

# **RECRUITMENT AGAINST SCOUTS AND GUIDES QUOTA FOR THE YEAR 2017-2018**

**OFFICE OF THE CHIEF PERSONNEL OFFICER  
EASTERN RAILWAY  
FAIRLIE PLACE (1<sup>st</sup> FLOOR)  
17, NETAJI SUBHAS ROAD, KOLKATA - 700 001.  
Website address: [www.er.indianrailways.gov.in](http://www.er.indianrailways.gov.in)**

**Employment Notice No. 01/2017/S&G/ER**

**Date of issue: 05.08.2017**

**Closing Date and Time for receipt of applications: 04.09.2017 upto 17:00 hrs.**

Closing Date & Time for candidates residing at Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahul & Spiti Districts and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman, Nicobar and Lakshadweep Island and candidates residing abroad : **19.09.2017 up to 17:00 hrs.**

***Application received by post or directly beyond the last date will not be entertained.***

Applications, on plain paper (A4 size) in the given format (Annexure - II) should be neatly typed or hand written either in English or Hindi duly filled (in own handwriting) are invited from the eligible Scouts & Guides candidates for filling up the vacancies against Scouts & Guides Quota of Eastern Railway for the year 2017-18. **The candidates having no Scouts & Guides qualifications as required need not apply.**

*(Written examination will be held in same day in separate time schedule for Category - 1 & 2 respectively).*

**Category - 1: Gr. 'C' - in scale Rs. 5200-20200/- with GP Rs.1900/- [corresponding to Level-2 of Pay Matrix (7<sup>th</sup> CPC)]**

**Category - 2: Gr. 'D' (Erstwhile) - in scale Rs. 5200-20200/- with GP Rs.1800/- [corresponding to Level-1 of Pay Matrix (7<sup>th</sup> CPC)]**

Separate application (for category-1 and category-2) in prescribed format is to be sent **by ordinary post only** addressed to the Chief Personnel Officer, Eastern Railway, 17, Netaji Subhas Road (1<sup>st</sup> floor), CPO's Office, Recruitment Section, Fairlie Place, Kolkata-700 001 **or** to be dropped in the application box kept in the office of the Chief Personnel Officer, Eastern Railway, Recruitment Section, during office hours except Saturday, Sunday and Holidays. **(Courier Post/Registered Post/Speed Post will not be accepted)**

## **1.0 DETAILS OF POSTS TO BE FILLED IN:—**

Sl. No.	Post	Scale	Quota	Distribution	Minimum Educational and Scouting/Guiding Qualification
1.	Category -1 Group 'C' (NTPC only)	Rs. 5200-20200/- with GP Rs.1900/- [Corresponding to Level-2 of Pay Matrix (7 <sup>th</sup> CPC)]	02	Anywhere in Eastern Railway	(i) <b>For Non-Technical Popular Categories (NTPC) :</b> 12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-Servicemen & for the candidate of any category possessing higher Qualification. (ii) Scouting/Guiding Qualification as in Para 4.0
2.	Category - 2 Erstwhile Group 'D'	Rs. 5200-20200/- with GP Rs.1800/- [Corresponding to Level-1 of Pay Matrix (7 <sup>th</sup> CPC)]	08	(Anywhere in Eastern Railway) Except H.Q.	(i) Passed Class-10 <sup>th</sup> or ITI or equivalent or National Apprenticeship Certificate (NAC) granted by NCVT/SCVT. (ii) Scouting/Guiding Qualification as in Para 4.0

## 2.0 Age limit (Age as no. 01.01.2018).

Category of Post	UR	OBC	SC / ST	Serving Rly. Employee, Ex-Servicemen, PWD/ Widow/ Divorced women/ women judicially separated but not married.
Group 'C' (Category- 1)	18 to 28 yrs.	Relaxation up to 3 yrs. in upper age	Relaxation up to 5 yrs. in upper age	As per following criteria (2.1 to 2.4 )
Group 'D' (Erstwhile) (Category-2)	18 to 31 yrs.			

### **Extent of Age Relaxation:**

- 2.1 Serving Railway employees, including casual labours and substitutes, who have put in a minimum of THREE YEARS service will be given age relaxation subject to the age limit not exceeding **40, 43 and 45** years in case of General, OBC and SC/ST candidates respectively.
- 2.2 Widows / Divorced women and women judicially separated but not married.  
Maximum age UR - **35yrs., OBC-38 yrs., SC/ST-40 yrs.**
- 2.3 Persons with disabilities (PWD): Age relaxation of **10yrs.** in addition to Para **2.0 (Subject to production of Disability Certificate to be issued at least three (03) members committee of a Govt. Hospital)**
- 2.4 The Upper age limit is relaxable for ex.- servicemen up to the extent of service rendered in Defense 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 of other 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.

### **3.0 Conditions :**

- 3.1 Selection of Candidates will be subject to Medical Examination in the prescribed medical standard by Railway Medical Authority prior to their appointment after due selection.
- 3.2 Candidates will have to undergo prescribed training course as applicable for the post as per existing instructions.
- 3.3 The age will be reckoned as on **01.01.2018**.
- 3.4 All the photocopies of Certificates in regards to proof of age, educational qualifications, scouting qualifications, other qualifications, caste certificate and other certificates duly **attested** by a **Gazetted Officer** are to be enclosed along with the application form.
- 3.5 Two self-addressed envelopes (size 23 c.m. x 10 c.m.) to be sent along with the application.
- 3.6 Two recent passport size photographs (**without cap & coloured glass**) with their names written at the backside should be clipped along with the application form. Another passport size photograph (**without cap & coloured glass**) duly signed by the candidate with date to be pasted on the application form at the space provided.
- 3.7 Application not properly filled in, incomplete or with overwriting, erasing or not supported by the attested copies of relevant certificates will be liable to be rejected.
- 3.8 Application received by post beyond the last date will not be entertained. Railway Administration, Eastern Railway will not be responsible for any postal delay/wrong delivery whatever at any stage of the selection process.
- 3.9 Category and Place of posting will be decided by the Appropriate Railway Authority.
- 3.10 Candidates entitlement at all stages of the recruitment will be purely provisional subject

to satisfying the prescribed eligibility conditions.

- 3.11 Separate application should be made for Category - 1 & Category - 2. Employment Notice No. & Category should be mentioned on the envelope containing application form.**
- 3.12** Serving Govt. Employee should send their application through Proper Chanel duly forwarded by their controlling officials. The last date will not be extended on account of delay in transmission of the application by the concerned office.
- 3.13** A written declaration should be furnished by the candidate, who would be finally qualified for appointment, as per Annexure-IV. If the candidate violates any of the said declarations furnished by him/her, he/she should be taken up under D&A Rule by the Competent Authority.

**4.0 Scouting/Guiding Qualification (for both categories) :**

The following qualification would apply for recruitment of Scouts & Guides to post in Grade Pay Rs. 1900/- and Grade Pay Rs. 1800/-.

- 4.1** President's Scout/Guide/Rover/Ranger OR Himalayan Wood Badge (HWB) holder in any section.
- 4.2** Should have been an active member of a Scouts Organisation for the least 5 years. The 'Certificate of Activeness" should be as per Annexure – III; and
- 4.3** Should have attended two events at National level or All Indian Railways' level and two events at State level.

**5.0 Procedure for Recruitment for Scouts & Guides quota:**

Candidates who applied in response to the notification issued and found eligible after scrutiny will be called for written examination. The candidates qualified in written test will have to undergo the Scouting Skill Assessment and Certificates verification. Panel will be formed as per merit position of successful candidates.

**5.1 Modalities:**

<b>(A)</b>	<b>Written Test</b>	<b>50 Marks</b>
	The written test will consist of 40 objective questions(40 marks) & 01 essay type question (10 marks) relating to Scouts & Guides Organisation and its activities and General knowledge for Grade Pay Rs. 1900/- and Grade Pay Rs. 1800/-. The syllabus for this will be as per Annexure - I	
<b>(B)</b>	Scouting Skill Assessment to assess the practical ability of the candidates.	<b>10 Marks</b>
<b>(C)</b>	<b>Marks on certificates</b>	<b>40 Marks</b>
(i)	Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events) :	<b>10 Marks</b>
*	First two certificates (i.e. minimum eligibility qualification)	Nil
*	One additional event	07 Marks
*	Two or more additional events	10 Marks
(ii)	Participation/Service rendered in State Events/Rallies :	<b>10 Marks</b>
*	First two certificates (i.e. minimum eligibility qualification)	Nil
*	One additional event	07 Marks
*	Two or more additional events	10 Marks
(iii)	Specialised Scouts/Guides Course organized at National/State/All Indian Railways Level :	<b>10 Marks</b>
*	One Course	07 Marks
*	Two or more Course	10 Marks
(iv)	Participation in District Rallies :	<b>10 Marks</b>
*	One certificate	Nil
*	Two certificates	07 Marks
*	Three certificates	10 Marks
	<b>TOTAL</b>	<b>100 Marks</b>

## **6.0 Examination Fees :**

- 6.1** (i) For all candidates except those mentioned in sub-para (ii) below Rs. 500/- (Rupees five Hundred) only. This Examination Fee is not refundable/transferable/adjustable under any circumstances.
- (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. The Examination Fee is payable in Indian Postal Order (IPO Payable at GPO, Kolkata) drawn in favour of '**FA&CAO, Eastern Railway Kolkata**'.
- 6.2** IPOs issued before the date of publication of this Employment Notice or after the closing date will not be accepted and the Application Form will be rejected.
- 6.3** Application received with Cash/Cheque/Money Order/Central Recruitment Fee Stamps/Demand Draft will not be accepted and will be rejected.
- 6.4** Candidates must write their name, full address at the space provided in the IPO.
- Note:** \* Minority means Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parses).
- \*\* Economically Backward Classes mean the candidates whose family income is less than Rs. 50,000/- (Rupees fifty thousand) per annum.
- 6.5** Authorities Competent to issue income certificates for the purpose of identifying economically backward classes. (As per proforma at ANNEXURE-A)
- (i) District Magistrate or any other Revenue Officer up to the level of the Tahsildar.
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) Below Poverty Line (BPL) Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (iv) Union Minister may also recommend for any person from anywhere in the Country.
- (v) Sitting Member of Parliament of Rajya Sabha for persons of the District in which these MPs normally reside.

## **7.0 Community Certificate :**

- 7.1** No post is exclusively reserved for OBC and SC/ST candidates.
- 7.2** Candidates claiming to belong to OBC and SC/ST communities are required to produce community certificates from the Competent Authority in the prescribed format (enclosed in Annexure 'B'&'C') and enclose the copy of the same with the application.
- 7.3** The Community Certificates produced by the OBC candidates should specially indicate that the candidate does not belong to persons / sections (Creamy layer).

## **8.0 Choice of Language for question paper:**

The candidates must choose any one of the languages only: Hindi or English.

## **9.0 General Instructions:**

- 9.1** Eastern Railway Administration's decision will be final. 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 Examination/Scouting Skill Assessment.
- 9.2** 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.
- 9.3** Canvassing in any form will disqualify the candidature.
- 9.4** As per the extant rules a IIInd Class journey Pass from Home Station to the place of

- Examination and back will be issued to SC/ST candidates for appearing in written test.
- 9.5 No column should be left blank, which also may be the cause of rejection of the application.
  - 9.6 Verification of all testimonials and certificates will also be mandatory condition for appointment.
  - 9.7 No application form will be supplied by the Railway.
  - 9.8 **The envelope containing the application must be super scribed "Application for Recruitment against Scouts & Guides Quota for 2017-2018 for Employment Notice No. .... for the category..... of Group....."**
  - 9.9 Place of posting will be decided by the Appropriate Authority.
  - 9.10 Candidates in response to this notification shall ensure that he/she fulfils all eligibility conditions at the time of submission of application.
  - 9.11 Recent Passport size photographs (**Taken within one month**) should not be accompanied with **colored glass and cap** on the head and it may be the cause of rejection of the application.
  - 9.12 Photographs pasted on the Application Form, not signed and without date by the candidate may be the cause of rejection of the application.
  - 9.13 Application without date & thumb impression, unsigned and signed in Block or Capital letters may be the cause of rejection of the application
  - 9.14 Certificates in languages other than English or Hindi should be accompanied by an attested translation in English / Hindi.
  - 9.15 Candidates seeking age relaxation and/or refund of Examination Fee must produce the Cast Certificate, PWD Certificate, Death Certificate of husband, Affidavit that she has not remarried since, Copy of Decree from the Competent Court of Law, Discharge Certificate, No Objection Certificate and Bonafide Certificate from the employer, along with the application form where applicable.
  - 9.16 Category of post should be mentioned in the application. Not mentioning the same may be the criteria of rejection of application.
  - 9.17 Railway Authority is not responsible for wrong delivery/dropping of application and also mentioning the address and category wrongly on the application. The same may be the criteria of rejection of application.
  - 9.18 Mere calling/appearing in the written test and/or Scouting skill assessment/marks on certificates does not confer any right or claim for appointment.
  - 9.19 Certificate after publication of Notification for activeness for 5 years in the recent past (Up to the date of application) as per **Annexure - III** should be attached for the criteria of an active member of a Scout-Guide Organisation, otherwise the application will be rejected.
- N.B. All legal disputes shall be decided under the jurisdiction of Hon'ble Central Administrative Tribunal, Calcutta.**

Chief Personnel Office / E.Rly / Kolkata

### Annexure — 'I'

**I. Proposed Syllabus for Selection under Scouts & Guides Quota for Group 'C' & Group 'D' Posts :**

History of Scouting/Guiding; Law & Promise; Organisation—Distt. & State Level ; Training Centre—Distt. & State level ; Knowledge of Books ; Scouting for Boys/Guiding for Girls in India ; Motto, left hand shake ; Salute ; Prayer ; Flag Song ; National Anthem ; Know the National & Scouting Flags ; Social Services at various occasions ; Hiking ; Proficiency Badges ; How these are earned ; Stages in Scouting/Guiding ; Thinking Day ; Progressive Training of Scouts/Guides/ Rovers/Rangers ; Pioneering ; Handicrafts; Indian Railway Jamborette ; National Jamboree ; Jamboree on the Air.

Organisation at National level ; National Training Centers ; WAGGGS/WOSM ; Upa-Rashtrapati Award Competition ; Prime Minister's Shield Competition ; Community Development Programmes ; Aims and Methods of Scouting ; How Scouting is useful in producing better citizens.

**FORMAT FOR APPLICATION**

Employment Notice No. .... Date.....

Application for the appointment against Scouts and Guides Quota in Group 'C' & 'D'. Candidates should specifically mention category such as (1) for Group 'C' and (2) for Group 'D' (Erstwhile)

**Category No.**

To  
The Chief Personnel Officer,  
Eastern Railway, Fairlie Place, (1<sup>st</sup> floor),  
17, Netaji Subhas Road,  
Kolkata-700 001.

Affix Recent  
Passport Size  
Photograph  
duly signed with  
date and without  
cap on head &  
coloured glass

1. Name of the applicant in full .....  
(In Block Letters)
2. Father's/Mother's/Husband's Name.....
3. Father's/Mother's/Husband's Official Designation (if any) : .....
- (i) Office/Stn. where working/worked : .....
4. Address in full with Pin Code No. : .....
- ( In Block Letters) ..... P.O. ....
- Distt. ....State..... PIN .....
5. Name of the nearest Railway Station : .....
- (In Block Letters)
6. Contact No. / Mobile No. & E-mail ID.....M/No. .... E-mail .....
7. Date of Birth (in figures): .....,..... (in words) .....
- (in Christian era) [Attested photo copy of Date of Birth Certificate should be attached]
8. Age as on 01/01/2018 .....Yrs. ....months .....days.
9. Sex....., 10. Marital status.....(Single/Married), 11. Nationality .....
12. Community ..... (UR / OBC / SC / ST)  
(If SC/ST then indicates the sub caste) (Xerox copy to be attached)
13. Religion .....
14. Whether belongs to:  
(Write Yes or No, if yes, attach supporting documents)

Ex-Servicemen	PWD	Minority Class	Economically Backward Class	Widow but not married	Divorced Women but not married	Judicially separated Women but not married

15. In case of serving Employee: (Write Yes / No) .....
- (if Yes, indicate the followings) :
- (a) Name of the Organisation where employed: .....
- (b) Employed: From ..... To.....
- (c) Designation: .....
- (d) Address of the Employer:.....

16. Two personal marks of identification: (i) .....  
(ii) .....

17. Educational Qualification:

Examination Passed	Year of Passing	University / Board / School	Percentage (%) of Marks	Class / Division

18. Scouting/Guiding Qualification:

**(a) Successfully Completed President's/Rashtrapati Award /HWB :**

Name of the Course	Year	Certificate/HWB Parchment No.	Date
President's/Rashtrapati Scout/Guide			
President's/Rashtrapati Rover/Ranger			
Himalaya Wood Badge			

**(b) Member of**  **From**  **To**   
Name of the Group Date Date

Position held: (for Scouter/Guider only)

As..... from..... to..... Warrant No..... Date.....

As..... from..... to..... Warrant No..... Date.....

*N.B.* Certificate of Activeness as per Annexure – III should be attached in original

**(c) Events attended:**

(i) Participation/Service rendered in National Events/National Jamboree including All Indian Railways' Events:

Sl.No.	Name of the events	Date	Place
1.			
2.			
3.			
4.			
5.			

(ii) Participation/Service rendered in State Events/Rallies:

Sl.No.	Name of the events	Date	Place
1.			
2.			
3.			
4.			
5.			

(iii) Participation in Specialised Scout/Guide Courses organised at National/State/All Indian Railways Level:

Sl.No.	Name of the event	Date	Place
1.			
2.			
3.			

(iv) Participation in District Rallies :

Sl.No.	Name of the event	Date	Place
1.			
2.			
3.			
4.			
5.			

*N.B.:* Separate sheets duly signed by the candidate may be attached along with attested photo copies of relevant certificates, if the space is not adequate.

19. Other qualifications/extra curriculum activities: .....  
(Attach attested photo copies of Certificates)
20. I.P.O. No..... Date.....
21. Choice of language for question paper: (Hindi or English).....
22. **Declaration:** (Candidate should write the following declaration in his/her own handwriting in running script)

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or myself being not eligible in terms of eligibility criteria, my candidature/appointment is liable to be cancelled/terminated without any notice.

**Declaration as per Annexure- IV would be submitted by me, if I finally qualify for appointment.**

.....

.....

.....

.....

.....

.....

.....

.....

Left Thumb Impression of the applicant (should not be smudged)	Full Signature of the Applicant (not in Block Letters)

Place.....

Date.....

Name .....

**No. of enclosures attached (Compulsory) :**

1. Attested copy of Age Proof Certificate.
2. Attested copy of Educational/Technical Qualification Certificate.
3. Attested copies of Scouting/Guiding Qualification Certificates.
4. Attested copies of relevant documents for seeking age relaxation.
5. Original Certificate as per Annexure – III for activeness for recent past 5 years.
6. Attested copies of Certificates of Events attended (International Events, Jamborees, Jamborettee, N.I. Camps, Samagams, Utsav, Mela or Rallies, Camporees, Competitions, Specialised Course, Camps, Service Projects, National, All Indian Railways and State Events and also District Rally etc.).
7. Attested copies of certificates of other qualification/curriculum activities, if any.
8. Two Passport size Photographs without cap & coloured glass should be clipped with the application and name written behind.
9. Two self-addressed envelope of size 23 c.m.×10 c.m. with name in full and complete postal address with PIN Code for communication should be written clearly thereon.
10. Postal Order to be drawn in favour of as per the Para 6.0.
11. Attested Copy of Cast Certificate, if applicable.
12. Candidates belonging to Economically Backward Classes, claiming for refund of Examination Fee, should submit declaration/income certificate as per enclosed format. (Annexure 'A').
13. Attested copies of other relevant certificates, as applicable.

**N.B.:** \* SC/ST Candidates will be eligible for Free Railway Journey Pass for attending Written Test/ Scouting Skill Assessment.

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**CERTIFICATE OF ACTIVENESS**

Certificate No. ....

Date.....

This is to certify that Sri/Smt. ....  
of .....State/District/Division is an active member  
of ..... Group since last 05(five) years duly registered with  
the State/District Association.

Signature of Group Leader (S/G)

Signature of Distt. Org. Commissioner (S/G)

Name : .....

Name : .....

Date .....

Date .....

Rubber Stamp : .....

Rubber Stamp : .....

Signature of District Commissioner (S/G)

Name: .....

Date .....

Rubber Stamp: .....

**DECLARATION FOR APPOINTMENT**

**(To be submitted by the candidate who would be finally qualified for appointment.)**

I Sri/Smt. ....

son/daughter of .....hereby declare that :

1. I shall undergo Unit Leader Training within 1 year of my posting in the Railways.
2. I shall open and/or run a Unit effectively.
3. I shall undergo progressive training from time to time.
4. I shall assist Railway scout administration, as and when required.

In the event of violation of any of the above, I may be taken up under the D&A Rules.

Place :

Date :

Full Signature of the applicant

Name : .....

**FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD**  
**INCOME CERTIFICATE FOR REFUND OF EXAMINATION FEES**

- Name of candidate :
  - Father's Name :
  - Age ( with date of birth) :
  - Residential Address :
  - Annual Family Income (in words & figures) :
  - Date of issue :
  - Signature : \_\_\_\_\_
- (Name)

Stamp of Issuing Authority

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

This is to certify that Shri/Smt./Kumari\_\_\_\_\_son/daughter of \_\_\_\_\_of Village/town\_\_\_\_\_in District/Division\_\_\_\_\_in the State/Union Territory \_\_\_\_\_belongs to the \_\_\_\_\_community which is 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 O.M. No.36012/22/93-Estt. (SCT), dated 8.9.1993\*\*.

Dated:

District Magistrate,  
Deputy Commissioner etc.

Seal

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

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

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

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

This is to certify that Shri\*/Shrimati/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/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 List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 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 Order, 1964.

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

\*The Constitution (Sikkim) Scheduled Castes Order, 1978

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978

\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

\*The Constitution (SC) 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/Shrimati\*  
\_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari \_\_\_\_\_ of  
Village/Town\* \_\_\_\_\_ in /District/Division\* \_\_\_\_\_ of the State/Union Territory\*  
\_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled  
Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated  
\_\_\_\_\_.

3. Shri/Shrimati/Kumari\* and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_  
District/Division\* of the State/Union Territory \* of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of Office)

State/Union Territory \_\_\_\_\_

\* Please delete the words, which are not applicable.

Please quote 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.

The following Officers are authorised to issue caste certificates:

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

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 Amindivi Islands).