



**Recruitment of Graduate Engineer Trainees (GETs) through GATE 2024 scorecard**

BITES Ltd., a Nav Ratna Central Public Sector Enterprise under the Ministry of Railways, Govt. of India is a premier multi-disciplinary consultancy organization in the fields of transport, infrastructure and related technologies.

BITES Ltd. is in urgent need of dynamic and hard-working professionals as under:

VC No.	Post	UR	EWS	OBC (NCL)	SC	ST	Total
191/24	Graduate Engineer Trainee (Mechanical Engineering)	6	1	2	1	-	10*
192/24	Graduate Engineer Trainee (Information Technology)	4	-	1	-	-	5**

\*1 post reserved for PWD on horizontal basis  
\*\*1 post reserved for PWD on horizontal basis

Category wise and post wise details of 2 vacancies reserved for Persons with Benchmark Disabilities (PwBDs) is given below:

VC No.	Post	Reserved for identified categories of Persons with Benchmark Disabilities (PwBDs)				
		Cat-a	Cat-b	Cat-c	Cat-d&e	Total PwBD
191/24	Graduate Engineer Trainee (Mechanical Engineering)	-	-	1	-	1
192/24	Graduate Engineer Trainee (Information Technology)	-	1	-	-	1

**Age Limit**

Maximum Age
30 years

**Note: Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of the application (cut-off date).**

**Educational Qualification**

VC No	Post	Graduation Degree required for applying*
191/24	Graduate Engineer Trainee (Mechanical Engineering)	Full time Bachelor's Degree in Mechanical Engineering/Technology in Mechanical/ Production & Industrial/ Manufacturing/ Mechanical/Railways/Mechatronics & Automobile or any of

		the above combination in part or whole
192/24	Graduate Engineer Trainee (Information Technology)	Bachelor's Degree in Computer Engineering/ Technology/ Computer Science/ Degree in Engineering in Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation / Post Graduate Degree in Electronics/ Electronics & Telecommunication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications

\*Candidate belonging to General/ EWS category (and candidates belonging to SC/ST/OBC(NCL)/PWD applying against unreserved posts) should have first class degree/ minimum 60% marks in Minimum Qualification for consideration against unreserved posts.

Reserved category candidates (SC/ST/OBC(NCL)/PWD as applicable) should have at least 50% marks in Minimum Qualification for consideration against reserved posts.

**Final Year/Semester students are also eligible, provided they have obtained minimum 60% marks for General/ EWS (50% for SC/ST/OBC candidates against reserved posts) or equivalent CGPA in aggregate of all semesters/years up to pre-final examination and would be qualifying the laid down Educational Qualification with requisite marks.**

**Note for Educational Qualifications:**

The candidate should possess Degree recognized by AICTE; from a University incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956. Sections A & B examination of the Institution of Engineers (India) which is treated as equivalent to Degree by Govt. of India and recognized by AICTE, shall also be accepted.

**Relaxations & Concessions**

Reservation/ relaxation/ concessions to EWS/ SC/ST/OBC (NCL)/PWD/ Ex-SM/ J&K Domicile would be provided against reserved posts (where applicable) as per extant Govt. orders.

Relaxation in upper age limit to OBC (NCL)/ SC/ ST candidates shall be provided against reserved posts as per extant Govt. orders.

RITES regular/ contract employees fulfilling the educational qualification and experience criteria shall be given age relaxation of 5 years, over and above the upper age limit indicated above.

PWD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD. Such PWD candidates shall be eligible for relaxation of 10 years in upper age limit.

PWD candidates will have to meet the Physical Requirements and Functional Classifications which have been identified for the post as under:

Discipline	Category for which identified	Functional Classification	Physical Requirements
IT and Mechanical	Locomotor Disability	BA, OA, OL, BH, MW, BL, OAL, BLA, BLOA	S, ST, W, BN, SE, MF, C, R, W & RW

Persons with Disabilities belonging to the category/ categories for which the post is identified (as indicated in Table above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

Functional Classification:

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected
OAL	One arm one leg affected
BL	Both legs affected
HI	Hearing Impaired
LV	Low Vision

Physical Requirements:

Code	Physical Requirements
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
SE	Work performed by seeing
RW	Work performed by reading and writing
BN	Work performed by bending
MF	Work performed by manipulation by fingers
C	Work performed by communication
W	Work performed by walking
H	Hearing/ Speaking
KC	Kneeling and Crouching
JU	Jumping
CL	Climbing

The above lists are subject to revision.

### Selection Process

Interested candidates fulfilling the eligibility criteria should have appeared for GATE – 2024 paper as under:

VC No.	Post	Corresponding GATE – 2024 paper	Corresponding GATE – 2024 Paper Code
191/24	Graduate Engineer Trainee (Mechanical Engineering)	Mechanical Engineering	ME
192/24	Graduate Engineer Trainee (Information Technology)	Computer Science and Information Technology	CE

Candidates obtaining valid Marks (Normalized Marks out of 100) shall only be eligible for the next stage of selection. The Marks will be valid only if the candidate obtains more than or equal to the Qualifying Marks as fixed for GATE – 2024 paper (as applicable).

Qualified candidates shall be short-listed category-wise for Interview based on their Normalized Marks (Out of 100) in the corresponding paper of GATE – 2024. Due to prevalent pandemic situation, based on the requirement and discretion of RITES, selection process may be conducted online.

**Documents submitted by candidates will be scrutinized by RITES Limited and candidates found eligible will be called for verification of original documents and selection process. It will be candidates' responsibility to upload supporting documents substantiating the claims submitted in the application form.**

In cases of deficiency in documents noticed by RITES, the deficient documents may be asked once from the candidates giving a 7 days period to submit the deficient documents with a condition that the date of issuance of such documents must precede / be same as the last date stipulated for submission of application and in no case a newly created document / documents bearing a subsequent date shall be considered.

Candidates shortlisted for Interview shall be required to submit the documents as may be mentioned in the call letter.

Final merit list shall be prepared as per following weightage distribution:

<b>Parameters</b>	<b>Weightage</b>
GATE Marks (Out of 100)	75%
Interview	25%

Only those candidates shall be considered for empanelment who secure a minimum of 60% marks in Interview for General/ EWS (50% for SC/ST/OBC(NCL)/PWD against reserved posts). There shall be no qualifying marks required in aggregate.

The Offer of Appointment shall be issued to the suitable candidates in the order of category wise merit and based on requirement.

Please note that only GATE – 2024 (Normalized Marks out of 100) is valid for this recruitment process. GATE score of 2023 or prior is not valid.

Appointment of selected candidates will be subject to their being found medically fit in the Medical Examination to be conducted as per RITES Rules and Standards of Medical Fitness for the relevant post Based upon fulfilling the conditions of eligibility; candidates shall be shortlisted for Interview.

Candidates have the option to appear for interview either in Hindi or English.

#### **Nature & Period of Engagement**

Selected candidates will be on training for a period of 2 Months. On completion of training period, the candidates will be engaged as Assistant Manager in IDA pay – scale of Rs.40,000 – 1,40,000 on probation for a period of 1 year.

Selected candidates shall be liable for posting to any place in India as per requirements of the Company.

Candidates will be required to clear the screening test for confirmation of their services at the end of the probation period. Those who fail to qualify in the screening test, their probation period may be extended and further action taken in accordance with the policy of the Company.

Candidates may also note that no application of an employee would be forwarded for jobs outside until he/ she completes 2 years of service in the Company.

#### **Remuneration**

Candidates will be placed in the IDA pay scale of Rs.40,000-1,40,000 during the training period with starting basic pay of Rs.40,000/-. Candidates from Government Departments/ PSUs are eligible for protection of their Basic Pay in accordance with the policy of the Company depending upon merits of the case. Besides basic pay, they will be paid Dearness Allowance (DA) and House Rent Allowance (HRA) during the training period.

After successful completion of training period, candidates shall be engaged as Assistant Manager in IDA pay – scale of Rs. 40,000-1,40,000, and would be paid Basic pay and DA, fixed/variable allowances as applicable in the scale, Performance Related Pay, Medical facilities, HRA/Lease accommodation, attractive superannuation package consisting of contribution to Provident Fund, Pension, Gratuity as per Gratuity Act, Post Retirement Medical Scheme. Other benefits would be as under:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>a) Leaves.</li> <li>b) Maternity Leave/ Paternity Leave</li> <li>c) Medical facility.</li> <li>d) Accident/Death Insurance.</li> <li>e) Leave Encashment.</li> </ul> | } | As per company rules applicable to Regular employees. |
|---|---|---|

The company provides term insurance and other insurance cover to its employees. The approximate emoluments on engagement as Assistant Manager shall be 14.27 LPA.

### Service Agreement Bond

The selected candidates will be required to execute a service agreement bond to successfully complete the prescribed training period and thereafter serve the organization for at least three years. The amount of the bond is ₹ 1,00,000/- (GST additional as applicable) for General/ OBC(NCL) (₹ 50, 000/- (GST additional as applicable) SC/ST/PWD/ EWS). If candidates wish to resign from service during training period or within a period of 3 years after the training period, the above amount will have to be deposited.

### Fees

The candidates will have to deposit the under mentioned amount of fees during online application:

Category	Fee
General/OBC Candidates	Rs. 600/- plus applicable taxes
EWS/ SC/ST/ PWD Candidates	Rs. 300/- plus applicable taxes

For any difficulty/ queries regarding fee payment, candidates may contact on following only:

Helpdesk No: 011 – 33557000 Extension Code - 13221

Helpdesk e-mail id: pghelpdesk@hdfcbank.com

**Note:**

- a) Candidates should note that the fee submitted through any other mode except the mode specified, will not be accepted by RITES and such applications will be treated as without fee and will be summarily rejected.
- b) Persons with disabilities are given concession in the fee provided they are otherwise eligible for appointment. A PWDs candidate claiming age relaxation/fee concession will be required to submit

along with their Detailed Application Form, certified copy of the PWD certificate as per latest GOI format.

### How to Apply

1. **Before applying candidates should ensure that they satisfy the necessary conditions and requirements of the position.**
2. Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of RITES website, <http://www.rites.com>.
3. While submitting the online application; the system would generate 'Registration No.' on top of online form filled up by the candidate. Note down this "Registration No." and quote it for all further communication with RITES Ltd.
4. While filling up the required details, candidates are advised to carefully and correctly fill the details of "Identity Proof". Candidates are also advised to note the same and ensure the availability of the same Identity Proof as it will be required to be produced in /original at later stages of selection (if called).
5. **After filling up the required details under the "Fill/ Modify Application Form", click on "Upload Documents". Post successful upload of documents, candidate needs to click on "Make payment". The payment details show the amount to be paid to the bank based on category against which you are submitting application form.**

**Applications without successful fee payment shall be treated as incomplete and shall be summarily rejected.**

6. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and retained. The same is to be submitted at the time of Scrutiny of Documents along with **SELF-ATTESTED SCANNED COPIES** of the following documents strictly in the following order. (if called for document scrutiny):
  - a. 2 recent passport size colour photographs
  - b. High School certificate for proof of Date of Birth
  - c. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
  - d. EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
  - e. Proof of Identity & Address (Passport, Voter ID, Driving License, Aadhaar Card etc)
  - f. PAN Card
  - g. Proof of different periods of experience as claimed in the Application Form (if applicable)
  - h. Any other document in support of your candidature
  - i. PWD Certificate as per latest format (if applicable).

**Scanned copies of all above mentioned documents need to be uploaded on RITES website for successful submission of applications. Candidates need to ensure that scanned copies are clear and visible.**

7. In respect of claims made by you in your application with regard to experience, documents in support thereof have to be uploaded on RITES website and needs to be re-produced on the day of interview. In case your claim is not established from the proofs submitted by you; your candidature is liable to be rejected at the time shortlisting/ document scrutiny. Please check your claims vis-a-vis the certificates in support thereof establishing your candidature. Incomplete application or insufficient upload of proof would entail rejection of your candidature. No additional information other than those

furnished in the Application shall be allowed to be considered at a later stage.

8. For proof of CTC/ salary, candidates shall have to upload a copy of their last Form No. 16/ Earning Card/ salary slip/ Appraisal letter/ any other suitable document and the same needs to be re-produced on the day of interview.
9. For availing reservation, SC/ST/OBC-NCL candidates should furnish Caste Certificate from competent authorities as per the format given at **Annexure I** (for SC/ST candidates) and at **Annexure II** (for OBC-NCL candidates) **valid as on the crucial date i. e. last date stipulated for submission of application.** Further, in case of OBC-NCL candidates, the certificates should specifically indicate that they do not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision, if any, received till the closing date for ONLINE Registration of applications for this Advertisement.

The candidates should ensure that they belong to the OBC- Non Creamy Layer (NCL) category while applying for the posts against this Advertisement. Further, in addition to the community certificate (OBC), a declaration in the prescribed format as per **Annexure III** has to be furnished by the candidates during document verification, that he/she does not belong to the creamy layer on the crucial date i. e. last date stipulated for submission of application in this Advertisement.

**The certificate produced shall not be older than one year on the crucial date i. e. last date stipulated for submission of application in this Advertisement.** In case of not complying to these stipulations, their claim for reserved status (OBC-NCL) will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Unreserved) category, will be considered under General (UR) vacancies only.

#### **EWS Category**

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate **as on the crucial date i. e. last date stipulated for submission of application in this Advertisement. EWS certificate should be as per Gov. of India format.** In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies only.

As regards OBC NCL & EWS category candidates, candidates will be afforded opportunity of submission of the valid OBC NCL Certificate and EWS Certificate (as applicable) on the date of their joining, **valid as on the crucial date i. e. the last date stipulated for submission of application in this Advertisement.** Those reserved category candidates who shall not be able to produce valid certificate in support of their claim in the application form for belonging to reserved category even after this additional opportunity; they will be treated as UR Category candidates.

10. Hard copies of documents are not to be sent to this office through post/ courier.
11. The original testimonials/documents along with one self-attested copy will have to be produced by the candidate(s) at the time of selection (if called). The original copies shall be returned after verification.
12. Mere applying for the post/ submission of documents/ appearing or qualifying in the selection does not confer any right on the candidates for claiming selection. If it is found that a candidate does not fulfill the advertised eligibility criteria, his/her candidature will be summarily rejected.
13. Candidates should submit only one application for one vacancy and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. RITES will not be

responsible for bouncing of any e-mail sent to the candidates. However, candidates can apply for any number of vacancies separately.

14. The candidates must submit all the details pertaining to his candidature viz. personal details, educational qualification details, experience details, category etc. Suppression, in this regard, if any, detected on a future date shall render the candidature liable for forfeiture.
15. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
16. Departmental Candidates of RITES are required to apply online and submit their hard copy through proper channel.
17. **Candidates working in Government Departments/ PSUs are required to apply through proper channel. Candidates who apply directly would have to bring No Objection Certificate (NOC) at the time of Interview (if called) for being eligible for protection of their pay, transfer of gratuity, Leave etc., subject to satisfaction of other terms and conditions in this regard. NOC submitted after due date shall not be considered.**
18. **Candidates have to bring duly filled two copies of Annexure A, and documents mentioned therein in chronological order and submit at the time of Document verification/Selection process.**

#### Venue & Time

Exact Date, time and details of venue of the selection shall be communicated to shortlisted candidates.

#### General Instructions

1. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
2. The number of vacancies may vary.
3. Candidates working in any organization shall be allowed to join RITES only after being properly relieved from their parent organization.
4. Before applying, the Candidates must satisfy themselves about their eligibility for the post applied for.
5. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature is liable for cancellation. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
6. **Any corrigendum/addendum to this advertisement will be displayed only on the Company's website [www.rites.com](http://www.rites.com). Therefore, applicants are advised to keep checking the Company's website for any update.**
7. The period of training/internship shall not be counted towards post qualification experience.
8. Legal jurisdiction will be Delhi in case of any dispute
9. No train/bus fare / TA / DA shall be payable.
10. **Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of application (cut-off date).**
11. Date of acquiring the qualification will be earliest of the following:



- i. Last day of month in which final examination of qualifying degree has been held. In cases where exact date of written examination is stated, the same will be treated as date of acquiring the qualification
- ii. Date of declaration of result
- iii. Date of issuance of marksheet
- iv. Date of issuance of degree

There shall be no relaxation on this account. No further relaxation shall be provided in this regard.

**12. Where a specialization is required in the qualifying degree in the educational qualification, candidate is required to submit a certificate from the University/ Institution clearly specifying the specialization in the qualifying degree.**

#### Communication with RITES

Any information regarding this recruitment process would be made available on the email address provided by the candidate at the time of registration and/or shall be uploaded on RITES website. Candidates are advised to periodically check the site for further updates.

Candidates are encouraged to go through the detailed advertisement and read the "Frequently Asked Questions (FAQs)" uploaded on RITES website under Career section to solve their queries.

Queries if remaining should be sent to [rectt@rites.com](mailto:rectt@rites.com) only and contain the following particulars:

- i. **VC No.**
- ii. **REGISTRATION/ROLL NO.**
- iii. **NAME OF CANDIDATE IN FULL AND IN BLOCK LETTERS.**
- iv. **Valid email address as given in the application Communications not containing above particulars shall NOT BE ATTENDED TO.**

Communications not containing above particulars shall NOT BE ATTENDED TO. Any query/ issue should be brought to notice of RITES well in advance of the due date.

RITES will not be responsible for non-submission of application due to issues brought to notice at the last moment. Queries related to information already provided in the advertisement may not be attended to.

#### Important Dates

S. No.	Particular	Date
1	Commencement of submission of online application and online payment of fees	30.08.2024
2	Last date of submission of online application and online payment of fees	24.09.2024
3	Date of selection	To be notified later

**Annexure-A**

**Rites Limited**  
**Documents Submission Check-List**

With reference to my application, I am submitting requisite Document(s) along with duly self-attested photocopies of my certificates as under (in chronological order):

S. No.	Documents name	Submitted (Y/N)	Remarks
01	10 <sup>th</sup> /High School certificate for proof of Date of Birth		
02	12 <sup>th</sup> Marksheet		
03	Diploma / Graduation Marksheets- All semesters		
04	Diploma / Graduation Certificate		
05	Post Graduation Marksheet All semesters		
06	Post Graduation Certificate (as applicable)		
07	PhD Marksheets & Certificate, if any		
08	Other Academic Qualification / Certification, please specify: _____		
09	List of Experience certificates submitted: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____		
10	Last company relieving letter/ experience certificate, NOC (For Govt./PSU Employees)		
11	ADHAR Card		
12	PAN Card		
13	Copy of Bank Account Passbook/Statement		
14	08 recent passport size colour photographs		

I also certify that the above documents are authentic, valid and true to the best of my knowledge. If any of the above document(s) or any information contained therein is found to be false, my candidature/ employment may be summarily rejected/ cancelled.

Signature of candidate	
Name of candidate	
Date of Documents Submission	
Post Name	
VC No against which Documents Submission	

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**For official use only**

\_\_\_\_\_

\_\_\_\_\_

I have verified the above documents submitted by the candidate and found **them to be / not to be** (strike out one of these) in order as per company requirement(s)

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Any other remarks/ details of lack of documents:	
Signature of officer accepting documents	
Name of officer accepting documents	
Designation of officer accepting documents	
Date	

### FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri\*/ Srimati/ Kumari\* .....  
 son/daughter\* of ..... Village/Town  
 ..... District/Division\* ..... of  
 the ..... State/Union Territory\* belongs to the  
 .....Caste\*/Tribe which is recognised as a Scheduled Caste /  
 Scheduled Tribe under:-

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
- \*The Constitution (Pondicherry) Scheduled Castes Orders, 1964
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (SC) Orders (Amendment) Act, 1990
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri / Srimati \* .....father / mother\* of Shri / Srimati / Kumari ..... of Village / Town\* ..... in District / Division \* ..... of the State / Union Territory \* ..... who belongs to the .....Caste\*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe in the Station/ Union Territory\* issued by the ..... dated .....

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

Place.....

Signature.....

Date.....

Designation.....

(with seal of Office)

State/ Union

Territory.....

\* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

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

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

**OBC CERTIFICATE FORMAT****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****Annexure III**

**Proforma for declaration to be submitted by Other Backward Class  
Candidates at the time of document verification, who had applied for the post  
against VC No. \_\_\_\_\_**

"I, ..... son/daughter of  
Shri ..... resident of Village/Town/City  
....., district ..... State  
..... hereby declare that I belong to the .....  
(indicate your sub caste) 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. 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 revision 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