

METRO RAILWAY
33/1, J L Nehru Road/ Kolkata -700071
(Website: www.mtp.indianrailways.gov.in)

CULTURAL QUOTA RECRUITMENT-2024-25
METRO RAILWAY INVITES APPLICATIONS FOR RECRUITMENT AGAINST
CULTURAL QUOTA FOR THE YEAR -2024-25.

No. MRTS/E 322/1/Cultural Quota(Open.Advt.)2024-25

Date -31/12/2024

METRO RAILWAY INVITES APPLICATIONS FOR RECRUITMENT AGAINST
CULTURAL QUOTA FOR THE YEAR -2024-25.

Notification No:MRTS/E 322/1/Cultural Quota (Open.Advt.)2024-25.

Applications are invited from eligible candidates as per criteria given below, for filling up the vacancies against Cultural Quota of Metro Railway for the year 2024-25 for two(2) posts in Group 'C' category/ Pay Level – 2. **The candidates who do not possess the prescribed Cultural Qualification need not apply.** The details are given below:

1.0. SCHEDULE:

i)	Date of publication of Notification in the Metro Railway website:	31.12.2024
ii)	Opening date and time of Applications:	31.12.2024
iii)	Closing date and time of Applications:	30.01.2025 at 18:00 hrs.
iv)	Written Test is tentatively scheduled in the second week of February 2025.	
v)	Practical demonstration is tentatively scheduled in the last week of February 2025.	
vi)	The exact dates of written test, practical demonstration and other stages of recruitment process shall be intimated from time to time through the official website of Metro Rly (Website: www.mtp.indianrailways.gov.in).	

2.0. Details of posts to be filled:

Post	Scale	Discipline	No. of Post	ESSENTIAL QUALIFICATION (Minimum Educational Qualification & Cultural Qualification)
Group'C' (in suitable post)	Level-2 in Pay Matrix of 7th CPC Grade Pay Rs.1900/-	1. Tabla	01	1. Minimum Educational Qualification Passed 12 th or its equivalent Examination with not less than 50% marks in the aggregate, from Government recognized educational Board. 50% mark is not to be insisted upon in case of SC/ST/ESM & PWD candidates and candidates having higher qualifications. OR Passed 10 th from recognized Board Plus ITI/ National Apprenticeship Certificate (NAC) approved by NCVT (Diploma in Engineering is not considered as an alternative higher qualification).
		2. Synthesizer	01	

				<p>2. Cultural qualification</p> <p>For Tabla:-</p> <p>Degree/Diploma/Certificate course in Tabla from a Government Recognized University/Institute. Note- The practical demonstration will be held in Tabla.</p> <p>For Synthesizer</p> <p>Degree/Diploma/Certificate course in Harmonium/Synthesizer from a Government recognized university/institute Note-The practical demonstration will be held in synthesizer/ key board.</p>
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3.0. DESIRABLE QUALIFICATION:

In addition to Essential Qualification mentioned at para 2.0 above, following qualification are desirable:

- i) Experience in the field in applied discipline and performance given on All India Radio/Doordarshan.
- ii) Awards/Prizes won at National Level in applied discipline.

4.0. RESERVATION:

The posts against Cultural quota are open to all candidates and candidates belonging to SC/ST/OBC/ESM/PWD categories who apply against this quota would be extended relaxation in age limit ONLY as admissible in Open Market Recruitment.

5.0 AGE LIMIT: (THE AGE OF CANDIDATE WILL BE RECKONED AS ON 01.01.2025)

Category of Post	UR	OBC	SC / ST	Serving Rly. Employee, Ex- Servicemen, PWD/Widow/Divorced Women/ Women Judicially separated but not re-married.
Group 'C'	18 Yrs. to 30 Yrs.	Relaxatio nupto 3 yrs. (in upper age)	Relaxatio nupto 5 yrs. (in upper age)	As per following criteria Sub Para (i) to (v) of Para 6.0

6.0 Extent of Age Relaxation:

- i) Serving Railway Employees, including casual labours, who have put in three years of continuous service and substitutes or three years in broken spells in the Railways will have following relaxation:
Maximum Age - UR - 40 yrs, OBC – 43 yrs, SC/ST – 45 yrs
- ii) Widows / Divorced Women and Women Judicially separated but not re-married. Maximum age- UR - 35yrs., OBC-38 yrs., SC/ST-40 yrs.
- iii) Persons with disabilities (PwBDs): Age relaxation of 10yrs. is applicable subject to Para 5.0 (Subject to production of Disability Certificate in the prescribed format
- iv) The upper age limit is relaxable for ex-servicemen up to the extent of service rendered in Defence Forces plus 3 years provided they have put in a minimum of 6 months attested service. Ex-servicemen, who have already joined the Govt. Service on Civil side after availing benefits given to them as ex-servicemen, for further employment cannot claim Ex-servicemen status for the purpose of this recruitment, such a person will be deemed to be civil employee and will accordingly be

entitled to only such of the benefits like relaxation of age, etc. as admissible to Civil Employees, in the normal course in accordance with the existing instructions in this regard, subject to his fulfillment of the conditions governing the grant of such benefits.

- v) The staff of Quasi-Administrative offices or organizations such as Railway Consumer Co-operative Societies, Canteens and Institutes etc. will be given relaxation in age limit to the extent of 05 years or service rendered in such organization, whichever is lower.

7.0. RECRUITMENT PROCESS:

FOLLOWING STAGES WOULD BE INVOLVED IN THE RECRUITMENT PROCESS :

Stage –I

i)

A	WRITTEN TEST	MARKS
	(The written test will consist of Objective type question. Time of written test is 60 minutes) Only on qualifying Stage-I, the candidate would be eligible for Stage-II.	50

Stage -II

B	ASSEMENT OF TALENT IN THE APPLIED DISCIPLINE	MARKS
	i) Practical Demonstration in applied discipline	35
	ii) Testimonials/Prizes etc. in the applied discipline	15
	TOTAL MARKS: Stage-I + Stage-II	100

- ii) The candidates must choose any one of the languages for the purpose of written test only: **Englishor Hindi.**
- iii) The Minimum Qualifying percentage is 40% for both Stage–I and Stage-II separately. Only on qualifying Stage-I, the candidate would be eligible for Stage-II of recruitment process.
- iv) After clearing the Stage-I and Stage-II and after recommendation of the Recruitment Committee, the candidates would be sent for medical examination at Railway Hospital as per MERIT ORDER in the ratio of 1:1 of Notified vacancies.
- v) It is mandatory for such a candidate to be declared fit in the prescribed medical category, by Railway Medical Authority, as applicable for the offered post.
- vi) For Written Test, question will be Objective type of multiple choice, which will include General Knowledge, General Science, General Mathematics, Knowledge of general English & Official Language, Professional knowledge, Reasoning and Aptitude.
- vii) Duration for Written Test is –60 Minutes and Qualifying percentage in Written Test = 40%.
- viii) **Assessment of talent would be in the relevant cultural discipline, on the basis of Practical Demonstration and on the basis of Testimonials/Prizes etc.**
- ix) The time and venue of written examination, Practical Demonstration/document verification will be finalized by Metro Railway and will be intimated to the eligible candidates in due course. No request for postponement of written examination/practical demonstration/document verification will be entertained under any circumstances.
- x) The call letter download facility for recruitment stages would be made available 7 days before the written test. Call letter will not be sent by post. Hence, candidate should check the Metro Railway website regularly.

8.0 EXAMINATION FEES:

- i) For all candidates except those mentioned in sub-para (ii) below - Rs. 500/- (Rupees five Hundred only) is to be deposited through IPO/Bank Draft with a provision of refunding Rs.400/ (Rupees four hundred) to those who actually appear in the written examination.
- ii) For candidates belonging to SC, ST, Ex-servicemen, PWD, Women, Minorities and Economically Backward Classes, Rs. 250/- (Rupees Two hundred fifty) only with a provision for refunding the same to those who actually appear in the written examination. SC, ST, OBC, Economically Backward Classes and PWD, must be enclosed as per Annexure attached in the Notification.
- iii) Examination fee should be paid either through postal order or through Bank draft from Nationalized Banks drawn in favour of FA &CAO, Metro Railway, Kolkata
- iv) Cash/Cheque /Money Order/Central Recruitment Fee Stamps /Demand Draft will not be Accepted and accordingly application will be rejected.
- v) Candidates should confirm if they wish to receive the refundable portion of examination fees (Rs.400/- or Rs.250/- as applicable) on attending written examination, should provide the beneficiary account in which they wish to receive the refund viz. beneficiary name, account number, name of Bank and its IFSC code.
- v) Candidates may prefer claim by submitting the above details through Email (dycpo@mtp.railnet.gov.in) enclosing the proof of photocopy of the admit card.

Note:**Minority will mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians Parsis.

**Economically Backward Classes will mean the candidates whose family income is less than Rs.50,000/- (Rupees Fifty Thousand) per annum.

***The candidate should submit the Income Certificate (EBC/EWS) issued from the authorities mentioned in Annexure – VI, VII and attached the same at the time of filling up of application.

9.0 DOCUMENTS TO BE SUBMITTED

I. PHOTOGRAPH:

- (a) It should be a color passport-size photograph with white/light color background. It should be of size 35mm x 45mm.
- (b) The color photograph must have been taken on or after publication of web notice which should not be older than 03 months from the date of application. Photographs taken using mobile and self-composed portraits may result in rejection of application.
- (c) The photograph must match with the appearance of the candidate on the days of Written test Practical demonstration, Document Verification and Medical test.
- (d) The photo should have clear front view of the candidate without cap and sunglasses.
- (e) The face should occupy at least 50% of the area of the photograph with a full-face view looking at the camera directly. The main features of the face must not be covered by hair of the head or any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
- (f) In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.
- (g) Photos of the candidates on all documents should be identical in all stages of recruitment process. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use as and when required during the recruitment process.

II. SIGNATURE AND LTI:

- (a) The applicant has to sign and put LTI on white paper with **Black Ink** within a box of size 50mm x20mm.
- (b) The signature and LTI must be of the applicant only and not of any other person, otherwise it would be treated as impersonation/fraud.
- (c) Candidate should photograph, Left Thumb Impression and signature. There should not be any smudge/non readable Signature or Left Thumb Impression.
- (d) Signatures of the candidates on all documents should be identical in all stages of recruitment process. Signatures in different style at the time of Written Test, Practical demonstration, Document Verification, Medical examination etc. may result in cancellation of candidature.
- (e) Signature should be either in Hindi or English and must not be in **Capital** or **Disjointed** letter.

III. OTHER DOCUMENTS:

- (a) All Certificates and mark sheets which are proof of educational qualification and that of desirable qualification duly self-attested and issued from Govt. recognized Board/University/ Institute as per para 2 & 3 should be submitted along with the application form.
- (b) No Provisional Certificates either for educational and/or desirable qualification will be accepted as a proof of minimum educational qualification and Cultural qualification.
- (c) Certificate in proof of age (Birth Certificate issued by Govt. Registrar of Birth /Matriculation/10th certificate) as per para 6.
- (d) Candidates claiming to be SC and ST communities are required to enclose community certificates issued by the Competent Authority with the application as per the **Annexure-I**.
- (e) The OBC-NCL candidates should enclose community certificate issued by the Competent Authority with the application as per **Annexure-II**.
- (f) The OBC-NCL candidates should also submit self-declaration as per **Annexure-IIA** including that the candidate does not belong to the Creamy layer.
- (g) EBC Candidates: Candidates claiming to belong to EBC are required to submit Income Certificate issued by the Competent Authority in the prescribed format (**Annexure – VII** of this Notification).
- (h) EWS Candidates: Candidates claiming to belong to EWS are required to submit Income Certificate issued by the Competent Authority in the prescribed format (Annexure – VI of this Notification).
- (i) Minority Candidates: Candidates claiming to belong to Minority Community are required to submit a declaration for waiver of Examination fees (**Annexure- VIII**).
- (j) Disability Certificate as per **Annexure-III, IV & V**.
- (k) Certificate in proof of Cultural achievement as per Notification.
- (l) Certificates in languages other than English or Hindi should be accompanied by an attested translation in English / Hindi.

10.0 STEPS TO SUBMIT APPLICATION:

Candidates should submit application in the prescribed format available in the notification while visiting on Notice Board of official Website: www.mtp.indianrailways.gov.in.

11.0 INVALID APPLICATION:

The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected:

- i. Submission of more than one application by the same candidate.
- ii. Applications received after closing date as per schedule.
- iii. Application where examination fee not paid or less fee is paid.
- iv. Applications which are incomplete or illegible in any manner.
- v. Application without signature & Thumb impression, Unsigned and Signed in Block or Capital letters will result in rejection of the application
- vi. Application without proper photograph, signature and LTI, other enclosures.
- vii. Application without enclosing proper certificates, in respect of Date of Birth, educational & cultural qualification and caste certificates, obtained from the appropriate authority in the prescribed format as per Annexure.
- viii. Candidate not possessing the prescribed educational, Cultural qualifications or Certificates at the time of submitting application.
- ix. Over age or date of birth not filled or wrongly filled.
- x. Photograph not pasted, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
- xi. LTI/Signature not given PROPERLY or signature put in capital letters.
- xiii Any other irregularities which are considered invalid by Metro Railway / Kolkata – The above list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity / deficiency noticed by the Metro Railway / Kolkata at any stage.
- xiv The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma of the application or the application is found defective in any respect.
- xv. No column should be left blank, which also may be the cause of rejection of the application.
- xvi. Submitting documents without self-attestation.
- xvii. Discipline (Tabla/Synthesizer) should be mentioned in the application. Not mentioning the same may result in rejection of application.

12. IMPERSONATION/ SUPPRESSION OF FACTS :-

Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination, attempting to impersonate will be debarred from appearing in all the examinations of all the RRBS/RRCs for lifetime. He/she will also be debarred from getting any appointment in the Railways and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.

Furnishing of any false information 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 on the Railways or to any other Government service and if appointed, the service of such candidate is liable to be terminated.

Candidates found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges, including free travel for appearing in the examinations shall lead to rejection of their candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by Indian Railways all over the country for a period of 02 years/for life as deemed fit and legal action will be initiated, if warranted. Candidate shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.

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

13. IMPORTANT POINTS TO BE NOTED:

- i) The decision of the Administration in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and no enquiry or correspondence will be entertained in this connection. The Administration does not undertake any responsibility for sending any reply to the candidates for not being selected or not called for in Written Test/Practical demonstration/Document Verification.
- ii) Canvassing in any form will disqualify the candidature.
- iii) Kindly ensure to bring original documents for Date of Birth, Educational Qualification, Cultural Achievements, Caste Certificates etc. on the date of written test, practical demonstration, without which the candidate will not be allowed to appear in tests.
- iv) No TA/DA/Accommodation will be given for appearing in the Written Test/Practical demonstration/Document verification/Medical test.
- v) The Railway administration reserves the right to fix any date and venue for Written Tests. Any change in venue or postponement/cancellation of Written Tests due to unforeseen causes may occur, against which no request/claim will be entertained.
- vi) The candidates may be required to stay during the selection/ Written Tests for 2-3 days for which they have to make their own arrangements.
- vii) Candidates who will be called for Written Test and practical demonstration should prepare themselves to attend the same within short notice.
- viii) All or any of the terms/conditions in the notification can be modified/cancelled.
- ix) Railway administration doesn't undertake any responsibility for sending reply to candidates not selected or not called for.
- x) Mere calling/appearing for Written Test/Practical demonstration. does not confer any right or claim for appointment.
- xi) Name of the successful candidates declared to be so by the competent authority will be published in the website, whose candidature shall be provisional till completion of departmental verification of qualifications, certificates etc.
- xii) FURTHER DETAILS LIKE LIST OF CANDIDATES FOUND ELIGIBLE FOR ATTENDING WRITTEN TESTS, DATES AND VENUES OF WRITTEN TESTS AND OTHER NECESSARY INFORMATION RELATED TO THIS RECRUITMENT WILL BE AVAILABLE ON THE WEBSITE.
- xiii) Verification of all testimonials and certificates will also be mandatory condition for appointment.
- xiv) Place of Posting will be decided by the Appropriate Authority.

- xv) The list of **eligible/ineligible candidates** will be published on the official website of Metro Railway / Kolkata.
- xvi) Candidates are advised to visit Metro Railway/ Kolkata website regularly for various information of the stages of selection. Metro Railway/ Kolkata reserve the right to conduct the Written Test on various dates and locations as decided by the Metro Railway/ Kolkata.
- xvii) Candidature of the candidate is provisional at all stages of selection subject to fulfillment of all eligibility condition and Metro Railway / Kolkata reserves the right to cancel the candidature at any stage if found noteligible under the Rules/Instructions issued by the Railway Board from time to time.
- xviii) Railway administration will not be held responsible for failure of candidates to check notices on Metro Railway / Kolkata's website.
- xix) Serving Govt. Employees should take NO OBJECTION CERTIFICATE from appropriate authority.
- xx) Candidates who would be called for written test should prepare themselves to attend the same within short notice.
- (xxi) Posting of selected candidates would depend on availability of vacancies, medical fitness and decision of Competent Authority.
- (xxii) **PROHIBITION OF THE MOBILE PHONES AND OTHER COMMUNICATION DEVICES:**

Possession/use of Mobile phones, Pagers, Communication/recording devices and any other electronic devices are strictly prohibited inside the premises where the Written Test is being conducted. Any violation of these instructions shall entail cancellation of the candidature without prejudice to other criminal/disciplinary action including debarment from future examinations.

- (xxiii) Applications completed in all respect should be sent by registered post addressed to Dy. CPO /Metro Railway, Kolkata at 33/1 J.L. Nehru Road Metro Rail Bhavan Pin – 7000071 in sealed envelope subscribing "Application for the post of, DisciplineThe application should be sent to the following above address by 30 /01/2025 till 17.00Hrs.
- (XXIV) Candidates can also submit an application in a sealed envelope and drop in the drop box which will be kept at the PCPO's Office, Personnel Department, 2nd floor within the above-mentioned date and time.
- (XXV) Any application received by registered post after 17.00 hrs. of 30 /01/2025 will not be considered.
- (XXVI) Candidates are also advised not to bring any valuable/costly items to the examination halls, as safe-keeping of these items cannot be assured. Administration will not be responsible for any loss in this regard.
- (XXVII) Persons if appointed to the category of Clerk-cum-Typist should acquire Typing proficiency of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of two years from the date of appointment and till such time their appointments to this category will be provisional.
- (xxviii). All correspondence with regard to issuance of all letters for appearing in written test, practical test will be sent only to the candidates' respective email address mentioned in their application. Candidates are advised to retain the mobile no. & e-mail id mentioned in the application till the entire process of selection is completed.

CAUTION: Recruitment is purely merit based. Metro Railway has not appointed any agent or coaching centre for acting on its behalf for this recruitment. Candidates are cautioned against any false claim made by any unscrupulous persons/agencies of getting them selected in this recruitment on illegal consideration. If they come across any such persons/agencies, please inform to local police authorities. They should also inform the deputy chief vigilance officer, Metro Railway Kolkata.

**Sd/-
Dy.CPO/Metro Railway/Kolkata
For General Manager(Personnel)
Metro Railway/Kolkata**

- i. Annexure I– FORMAT OF SC/ST CERTIFICATE.**
- ii. Annexure II - FORMAT OF OBC CERTIFICATE.**
- iii. Annexure IIA - FORMAT OF OBC SELF - DECLARATION.**
- iv. Annexure III, IV &V- FORMAT OF DISABILITY CERTIFICATE**
- v. Annexure VI- FORMAT OF INCOME CERTIFICATE FOR EWS**
- vi. Annexure VII- FORMAT OF INCOME CERTIFICATE FOR EBC**
- vii. Annexure VIII - FORMAT OF MINORITY CERTIFICATE**

**FORM OF CASTE CERTIFICATE FOR
SC/ST**

This is to certify that Shri*/ Srimati/ Kumari*son/daughter* of Shri.....
Vill a g e / To w n / D i s t r i c t / D i v i s i o n *of
the.....State/UnionTerritory* belongs to the Caste*/Tribe which is
recognised as a Scheduled Caste / Scheduled Tribe (tick whichever is applicable) 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 Reorganisation 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.

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.....

*Please delete the words which are not applicable. @ Please quote the specific presidential order.

% Please delete the Paragraph, which is not applicable.

Note: (a) The term “ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950: Officers competent to issue caste/tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate

/Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/ or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

Place

Signature

Date

Designation

(with seal of Office)

State/ Union Territory

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POST 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./Kum.*.....and/or his/her family ordinarily reside(s) in
the.....District/Division of the..... state/Union Territory. This is also to
certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in column 3 (of the
Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT),
dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training
O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017*.

Date:

**DISTRICT MAGISTRATE /
DY. COMMISSIONER ETC.
(Seal)**

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

* As amended from time to time.

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

DECLARATION

Proforma for declaration to be submitted by Other Backward Class

Candidates

"I,..... son/daughter of Shri resident of Village/Town/ City districtState hereby declare that I belong to the (indicate your sub caste) community which is recognised 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. 36012/22/93-Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.03.1993 and its subsequent revisions through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the candidate

Disability Certificate

FORM-II

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

(See Rule 4)

(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:

This is to certify that I 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
..... Post Office..... District..... State.....

Whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

*Locomotor Disability

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

(1) He/She has% (in figure percent (in words) permanent physical impairment/
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)

Disability Certificate
FORM-III

(In case of multiple disabilities)

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

(See Rule 4)

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 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:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability(in%)
1	Locomotor Disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental Retardation	X		
6	Mental-illness	X		

(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:

1 not necessary, Or

ii) is recommended/afteryearmonths, 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

Disability Certificate

Annexure - V

FORM - IV

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

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

(See Rule 4)

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

Certificate No.:

Date:

1. This is to certify that I 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 am satisfied that he/she is a case Disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability(in%)
1	Locomotor Disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental Retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i). not necessary. Or

(ii) is recommended/after yearsmonths 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
(Authorised Signatory of notified Medical Authority) (Name and Seal)	Countersigned [(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal))]	

Signature/Thumb Impression of the person in whose favour 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 31st December, 1996.

Annexure - VI

Government of -----

(Name & Address of the authority issuing the certificate)
INCOME & ASSET CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS (EWS)

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. 8lakh (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.

Income Certificate for EBC

Proforma for Waiver of Examination Fees to be submitted by Economically Backward Class(EBC)

1. Name of Candidate:
2. Father's Name:
3. Age:
4. Residential Address:
5. Annual Family Income (In words & Figures):

Date:

Signature:

Name:

Stamp of Issuing Authority:

Note: Economically Backward Classes will mean the candidates whose family income is less than Rs 50,000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:

- (1) District magistrate or any other Revenue Officer up in the level of Tahsildar
- (2) Sitting Member of Parliament of Lok Sabha for persons of their own Constituency
- (3) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (4) Union Minister may also recommend to Chairman/RRBs for any persons from anywhere in the country.
- (5) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

DECLARATION

Proforma for Waiver of Examination Fees to be submitted by Minority candidates against Notification No. MRTS/E 322/1/Cultural Quota(Open.Advt.)2024-25

Date -31/12/2024

“I,

..... SO
n/daughter of

Shri

..... resident of village / town /

city..... district

state.....hereby declare that I belong to the

..... (indicate minority

community

notified by Central Government i.e., Muslim / Sikh / Christian / Buddhist /Jain / Zoroastrians (Parsis).

Date :

Signature of the Candidate

Place :

Name of the Candidate

Note : At the time of Written Test such candidates claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on Non Judicial Stamp paper that he / she belongs to any of the minority community notified by Central Government (i.e., Muslim / Sikh / Christian /Buddhist / Jain / Zoroastrians (Parsis).