

HINDUSTAN AERONAUTICS LIMITED
ACCESSORIES DIVISION, LUCKNOW- 226 016

Advt. No. HAL-ADL/1211/HR/R/2022/01

Date: 07th November, 2022

Hindustan Aeronautics Limited (HAL) is a premier aeronautical complex in Asia, propelling the ‘Make in India’ dream of the country by undertaking design, production, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Accessories, Avionics and Systems. HAL has 20 Production Divisions, 10 R&D Centres and one Facilities Management Division, spread across seven states and nine geographical locations in India.

2. HAL, over the last eight decades, has grown progressively into an integrated Aerospace & Defence Organization, which has designed and developed 17 types of aircraft / helicopters, the recent being Hindustan Turbo Trainer (HTT)-40 Basic Trainer Aircraft and Light Utility Helicopter (LUH). The other major ongoing indigenous platforms are multi role Light Combat Aircraft (LCA - Tejas), Light Combat Helicopter (LCH), Advanced Light Helicopter variants ALH Dhruv, ALH Rudra etc. In addition to design and development of aircraft, HAL has also developed expertise in aircraft upgrades, weapon integration, etc. Also, HAL is currently working on the design and development of 25 kN turbofan engine (HTFE – 25) suitable for business jets, trainers etc. and the 1200 kW turbo shaft engine (HTSE-1200) for Helicopters. The futuristic programmes of the Company include Indian Multi Role Helicopter (IMRH), Advanced Multirole Combat Aircraft (AMCA), LCA MK II, Combat Air Teaming System (CATS) UAV, etc. through in-house as also collaborative efforts with leading national and international partners.

3. HAL, Accessories Division, Lucknow is looking for appointment of Executive as per details given below :-

Sl. No.	Name of Post	Discipline	No. of Post & Reservation	Grade	Qualification
1.	Assistant HR Officer	HR	01 (Reserved for PwBD-HH)	I	Regular / Full-time Bachelor's Degree with 2 years regular/full-time PG Degree / PG Diploma /MBA / MSW / MA (3+2 years after 10+2) with specialization in Human Resources / Personnel Management / Industrial Relations / Labour Management / Organizational Development / Human Resource Development / Labour Welfare etc., from Institutes / Universities recognized by appropriate statutory authorities in the Country. <i>Note-</i> (i) The candidate should have secured a minimum of 50% marks, in the aggregate, of all the Semesters/Years or corresponding CGPA Ratings/ Gradations in their qualifying examinations.
Note : PwBD (HH) – Persons with Benchmark Disability (Hearing Handicapped)					

4. Post Professional Qualification Experience Requirements:

Minimum no. of years of relevant post qualification experience required to be possessed (completed years).	NIL
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5. **Age limit, Pay Scale and admissible allowances / benefits etc.:**

Name of Post	Discipline	Grade	Pay Scale	Max. Age as on 29-11-2022
Assistant HR Officer	HR	I	Rs.30,000 – Rs.1,20,000/-	35 years

- The candidates will be eligible for Basic Pay, Variable Dearness Allowance, other Perks & Allowances under Cafeteria System, Company Accommodation / House Rent Allowance, Performance Related Pay (variable pay), Medical Facilities, Provident Fund, Gratuity and other superannuation benefits, etc. as per the company rules applicable from time to time.

6. **The details of post identified suitable for Persons with Benchmark Disability (PwBD) and physical requirement:**

Name of Post	Discipline	Physical Requirements	Category of disability suitable for job
Assistant HR Officer	HR	S, ST, W, RW, SE, H, C	HoH

Abbreviations used: S=Sitting, ST=Standing, W=Walking, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, HoH= Hearing Handicapped/ Impairment – Hard of Hearing.

7. **Job Specification / Job Description/ Requirements :**

- The candidate should have knowledge of HR functions (Recruitment, performance appraisal, IR & Administration, Training & Development etc.)
- The candidate should be able to handle various administrative tasks in HR Department.
- Understanding of Labour Laws.
- Support the development and implementation of HR initiatives and systems.
- Working knowledge in MS Office; knowledge of HRMS is a plus.
- Good Communication and Interpersonal skills.
- Problem-solving and decision-making aptitude.
- Strong ethics and reliability.

8. **Relaxation in upper age limit to various categories:**

- Age, Qualification & Experience will be reckoned as on 29-11-2022.
- Relaxation upto 5 years is admissible for the candidates belonging to SC/ST Category. The prescribed SC/ ST caste certificate is at **Appendix-B**.
- Relaxation upto 3 years is admissible for the candidates belonging to OBC (Non-Creamy Layer) category. The prescribed OBC caste certificate is at **Appendix-C**.
- Relaxation in the upper age limit upto 5 years to the candidates who had domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989.
- Upper age limit for Persons with Benchmark Disabilities (PwBD) is relaxable by 10 years. Relaxation in age limit for PwBD is over and above the relaxation admissible for candidates belonging to SC/ST/OBC(NCL) wherever applicable.
- Persons with Benchmark Disabilities (PwBD) suffering from not less than 40% of the relevant disability shall be eligible for the benefit of reservation for PwBD. The prescribed disability certificate to be submitted by the candidate is at **Appendix-ID/IIID/IIID**.

- **EWS:** The persons belonging to EWS who are not covered under the scheme of reservation for SCs, STs, OBCs can avail the benefit of Reservation in Direct Recruitment upon production of an Income & Assets Certificate issued by a Competent Authority (**Format at Appendix-E**).
- Relaxations/concessions for the candidates belonging to SC/ST/OBC/EWS/XSM & PwBD category would be made, wherever applicable, as per Company Rules.
- Upper age limit with all relaxations shall not exceed 56 years.

9. Selection Procedure:

- The selection for the post of Assistant HR Officer will be made through the marks secured in the Written Test (in order of Merit). The Written Test will be of Objective type (Multiple Choice Questions – MCQ) and 2 ½ hours duration. The Test will be in three parts. Part-I will consist of 20 questions on General Awareness. Part-II will consist of 40 questions on English & Reasoning. Part-III will consist of 100 questions on the concerned Discipline. Each question carries 1 Mark each and there will be no negative mark.
- In order to become eligible to apply for the post of Assistant HR Officer, the candidate should have secured minimum of 50% marks in the aggregate, of all the Semesters/Years or corresponding CGPA Ratings/Graduations in their qualifying examinations. Short listed candidates on the basis of marks/percentage scored in the qualifying examinations as applicable would only be called for the Written Test at the discretion of the Management. Date, Time and Venue of the Written Test will be intimated to the short-listed/eligible candidates by E-mail / HAL Website / by Post.
- Candidates qualifying in the Written Test will be called for Document Verification in the order of Merit wherein candidates will be required to produce testimonials/ documents in support of Age, Qualification, Caste/ Tribe/ Class, Experience & other advertised eligibility criteria. The testimonials/ documents should be in possession of the candidates as on the cut-off date (last date) for receipt of applications. Inability of the candidates to produce the requisite documents at the time of Document Verification shall render them liable for non-consideration of their candidature. No Undertaking for production of documents in respect of eligibility criteria with regard to Age & Qualification on a later date will be allowed.
- The procedure as above will continue till such time the number of candidates qualifying in the Document Verification Process is equal to the number of Post advertised.
- Candidates qualifying in the Document Verification Stage will be issued with the Provisional Offer of Appointment.

10. Pre-Employment Medical Standards:

- Candidates provisionally selected by HAL will have to undergo a Pre-employment Medical Examination before joining HAL. Applicants should meet the Medical Standards as prescribed by the Company. Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the Medical Standards of the Company. The decision of the Company's Doctor in this regard will be final and binding. No relaxation in Health Standards will be allowed.
- Additionally, the suitability for appointment in relation to the Disability will be decided on the basis of Reports of the Medical Board attached to the Special Employment Exchanges for Physically Handicapped and till such time their appointment in HAL will be provisional. Appointment of selected PwBDs will be subject to verification of Disability Certificate from the concerned Authorities as per the Company Rules.

11. General Conditions:

- Only Indian nationals are eligible to apply.
- Mere submission of application will not entail a right for claiming appointment.
- Educational Qualification & Post Qualification Experience should have been acquired/ possessed by the candidate as on 29-11-2022. The date of declaration of results indicated in the mark sheet of the Final Semester/Year will be considered as the date of acquisition of educational qualification.
- Candidates possessing Regular / Full Time qualification prescribed for the above posts are only eligible to apply. In other words, All required qualifications from 10th Standard to Post Graduation i.e. (10+2+3+2) should be full time/regular. Candidates possessing Part Time/Correspondence/Distance Education/ E-learning will not be eligible to apply.
- Appearing candidates or the candidates whose result is awaited are NOT eligible to apply.
- The total maximum marks and total marks obtained for all the Semesters/ Years will be summed up to arrive at the aggregate percentage. No rounding off will be done. No weightage will be given to any particular semester or year. Candidate must indicate the aggregate marks (of all semesters / years put together) Diploma / Degree etc in the Bio-data form. Aggregate marks are to be calculated as shown below:

$$\frac{\text{Total marks obtained in all semesters or years} \times 100}{\text{Maximum marks (cumulative of all semesters or years)}}$$

- Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. Candidates are required to submit a Certificate to this effect from the University / Institute at the time of Document Verification.
- All qualifications should be from Indian Universities/ Institutes recognized by appropriate statutory authorities in the country.
- Candidates who are employed in Government / Semi-Government/Public Sector Undertakings should apply through their employers i.e. through proper channel. Further, such candidates are required to produce '**No Objection Certificate**' from their employer at the time of Document Verification failing which their candidature will not be considered and cancelled.
- Contract Experience:
 - a. Experience possessed by candidates engaged on Contract basis directly by PSUs/Central/State Governments concerned shall be considered as experience for the purpose of selection. In that case, Experience Certificate is to be produced from such PSUs/Central/State Governments, etc, indicating the contract engagement. As regards No Objection Certificate, the same needs to be line with the Terms & Conditions of contract engagement and Rules applicable for such contract engagement in the concerned Organization.
 - b. Experience possessed by candidates in Private Organizations on Contract basis shall be considered as experience, subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc.
 - c. Experience possessed by candidates engaged on Contract basis through Contractors by PSUs/Central/State Governments will not be considered as experience since the engagement is not direct.
 - d. The contract experience possessed by candidates as at (a) & (b) above will be considered as experience for the purpose of selection only if the experience is in Executive cadre of the concerned PSUs/Central/State/Private Organizations.
- Once an employee avails himself of voluntary retirement from a PSU, he shall not be allowed to take up employment in another PSU. If he desires to take up the employment, he shall have to return the VRS compensation received by him to the PSU concerned. Personnel who have opted for VRS from other PSUs should furnish documentary evidence that they have deposited their terminal benefits with the concerned PSU before their appointment in the Company.

- For getting the reservation benefits under OBC(NCL) category, the following are required to be adhered :
 - The candidate must not belong to creamy layer.
 - The name of caste of the candidate must appear in the 'Central list of Other Backward Classes'.
 - The candidate needs to furnish their OBC (NCL) Certificate as per the format prescribed by the Government of India (Not older than 6 months as on 29-11-2022 from the Competent Authority).
 - The candidate belonging to OBC category but coming in the 'Creamy layer' are not entitled to OBC(NCL) reservation and age relaxation. They should indicate their category as 'GEN' (GENERAL/UR) in Application Form.
- Reservation to Economically Weaker Sections (EWS) is governed by Office Memorandum No.36039/1/2019/-Estt(Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.
- Appointment of selected candidates is subject to verification of Category/Caste (wherever applicable) and Character & Antecedents from the concerned Authorities, as per the rules of the company.
- Mere meeting the conditions of the advertisement by the candidates(s) will not automatically entail them to be called for Test/ Selection and Appointment.
- HAL reserves the right to cancel / restrict / enlarge / modify / alter the advertisement / recruitment process and /or the selection process there under, without issuing any further notice or assign any reason whatsoever. The number of vacancies can be modified as per management's discretion.
- If the information furnished by the candidate in any part of the Bio-data is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.
- Any sort of canvassing or influencing the officials related to the recruitment/selection process would result in immediate disqualification of the candidate.
- HAL reserves the right to increase / decrease the specification depending upon the response.
- Decision of HAL Management regarding selection will be final. Further, HAL Management reserves the right to fill up or otherwise the notified post and also to fill up the future vacancies if any from the valid panel of selected candidates as per the rules of the company.
- Candidates belonging to SC/ST category are required to submit the SC/ST certificate in the prescribed format enclosed at **Appendix-B**. Candidates belonging to OBC (NCL) category are required to submit the OBC(NCL) certificate in the prescribed format enclosed at **Appendix-C**. Candidates belonging to PwBD category are required to submit PwBD certificate in the prescribed format enclosed at **Appendix-ID/IID/IIID**. Candidates belonging to EWS category are required to submit the **Income & Asset Certificate** in the prescribed format enclosed at **Appendix-E**.
- Eligible internal candidates on Regular Rolls of HAL may also apply. Notification dated 07.11.2022 in this regard may be referred.
- Candidates who have work experience in the Private Sector and produce the experience certificate should submit the same in the letter head of the Company. The letter head of the company should have the details of the Company.
- Necessary information regarding the selection etc. will be hosted on HAL website **www.hal-india.co.in** from time to time. Candidates are requested to visit the website from time to time.
- Before applying the candidates should satisfy themselves regarding eligibility criteria desired for the post.
- Incomplete Application will be rejected and no further correspondence in this regard will be entertained.
- Candidates whose surname have been changed due to marriage etc or is different as per High School and other academic certificates, are required to enclose an affidavit/Gazette notification, as the case may be, while submitting the application.
- Calling of qualified candidates in the Written Test & for Document Verification for selection for the post of Assistant HR Officer is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria or fail to produce the requisite documents at the time of Document Verification.
- Candidates attending Document Verification will be paid to & fro TA (Rail Fare) by the shortest route on production of proof of travel as per rules of the Company.
- Last date of receipt of applications is **29-11-2022**. Applications received after due date will be rejected.

- The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Written Test etc. will be final and binding on candidates.
- Court of jurisdiction for any dispute/ cause will be at Lucknow.
- In case of any particular clarification, the candidates can write to HAL, Accessories Division, Lucknow at recruitment.adlko@hal-india.co.in or contact us on phone no. 0522-2314050.

12. How to Apply :

- Eligible candidates may send their applications, duly filled, in the prescribed format as at **Appendix-A** along with the certificates / documents (self-attested Photocopies) in proof of Age, Qualification, Experience, Training, Caste (SC/ST/OBC(NCL)/EWS Certificate in the prescribed format), Disability Certificate, Ex-servicemen discharge book (as applicable), etc. by post so as to reach on or before 29-11-2022 to the address as mentioned below:

**Chief Manager (HR)
Hindustan Aeronautics Limited,
Accessories Division,
HAL Post Office, Ayodhya Road,
Lucknow (U.P.) – 226 016**

- No application will be received in person on the address mentioned above.
- Candidates are required to possess a valid E-Mail ID, which is to be entered in the application, so that intimation regarding call letter for Written Test etc. can be sent. HAL will not be responsible for bouncing of E-mail sent to the candidate.
- The applications are to be sent only through Ordinary Post/ Registered Post/ Speed Post. Applications received through other modes viz. Fax/E-Mail /Courier etc. will not be accepted.
- The last date for receipt of application is 29.11.2022 Applications received after the due date will not be considered.
- Candidates are requested to compulsorily super-scribe the envelope with the Name of the post they are applying for (i.e. Application for the post of “**Assistant HR Officer (Grade-I) under PwBD-HH Category**”).

Hindustan Aeronautics Limited Accessories Division, Lucknow

APPLICATION FOR THE POST OF _____

Advt No. _____ dated _____

Paste Self attested
recent passport size
photograph

1.	Name (IN BLOCK LETTERS)		
2.	Gender		
3.	Father's Name		
4.	Mother's Name		
5.	Date of Birth & Age as on 29-11-2022	a) _____	b) _____
6.	State of Domicile and Nationality		
7.	Contact / Mailing Address PIN Code..... Phone No(with STD Code): Mobile No: Email ID:	Permanent Address PIN Code..... Phone No (with STD Code): Mobile No: Email ID:	
8.	Nearest Railway Station		
9.	Religion		
10.	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989? (copy of Certificate to be produced at the time of Document Verification)	Yes / No	
11.	Circle the Category [copy of Certificate to be produced at the time of Document Verification in case of SC/ST/OBC/EWS] a) Caste b) Sub-Caste c) Non-Creamy Layer (for OBC only) d) EWS	SC / ST / OBC / EWS / GEN a) _____ b) _____ c) Yes / No d) Yes / No	
12.	Are you a person with Disability (PwBD)? If so, mention the category of Disability (VD/OD/HD) (Copy of Certificate to be produced at time of Document Verification)	Yes / No	
		VD / OD / HD / Benchmark Disabilities to be mentioned	
13	a) Are you an Ex-Serviceman? If yes, mention the last Rank held and the no. of years served in the Rank.	Yes / No -----	

	b) Are you serving officer in the Armed forces? <i>If yes, mention the present Rank and the no. of years completed in the Rank.</i>	Yes / No -----
14	Have you been interviewed by HAL any time earlier? <i>(if yes, please give the details of the post for which you have been interviewed as also date/year/venue)</i> If Yes: Post Interviewed: Date of Interview: Venue of Interview:	Yes / No ----- ----- ----- -----
15	Are any of your close relatives working in HAL? If yes, provide details of Name, Designation, Division, etc.	
16	Have you ever been a Member/Worker of any Political Party/Organization or participated in any Political activities? If 'Yes' please give the following details: a) Name of Political Party / Organization: b) Particulars of Political Activity (if any) : c) Period of Membership (from year) / year of participation in Political Activity d) Nature of Participation in Political Activity e) Office, if any, held in Political Party:	

17. EDUCATIONAL QUALIFICATION: (Academic and Professional – from SSLC onwards)

Name of Qualification with specialization wherever applicable.	Institution/ University	Nature of the Course(Full Time/ Part Time/ Correspondence)	Duration of the Course	Subjects/ Specification	Class/ Division & percentage of marks	Month & year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Note: Please give full & complete information. Use separate sheets if required)

* For calculation of percentage, aggregate of all Semesters / Years should be considered. Wherever CGPA or letter grade is awarded, equivalent percentage of marks should be indicated as per norms adopted by the University / Institute. A certificate from the respective University / Institute to this effect should be attached along with this application form.

18. Details of Training undergone in the last 5 years

Name of the Programme	Institution/ Organization	Duration of the Training	
		From (dd/mm/yyyy)	To (dd/mm/yyyy)
(1)	(2)	(3)	(4)

(Use separate sheets, if required)

19. Professional Experience from the First Job onwards to Current Job (chronological order): -

Sl. No.	Designation	Organization	Central Govt/PSU/ Private	Date		Pay Scale	Gross Pay	Reasons for Leaving
				From (dd/mm/yyyy)	To (dd/mm/yyyy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Note: Please give complete details for the experience profile like Date, Month & Year. Use separate sheets if required)

20. Detailed Picture of the Position currently held by you. (To be typed in about 100 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)

21. No. of Years of Post Professional Qualification Experience you possess (in completed years):

22. a) Present Scale of Pay _____
Basic Pay _____ DA _____ Gross Pay _____

23. Date of Seniority (From Date in Present Grade / Post): _____

24. Pay Expected: _____

25. If selected, how soon can you join? _____

26. Pen picture of professional experience, achievements and significant contribution in the field. (To be typed in about 100 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)

DECLARATION

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.

Place:

Signature of the Candidate

Date:

Note: - The candidate is required to fill up all the columns. Application will be rejected if any column is left blank, not filled or incomplete. No correspondence will be entertained.

The candidate should not attach any documents with the application blank other than the specified one in the application blank.

FORMAT OF SCHEDULED CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimati/Kumari* _____
 son/daughter of _____ of village/town/* _____
 in District/Division * _____ of the State/Union Territory* _____
 belongs to the _____ Caste/Tribes* which is recognized as a Scheduled
 Castes/Scheduled Tribes* under: -

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

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

- @The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
- @The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976
- @The Constitution (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 & Diu) Scheduled Castes Order, 1968
- @The Constitution (Goa, Daman & 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) Act, 1991
- @The Constitution (ST) Orders (Second Amendment) Act, 1991
- @The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act 2002.
- @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

This Certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati* _____ Father/Mother of Shri/Shrimathi/Kumari _____ of Village /town* _____ in District/Division* _____ of the State /Union Territory * _____ who belongs to the Caste/Tribe* _____ which is recognized as Scheduled Caste/ Scheduled Tribe in the State/Union Territory * of _____ issued by the _____ dated _____

%3. Shri/Shrimati*/Kumari*_____and/or* his/her* family) ordinarily reside(s) in the village/ town *_____ of _____District/Division* of the State/Union Territory* of _____.

Signature_____

Designation_____

(with seal of office)
State/Union Territory*

Place:_____

Date:_____

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

FORMAT OF OTHER BACKWARD CLASSES (OBC) CERTIFICATE

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of Village/Town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * Shri/ Smt. / Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/ Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 - Estt.(SCT) dated 8.9.1993**.

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.

Disability Certificate (FORM-V)

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

[See rule 18(1)]

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

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri. / Smt. / Kum. _____ Son /Wife /Daughter of Shri. _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/ female _____ registration No. _____ Permanent resident of House No. _____ Ward / Village / Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

A) He / She is a case of:

- Locomotor disability
 - Dwarfism
 - Blindness
- (Please tick as applicable)

B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (..... number and date of issue of the guidelines to be specified).

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

Nature of Document	Date of issue	Details of authority issuing Certificate

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

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

Disability Certificate (Form-VI)
(In case of Multiple Disabilities)

[See rule 18(1)]

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

Recent passport size
attested photograph
(Showing face only)
of the person with
disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri. / Smt. /
Kum. _____ Son /Wife / Daughter of Shri
_____ Date of Birth (DD/MM/YY) _____ Age _____ years,
male/ female _____ .

Registration No. _____ Permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____
District _____ State _____, whose photograph is affixed
above, and am satisfied that:

(A) He / She is a case of Multiple Disability. His / Her extent permanent physical impairment /
disability has been evaluated as per guidelines (.....number
and date of issue of the guidelines to be specified) for the disabilities ticked below and
is shown against the relevant disability in the table below:

Sl. No	Disability	Affected part of Body	Diagnosis	Permanent impairment / Physical disability (in %)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disorder			
14	Autism Spectrum Disorder			
15	Mental illness			

16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of the guidelines to be specified), is as follows: -

In figures: - _____ Percent

In words: - _____ Percent

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

3. Reassessment of Disability is :

1) Not Necessary, Or

2) Is recommended / after _____ years _____ months and therefore this certificate shall be valid till (DD) (MM) (YYYY)

@ e.g. Left/Right/Both arms / Legs

e.g. Single eye / Both eyes

£ e.g. Left / Right / Both ears

4. The applicant has submitted the following 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 of Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

Disability Certificate (Form-VII)

(In case other than those mentioned in Forms V and VI)
 (Name and Address of the Medical Authority issuing the Certificate)
 (See rule 18(1))

Recent passport size
 attested photograph
 (Showing face only)
 of the person with
 disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri. / Smt. /
 Kum. _____ Son / Wife / Daughter of Shri
 _____ Date of Birth (DD/MM/YYYY) ____ ____ Age ____ years,
 male/female ____ Registration No. _____ permanent resident of House
 No. _____ Ward / Village / Street _____ Post Office
 _____ District _____ State _____, whose
 photograph is affixed above, and am satisfied that he/she is a case of
 _____ disability. His / Her extent of percentage physical
 impairment / disability has been evaluated as per guidelines
 (.....number and dateof issue of the
 guidelines to be specified) and is shown against the relevant disability in the table below: -

Sl. No	Disability	Affected part of Body	Diagnosis	Permanent impairment / Physical disability (in %)
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental - illness			
14	Chronic Neurological conditions			
15	Multiple sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(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/YYYY).

@ e.g. Left/Right/Both arms / Legs

e.g. Single eye / Both eyes

£ e.g. Left / Right / Both ears

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

Nature of Document	Date of issue	Details of authority issuing Certificate

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

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

Countersigned
{ Countersignature and seal of the Chief Medical
Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is not
A Government servant (with seal) }

Note- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

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

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ Son /daughter/Wife _____ 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 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)

Recent Passport size attested photograph of the applicant

Signature with seal of Office _____
Name _____
Designation _____

*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 the age of 18years

***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.