Date	Mode & Class of Travel	Amount Claim
From	To			

TOTAL ( i + ii) in Rupees.

8. Bank Details :

Name of the Bank in which TA claim is to be reimbursed :	
Address/Branch Name of Bank :	
Account Holder's Name :	
Account Number :	
IFSC Code :	

### CERTIFICIATE

I certify that the concessional return ticket(s) was/were not available to the test centre on the date of commencement of journey.

Certified that I have actually travelled and for the return journey shall travel by the class for which claim has been preferred.

Certified that the railway fare claimed is by the shortest route from the railway station nearest to residence or from where I actually performed the journey to the test centre and back to the same station.

Certified that I am not a Railway employee and have not availed of any free or concessional pass issued by the Railways or any other authority.

Bus ticket is enclosed (in case of travel by bus)

Certified that I have not availed of any LTC or student concessions or any other travel concession while performing the journey.

Signature of Candidate : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Claim checked, verified and countersigned

N.C.L. CO-ORDINATOR.  
(Signature)

FOR OFFICE USE : DO NOT WRITE BELOW DOTTED LINE

.....

Passed for Payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only)

Accts. Asstt/Acctt. \_\_\_\_\_

Finance Executive \_\_\_\_\_

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

Date : \_\_\_\_\_