

Human Resource Vertical, Manpower Planning and Recruitment Division, Central Office, Mumbai

ENGAGEMENT OF APPRENTICES UNDER APPRENTICES ACT, 1961

Acceptance of Online Application: From 19-Feb-2025 to 05-March-2025

Union Bank of India invites online application from Indian citizen for engagement of apprentices under Apprentices Act 1961 as amended from time to time).

- Detailed apprenticeship notification for the candidates interested in applying for apprenticeship with the Bank will be available on www.unionbankofindia.co.in and <https://bfsissc.com> .
- Candidates can apply for engagement in their home state only. Candidates can appear for the examination only once under this engagement project.
- Before applying, candidates are requested to ensure that they fulfil eligibility criteria for engagement on the date of eligibility.
- Candidates are requested to get registered only on the government apprenticeship portal (NATS) to be eligible to apply for the apprenticeship program of the Bank. No other mode of submission of application will be accepted by the Bank.
- Hard copy of application and other documents not to be sent to this office.
- All revisions/corrigendum (if any) will be hosted on the Bank's website only.

1. State wise seats of apprentices, Age, Education qualification, Duration of Training, Stipend, Selection Process, Fees and other related parameters are mentioned below:

A. Details of the Training Seats Category wise / State wise are as follows: -

CATEGORY-WISE BREAK-UP OF VACANCIES IDENTIFIED FOR APPRENTICES												
Sr No	State	UR	SC	ST	OBC	EWS	Total	HI	OC	VI	ID	Total PWBD
1	ANDHRA PRADESH	222	87	38	148	54	549	6	6	5	5	22
2	ARUNACHAL PRADESH	1	0	0	0	0	1	0	1	0	0	1
3	ASSAM	7	0	1	3	1	12	0	0	1	0	1
4	BIHAR	10	3	0	5	2	20	1	0	0	0	1
5	CHANDIGARH	7	1	0	2	1	11	0	1	0	0	1
6	CHATTISGARH	7	1	4	0	1	13	0	1	0	0	1
7	GOA	13	0	2	3	1	19	0	0	1	0	1
8	GUJARAT	54	8	18	33	12	125	2	1	1	1	5
9	HARYANA	16	6	0	8	3	33	1	1	0	0	2
10	HIMACHAL PRADESH	2	0	0	0	0	2	0	1	0	0	1
11	JAMMU KASHMIR	3	0	0	1	0	4	0	1	0	0	1
12	JHARKHAND	8	2	4	2	1	17	0	1	0	0	1
13	KARNATAKA	124	48	21	82	30	305	4	3	3	3	13
14	KERALA	64	11	1	31	11	118	1	2	1	1	5
15	MADHYA PRADESH	33	12	16	12	8	81	1	1	1	1	4
16	MAHARASHTRA	133	29	26	79	29	296	3	3	3	3	12
17	DELHI	30	10	5	18	6	69	1	1	1	0	3
18	ODISHA	23	8	11	6	5	53	1	1	1	0	3
19	PUNJAB	21	13	0	10	4	48	1	1	0	0	2
20	RAJASTHAN	18	6	5	8	4	41	1	1	0	0	2
21	TAMIL NADU	54	23	1	32	12	122	2	1	1	1	5
22	TELANGANA	123	48	21	82	30	304	4	3	3	3	13
23	UTTARAKHAND	7	1	0	1	0	9	0	1	0	0	1
24	UTTAR PRADESH	150	75	3	97	36	361	4	4	4	3	15
25	WEST BENGAL	34	17	3	17	7	78	1	1	1	1	4
	Total	1164	409	180	680	258	2691	34	37	27	22	120

* The number of training seats mentioned above is provisional and may vary according to the actual requirement of the Bank.

Note:

- i. Reservation guidelines as laid down by Government of India from time to time for SC/ST/OBC/PWBD / EWS etc. at respective states will be followed.
- ii. Candidates will be given option to choose any three preferred districts of the applied state at the time of registration. However, Bank reserves the right to allot training seat in any district of Selected State as per administrative requirement.

- iii. The process of Application for Apprenticeship is complete only when the examination fee is paid through online mode on or before the last date for payment of fee as notified to all candidates.
- iv. The candidates must not have undergone Apprenticeship either with Union Bank of India or in any other organization earlier or currently pursuing the Apprenticeship Training as per the Apprentices Act 1961 as amended from time to time or terminated in between the course of Apprenticeship training due to the fault of candidate himself. Such candidates will not be eligible for being engaged as an Apprentice.
- v. Candidates, who had completed apprenticeship training or had a job experience for a period of one year or more after completing the educational qualification, will also not be eligible for being engaged as an Apprentice.
- vi. Candidates while applying may give preferences of two districts apart from his/her home district where the home district by default will be treated as his/her first preference. However, allotment will be based on need of Bank & subject to availability of trainee seats.
- vii. Selected candidates will be engaged in branches/offices either in their home district or preferred districts and the same will be at the discretion of the Bank.
- viii. The engagement of apprentices is not an employment in the Bank. It is on job training provided by the Bank to gain experience and increase the employability of the apprentice. It will not be obligatory on the part of the Bank to offer any employment to the apprentice on completion of the apprenticeship program.
- ix. The list of district where training will be given is as per **Annexure-I** (Candidates will be given option to choose any three preferred districts of the applied state at the time of registration. Mere opting of training seat by candidate at the time of registration at any district of the selected state does not vest any right of final selection for the district and Bank will allot the same as per administrative requirement and at its discretion.) **Bank reserves the right to allot training seat in any district of Selected State as per administrative requirement.**

B. Age:

Min. 20 year and Max. 28 years as on 01-Feb-2025. However, relaxation in upper age limit for categories like SC/ST/OBC/PWBD etc. as per Govt. of India guidelines is applicable.

Relaxation in Upper Age Limit:

SN	Category	Age relaxation
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes (Non-creamy layer)	3 years
3	Persons with Benchmark Disability (PWBD) - a. Visually Impairment (VI) - Blindness and Low Vision; b. Hearing Impaired (HI) - Deaf and Hard of Hearing; c. Orthopedically Challenged (OC) - Locomotor Disability (One Arm - OA, One Leg -OL, Both Legs -BL, One Arm & One Leg -OAL), Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy; d. Intellectual Disability (ID) - Intellectual Disability (Autism Spectrum Disorder, Specific Learning Disability and Mental Illness) & Multiple Disability; e. Multiple Disabilities means disability amongst clauses (a) to (d) including deaf-blindness in the posts identified for each disability.	10 years

Note:

- The maximum age limit specified in point 'B' above, is applicable to Unreserved and EWS Category candidates.
- Candidates seeking age relaxation will be required to produce the original caste certificate and submit copies of necessary certificate(s) at the time of personal interaction & document verification and at any subsequent stage of the engagement process as required by Bank.

C. Reservation for persons with benchmark disability (PWBD):

- Reservation for Persons with Benchmark Disability is horizontal within the overall trainee seats. Reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "The Rights of Persons with Disabilities Act, 2016".
- Only "person with benchmark disability" would be eligible for reservation with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.
- A person who wants to avail the benefit of reservation will have to submit a valid Disability Certificate, on prescribed format, issued by Medical Authority or any other notified Competent Authority (Certifying Authority) in the District of the applicant's residence as mentioned in the proof of residence in the application. The certificate should be dated on or before last date of registration of application. Such certificate shall be subject to verification/re-verification as may be decided by Competent Authority.

D. EDUCATIONAL QUALIFICATION as on 05-03-2025 (last date of notification):

Graduation from a recognized University/ Institute. Candidates must have completed & have passing certificate for their graduation on or after 01.04.2021.

E. JOB PROFILE/ Training Profile:

This is a training program and should not be construed as any sorts of offer of employment. Please note that the candidates engaged as Apprentice will NOT be treated as “employees” of the Union Bank of India and will not be entitled to receive any benefits which are available for the employees of the Bank.

F. DURATION OF TRAINING:

Duration of training is of one year. The apprentice shall be imparted On Job Training on different aspects of banking practices, products and processes.

G. STIPEND/ BENEFIT:

The apprentices are eligible for stipend of Rs. 15000/- per month for the engagement period of one year. The apprentices are not eligible for any other allowances/benefits.

H. SELECTION PROCESS:

Selection of candidates who apply for engagement of apprentices in the Bank after paying the requisite online examination fee shall have to undergo the selection process, which would comprise the following:

(i) Online Test (objective type):

The online examination will consist of four tests i.e., General/ Financial Awareness, General English, Quantitative & Reasoning Aptitude and Computer Knowledge.

SN	Name of tests	No. of	Marks
1.	General/Financial awareness	25	25
2.	General English	25	25
3.	Quantitative & Reasoning Aptitude	25	25
4.	Computer Knowledge	25	25
	TOTAL	100	100

Total duration of examination would be 60 minutes.

(ii) Knowledge and Test of Local Language:

The candidate applying for trainee seats of a particular state, should be proficient (reading, writing, speaking and understanding) in any one of the local languages of that state. Selected candidates will have to produce their 10th /12th standard mark sheet / certificate evidencing having studied the specified local language. Inability to produce certificate evidencing knowledge of language will then require to give a test of local language during their Personal Interaction & Document Verification. If candidate found not proficient in reading, writing, speaking and understanding of local language of state applied for, will not allowed to engage as an Apprentice.

(iii) Wait List:

Wait List of successful candidates may be declared by Bank at its sole discretion to meet the requirement of the Bank in respect of non-acceptance / non-reporting by the selected candidates from the First Merit List.

(iv) Medical Examination:

Engagement of selected apprentices is subject to the candidates producing medically fit certificate from a practicing registered general physician who should be minimum a MBBS.

I. Final Selection will be subject to:

- Meeting the Cut off marks in the online examination to be decided by the Bank at its sole discretion.
- Satisfactory verification of the documents related to DoB/Category/Educational Qualification satisfying the eligibility criteria for an apprentice compared with the information furnished in the application.
- Submission of Certificate/Passing of test evidencing knowledge of a local language.
- Submission of a medically fit Certificate from a practicing registered General Physician.

J. Contract of Apprenticeship:

- Candidates found eligible for engagement on the basis of merit list shall be offered engagement digitally by the Bank through the appropriate apprenticeship portal.
- Candidates receiving the offer of apprenticeship online from the Bank need to accept it on the portal within a stipulated time/date.
- The apprenticeship training shall be deemed to have commenced from the training start date mentioned on the contract of apprenticeship.

K. Assessment and Certification:

After completion of apprentices training, apprentices will need to go through an assessment test. The certificate will be awarded to apprentices who pass the assessment as per prevailing guidelines.

2. How to apply

Candidates can apply online, and no other mode of application will be accepted.

2.1 Guidelines for filling application & payment of fees [online mode only]:

- i. Pre-requisites for Applying Online: Candidates should have a valid email ID and mobile no. which should be kept active till the declaration of results. It will help him/her in receiving intimation letter/advice etc. by email/SMS.
- ii. All eligible candidates need to first get registered on the Apprenticeship Portal (NATS Portal) of Government of India: <https://nats.education.gov.in> (only for candidates who have passed their graduation examination on or after 1st April 2021).
- iii. In case the candidates are facing issues in getting themselves registered they are advised to go through the help manual available on the apprenticeship portal. NATS Portal: https://nats.education.gov.in/assets/manual/student_manual.pdf
- iv. All candidates are supposed to remember their login id and password of the apprenticeship portal (NATS Portal), as they will be repetitively visiting the apprenticeship portal for various activities till their completion of the Apprenticeship program.
- v. Candidates who have registered on NATS portal will have to login and then apply for the Apprenticeship opportunity/advertisement published by the Bank on the portal. In NATS portal candidates can view the Apprenticeship Advertisement of “Union Bank of India” under “Apply Against Advertised Vacancies” after login into the portal by visiting https://nats.education.gov.in/student_type.php
- vi. It is very IMPORTANT for all candidates who have applied need to MAKE NOTE of their **Enrolment Id** (issued by NATS portal). For all your future correspondence this information will be required.
- vii. All eligible Candidates who have applied successfully for the Apprenticeship Opportunity/Advertisement on NATS will receive an email from BFSI SSC (info@bfsissc.com) inviting them to give some more details viz Category Status, PWBD status, choice of districts for their apprenticeship training and to make the payment examination fee for the online examination.
Note: Do not respond to any mails other than those mentioned in Notification.
- viii. Examination Fee can be paid by using debit card/credit card /internet banking/UPI by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- ix. On successful completion of transaction, an e-receipt would be sent to the registered email id of the Candidate.
- x. If the online transaction is not successfully completed, please go back to the email received from BFSI SSC (info@bfsissc.com) and repeat the process again till you successfully make the payment online.

Help Facility:

In case of any problems, queries and clarification, emails can be sent to the info@bfsissc.com or apprentice@unionbankofindia.bank

2.2 FEES/INTIMATION CHARGES: (Non-Refundable):

S.N.	Category	Fees
1	General / OBC	Rs. 800.00 + GST
2	All Females	Rs. 600.00 + GST
3	SC/ST	Rs. 600.00 + GST
4	PWBD	Rs. 400.00 + GST

Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other exam or selection.

3. INTIMATION FOR EXAMINATION:

Candidates who have made payment of examination fee would receive an email communication from Bank (apprentice@unionbankofindia.bank) / BFSI SSC (info@bfsissc.com) tentatively in the month of March, 2025 with respect to the examination date & time and the process to be followed. NO HARD COPY OF THE CALL LETTER FOR ONLINE WRITTEN EXAMINATION WILL BE SENT BY POST.

4. APPEARING IN THE EXAMINATION:

- a) All candidates who have paid the examination fee will receive intimation from BFSI SSC with date and time of the examination.
- b) All candidates will have to give the online examination on the given date and time using their own camera enabled desktop or laptop or tablet or smart phone.
- c) All candidates will have to display the same ID Proof which they have uploaded on the apprenticeship portal.

- d) Except for PWBD candidates, no candidates will be allowed to have any one else near him/her while giving online examination.

5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- a) Candidates are cautioned that they should not furnish any particulars that are false, tampered/fabricated and they should not suppress any material information while filling up the application form.
- b) At the time of examination, if a candidate is (or has been) found guilty of:
- (i) using unfair means during the examination or
 - (ii) impersonating or procuring impersonation by any person or
 - (iii) misbehaving during the examination with the technical support team or
 - (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or
 - (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable:
 - to be disqualified from the examination for which he/she is a candidate
 - to be debarred, either permanently or for a specified period, from any examination conducted by Bank.
- c) The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/ her candidature.
- d) Candidates are NOT permitted to use calculators during the examination.

6. Results:

List of all candidates shortlisted and finally selected will published on www.unionbankofindia.co.in and also the shortlisted and selected candidates will receive an email communication from BFSI SSC guiding them on further action to be taken on the respective apprenticeship portals.

7. Announcements:

All further announcements/corrigendum pertaining to this process will only be published/provided on website www.unionbankofindia.co.in from time to time.

8. GENERAL INFORMATION:

- ❖ The Candidate should NOT have undergone Apprenticeship either in Union Bank of India or in any other organization earlier or currently pursuing Apprenticeship Training as per the Apprenticeship Act 1961 as amended.
- ❖ Candidates who had under gone apprenticeship training or has a job experience for a period of one year or more after the attainment of the educational qualifications, shall NOT be eligible for being engaged as Apprentices.
- ❖ Union Bank of India shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period. After completion of Apprenticeship period, candidates will be relieved from on the job training.
- ❖ The decision of the Bank will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of applications, mode of selection and cancellation of the selection process either in part or full etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the Bank based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability / insufficient number of candidates.
- ❖ Online applications which are incomplete shall not be considered as “Eligible” and treated as “Rejected”.
- ❖ Candidates should satisfy themselves about their eligibility for engagement in apprentice. The Bank would admit to the test to all the candidates applying for the apprentice on the basis of the information furnished in the online application and shall determine their eligibility only at the time of document verification. Admission to tests will be purely provisional without verification of age/qualification/ category (SC/ST/OBC/PWBD), etc. of the candidates with reference to documents.
- ❖ Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.
- ❖ Union Bank of India does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Union Bank of India.
- ❖ Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained, and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple attendance/ appearance by a candidate in examination will be summarily rejected/candidature cancelled.
- ❖ Candidates are advised to take a printout of their system generated online application form after submitting the application.
- ❖ Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, at the time of engagement, if called for.
- ❖ A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the creamy layer as on last date of registration. Latest valid OBC certificate containing the ‘Non-creamy layer’ clause, if found suitable for, will have to be submitted at the time of engagement.
- ❖ PWBD candidates should produce disability certificate, on prescribed format issued by a competent authority as per the Government of India Guidelines.
- ❖ Candidates are advised to keep their registered e-mail ID/mobile active for receiving advices, viz. call letters/advices etc.
- ❖ Every apprentice undergoing apprenticeship training in our Bank shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to in relation to such apprentice.

- ❖ If the Apprentice wants to leave the apprenticeship training in between the Contract period, he/she is to be allowed to leave only at the end of that particular month.
- ❖ In case the Apprentice dropout/absconds without completing a month, he/she will not be eligible for stipend payment for respective month.
- ❖ Any disagreement or dispute between the Bank and the Apprentice arising out of contract shall be referred to the Apprenticeship Advisor.
- ❖ Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
- ❖ The candidates will have to appear for the tests at their own cost.
- ❖ Engagement of selected apprentices is subject to his/her being declared medically fit as per the requirement of the Bank and satisfactory completion of document verification and other formalities.
- ❖ **No change of data after submission of final online submission of application is allowed.**
- ❖ All candidates should produce Aadhaar number before engagement, i.e. contract signing for doing apprenticeship training.
- ❖ All other terms and conditions of Apprenticeship not expressly mentioned in this notification shall be as prescribed under the Apprentices Act 1961 and Apprenticeship Rules 1992 as amended from time to time.
- ❖ **BANK RESERVES RIGHT TO CANCEL THE ENGAGEMENT PROCESS ENTIRELY AT ANY STAGE.**

9. DISCLAIMER:

In case it is detected at any stage of engagement of apprentice that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), indulge in unfair practice in the process, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her training is liable to be terminated. Decisions of Bank in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

The Bank is not responsible for printing errors, if any.

Sd/-

CHIEF GENERAL MANAGER (HR)

**PLACE: MUMBAI
DATE: 18/02/2025**

District wise break up of number of seats

State	District	Seats State-Wise
ANDHRA PRADESH	ANANTHAPURAMU	549
	GUNTUR	
	Y.S.R.	
	KURNOOL	
	PALNADU	
	PRAKASAM	
	SRI POTTI SRIRAMULU NELLORE	
	TIRUPATI	
	KRISHNA	
	ELURU	
	WEST GODAVARI	
	EAST GODAVARI	
	KAKINADA	
	SRIKAKULAM	
	VISAKHAPATNAM	
	VIZIANAGARAM	
ARUNACHAL PRADESH	PAPUMPARE	1
ASSAM	KAMRUP METROPOLITAN	12
	TINSUKIA	
BIHAR	BHAGALPUR	20
	PATNA	
	MUZAFFARPUR	
CHANDIGARH	CHANDIGARH	11
CHHATTISGARH	BILASPUR	13
	RAIPUR	
GOA	NORTH GOA	19
	SOUTH GOA	
GUJARAT	AHMEDABAD	125
	ANAND	
	VADODARA	
	GANDHINAGAR	
	JUNAGADH	
	MAHESANA	
	RAJKOT	
	SURAT	
HARYANA	HISAR	33

State	District	Seats State-Wise
	PANIPAT	
	GURUGRAM	
HIMACHAL PRADESH	SHIMLA	2
JAMMU & KASHMIR	JAMMU	4
JHARKHAND	BOKARO	17
	RANCHI	
KARNATAKA	BELAGAVI	305
	BENGALURU URBAN	
	HASSAN	
	DHARWAD	
	KALABURAGI	
	MYSURU	
	SHIVAMOGGA	
	DAKSHIN KANNAD	
	UDIPI	
KERALA	ERNAKULAM	118
	KOLLAM	
	KOTTAYAM	
	KOZHIKODE	
	THIRUVANANTHAPURAM	
	THRISSUR	
MADHYA PRADESH	BHOPAL	81
	GWALIOR	
	INDORE	
	JABALPUR	
	BETUL	
	REWA	
MAHARASHTRA	MUMBAI	296
	MUMBAI SUBURBAN	
	THANE	
	AHMADNAGAR	
	AMRAVATI	
	KOLHAPUR	
	NAGPUR	
	NASIK	
	PUNE	
NCT OF DELHI	NEW DELHI	69
	NORTH DELHI	
	WEST DELHI	

State	District	Seats State-Wise
ODISHA	BALESHWAR	53
	GANJAM	
	KHURDA	
	CUTTACK	
	KORAPUT	
	SAMBALPUR	
PUNJAB	AMRITSAR	48
	BATHINDA	
	JALANDHAR	
	LUDHIANA	
RAJASTHAN	JAIPUR	41
	JODHPUR	
	AJMER	
	UDAIPUR	
TAMIL NADU	CHENNAI	122
	THIRUVALLUR	
	COIMBATORE	
	MADURAI	
	NAMAKKAL	
	TIRUCHIRAPALLI	
	VIRUDHUNAGAR	
	TIRUPPUR	
	KANCHEEPURAM	
TELANGANA	HYDERABAD	304
	MEDCHAL-MALKAJGIRI	
	RANGAREDDI	
	KARIMNAGAR	
	KHAMMAM	
	NALGONDA	
	NIZAMABAD	
	SIDDIPET	
	HANUMAKONDA	
UTTARAKHAND	HARIDWAR	9
	UDHAM SINGH NAGAR	
UTTAR PRADESH	GAUTAM BUDDHA NAGAR	361
	AGRA	
	BAREILLY	
	BARA BANKI	
	KANPUR NAGAR	

State	District	Seats State-Wise
	LUCKNOW	
	MEERUT	
	SAHARANPUR	
	AZAMGARH	
	CHANDAULI	
	GHAZIPUR	
	GORAKHPUR	
	JAUNPUR	
	MAU	
	PRAYAGRAJ	
	VARANASI	
WEST BENGAL	PASCHIM BARDHAMAN	78
	KOLKATA	
	NORTH 24 PARGANAS	
	HUGLI	
	DARJILING	
Grand Total		2691

**FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

1. This is to certify that Sri / Smt /
Kum* _____ son / daughter*
of _____ of village / town*
_____ in District / Division* _____ of
the State / Union Territory* _____ belongs to the
_____ Caste/Tribe* which is recognized 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)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;
- [as amended by the Scheduled Castes and Scheduled Tribes lists 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
- Constitution (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 (Reorganization) 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 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 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 and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment)Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste) Order (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. / Smt. / Kumari* _____ Father /Mother* _____ of _____ Sri _____ / _____ Smt. _____ / Kumari* _____ of village / town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place:

[With seal of Office]

Date:

State/Union Territory

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

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep).

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

**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 Sri/Smt./Kumari
 _____ son/daughter of
 _____ of _____ village/Town
 _____ District/Division _____ in the State/ Union
 Territory _____ belongs to the
 _____ community which is recognized as a backward class under
 the Government of India, Ministry of Social Justice and Empowerment's Resolution No.
 _____ dated _____. Shri/Smt./Kumari _____ and/or
 his/her family ordinarily reside(s) in the _____ District/Division of the
 _____ State/Union Territory. This is also to certify that he/she does
 not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to
 the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT],
 dated 8-9-1993

Dated:

District Magistrate

Deputy 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 is mentioned 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.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines. 21

FORM-I
Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)
(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. _____ so
n/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
- Blindness

(Please tick as applicable)

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

(A) 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)

The applicant has submitted the following documents as proof of residence:-

2. Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/Thumb
impression of the
person in whose
favor disability
certificate is issued.

FORM - II
Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(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 we 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 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:

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:

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - 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 documents 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 Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - III
Disability Certificate
(In cases other than those mentioned in Form I and II)
(Prescribed proforma subject to amendment from time to time)
(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 / 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 he / she is a Case
of _____ disability. His/her extent of percentage physical impairment /
disability has been evaluated as per guidelines (to be specified) and is shown against the
relevant

the relevant disability in the table below:

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 _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - 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 documents as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorized 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.

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

1. This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o / D/o, a resident of (Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.
2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer Chairperson				

Name of Government Hospital / Health Care Centre with Seal

Place:
Date

Government of -----
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY THE ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

This is to certify that Sri/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 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 not 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.