

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

**ENGAGEMENT OF APPRENTICES UNDER APPRENTICES ACT, 1961**

**Acceptance of Online Application: From 28-Aug-2024 to 17-Sep-2024**

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](http://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 portals <https://www.apprenticeshipindia.gov.in> and <https://nats.education.gov.in> 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 and District 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: -

SN	State	Total Training Seats	UR	SC	ST	OBC	EWS	Total	HI	OC	VI	ID	Total PWD
1	Andhra Pradesh	50	21	8	3	13	5	50	1	1	0	0	2
2	Arunachal Pradesh	1	1	0	0	0	0	1	0	1	0	0	1
3	Assam	4	3	0	0	1	0	4	0	0	1	0	1
4	Bihar	5	4	0	0	1	0	5	1	0	0	0	1
5	Chandigarh	3	3	0	0	0	0	3	0	1	0	0	1
6	Chhattisgarh	4	3	0	1	0	0	4	0	1	0	0	1
7	Goa	4	4	0	0	0	0	4	0	0	1	0	1
8	Gujarat	56	25	3	8	15	5	56	1	1	1	0	3
9	Haryana	7	5	1	0	1	0	7	0	1	0	0	1
10	Himachal Pradesh	1	1	0	0	0	0	1	0	1	0	0	1
11	Jammu Kashmir	1	1	0	0	0	0	1	0	1	0	0	1
12	Jharkhand	5	4	0	1	0	0	5	0	1	0	0	1
13	Karnataka	40	18	6	2	10	4	40	1	1	0	0	2
14	Kerala	22	13	2	0	5	2	22	0	1	0	0	1
15	Madhya Pradesh	16	8	2	3	2	1	16	0	1	0	0	1
16	Maharashtra	56	26	5	5	15	5	56	1	1	1	0	3
17	Delhi	17	9	2	1	4	1	17	0	0	1	0	1
18	Odisha	12	7	1	2	1	1	12	1	0	0	0	1
19	Punjab	10	5	2	0	2	1	10	0	1	0	0	1
20	Rajasthan	9	6	1	1	1	0	9	0	1	0	0	1
21	Tamil Nadu	55	26	10	0	14	5	55	1	1	1	0	3
22	Telangana	42	19	6	2	11	4	42	1	1	0	0	2
23	Uttarakhand	3	3	0	0	0	0	3	0	1	0	0	1
24	Uttar Pradesh	61	27	12	0	16	6	61	1	1	1	0	3
25	West Bengal	16	6	3	3	3	1	16	1	0	0	0	1
	<b>Total</b>	<b>500</b>	<b>248</b>	<b>64</b>	<b>32</b>	<b>115</b>	<b>41</b>	<b>500</b>	<b>10</b>	<b>19</b>	<b>7</b>	<b>0</b>	<b>36</b>

\* 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/PWD etc. at respective states will be followed.
- ii. Candidates to opt for ONE specified local language of his Selected State at the time of online application.
- iii. 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.
- iv. 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.

- v. The candidates should 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.
- vi. Candidate, who had completed apprenticeship training or had a job experience for a period of one year or more after completing the educational qualification, shall not be eligible for being engaged as an Apprentice.
- vii. Candidates while applying may give preferences of two neighboring 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.
- viii. 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.
- ix. 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.
- x. The district wise break up of number of seats 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-Aug-2024 i.e. candidates having DoB between 02.08.1996 and 01.08.2004 (both dates inclusive) are eligible. However, relaxation in upper age limit for categories like SC/ST/OBC/PWD 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 recruitment 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 latest 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 17-09-2024 (last date of notification):**

Graduation from a recognized University/ Institute.

**E. JOB PROFILE:**

**Apprentice. This is not an employment in the Bank. Nor the same is contract 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 as specified above in point "A". 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.

**(iii) Wait List:**

Wait List of successful candidates will be declared 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.
- 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 both the Apprenticeship Portals of Government of India viz NAPS portal: <https://www.apprenticeshipindia.gov.in> (mandatory for all candidates) and on the NATS Portal : <https://nats.education.gov.in> (only for candidates who have passed their graduation examination after 1<sup>st</sup> April 2020).
- iii. In case the candidates are facing issues in getting themselves registered they are advised to go through the help manual available on the respective apprenticeship portals. For NAPS portal refer to “Candidate User Manual” under “Get Started” section of <https://www.apprenticeshipindia.gov.in> and for NATS portal: [https://nats.education.gov.in/assets/manual/student\\_manual.pdf](https://nats.education.gov.in/assets/manual/student_manual.pdf)
- iv. All candidates are supposed to remember their respective login id and passwords of both the apprenticeship portals as applicable to them, as they will be repetitively visiting the apprenticeship portals for various activities till their completion of the Apprenticeship program.
- v. Candidates who have registered on NAPS and NATS portal will have to apply for the Apprenticeship opportunity/advertisement published by the Bank on the portals. For NAPS portal search for “Union Bank of India” under “Search by Establishment Name” by visiting the link: <https://www.apprenticeshipindia.gov.in/apprenticeship/opportunity> and for NATS portal candidates can view the Apprenticeship Advertisement of “Union Bank of India” after login into the portal by visiting [https://nats.education.gov.in/student\\_type.php](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 **Apprentice Registration Code** (issued by NAPS portal) and **Enrolment Id** (issued by NATS portal). For all your future correspondence this information will be required.
- vii. All Candidates who have applied successfully for the Apprenticeship Opportunity/Advertisement on NAPS and/or NATS will receive an email from BFSI SSC ([naik.ashwini@bfsissc.com](mailto:naik.ashwini@bfsissc.com)) inviting them to give some more details about the choice of district for their training and make the payment 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.
- x. If the online transaction is not successfully completed, please go back to the email received from BFSI SSC ([naik.ashwini@bfsissc.com](mailto:naik.ashwini@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 [apprentice@unionbankofindia.bank](mailto:apprentice@unionbankofindia.bank) or [naik.ashwini@bfsissc.com](mailto:naik.ashwini@bfsissc.com).

### 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 would receive an email communication from Bank ([apprentice@unionbankofindia.bank](mailto:apprentice@unionbankofindia.bank)) / BFSI SSC ([naik.ashwini@bfsissc.com](mailto:naik.ashwini@bfsissc.com)) tentatively in the month of September, 2024 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 PwD 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 be published on [www.unionbankofindia.co.in](http://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](http://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 undergone 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/PWD), 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. Valid OBC certificate containing the ‘Non-creamy layer’ clause, if found suitable for, will have to be submitted at the time of engagement.
- ❖ PwD 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 quarter.

- ❖ In case the Apprentice dropout/absconds during a quarter, he/she will be liable to refund the stipend paid by the Bank during that quarter.
- ❖ 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 SELECTION 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.**

**PLACE: MUMBAI**  
**DATE: 27/08/2024**

**Sd/-**  
**CHIEF GENERAL MANAGER (HR)**

## District wise break up of number of seats

State	ZO	RO	District	Apprentices Seats
ANDHRA PRADESH	Vijayawada	Anantapur	ANANTHAPURAMU	1
		Guntur	GUNTUR	4
			PALNADU	1
		Kadapa	Y.S.R.	1
		Kurnool	KURNOOL	2
		Machilipatnam	KRISHNA	2
		Narasaraopet	PALNADU	2
		Nellore	SRI POTTI SRIRAMULU NELLORE	2
			TIRUPATI	2
		Ongole	PRAKASAM	3
			SRI POTTI SRIRAMULU NELLORE	1
	Tirupathi	TIRUPATI	2	
	Vijayawada	KRISHNA	3	
	Visakhapatnam	Bhimavaram	EAST GODAVARI	1
			ELURU	1
			WEST GODAVARI	2
		Eluru	EAST GODAVARI	1
			ELURU	1
			WEST GODAVARI	1
		Kakinada	KAKINADA	4
		Rajahmundry	DR. B.R. AMBEDKAR KONASEEMA	1
			EAST GODAVARI	1
			KAKINADA	1
		Srikakulam	SRIKAKULAM	2
		Visakhapatnam	ANAKAPALLI	1
			VISAKHAPATNAM	4
Vizianagaram		SRIKAKULAM	1	
		VIZIANAGARAM	2	
ARUNACHAL PRADESH	Kolkata	Jorhat	PAPUMPARE	1
ASSAM	Kolkata	Guwahati	KAMRUP METROPOLITAN	3
		Jorhat	TINSUKIA	1
BIHAR	Ranchi	Bhagalpur	BHAGALPUR	1
		Patna	PATNA	3
		Samastipur	MUZAFFARPUR	1

CHANDIGARH	Chandigarh	Chandigarh	CHANDIGARH	3
CHHATTISGARH	Bhopal	Bilaspur	BILASPUR	1
		Raipur	RAIPUR	3
GOA	Pune	Goa	NORTH GOA	3
			SOUTH GOA	1
GUJARAT	Gandhinagar	Ahmedabad	AHMEDABAD	12
		Anand	ANAND	4
		Baroda	VADODARA	8
		Gandhinagar	AHMEDABAD	6
			GANDHINAGAR	6
		Junagadh	JUNAGADH	3
		Mehsana	MAHESANA	3
		Rajkot	RAJKOT	6
Surat	SURAT	8		
HARYANA	Chandigarh	Hissar	HISAR	2
		Karnal	PANIPAT	2
	Delhi	Gurugram	GURUGRAM	3
HIMACHAL PRADESH	Chandigarh	Shimla	SHIMLA	1
JAMMU & KASHMIR	Chandigarh	Amritsar	JAMMU	1
JHARKHAND	Ranchi	Dhanbad	BOKARO	2
		Ranchi	RANCHI	3
KARNATAKA	Bengaluru	Belagavi	BELAGAVI	4
		BengaluruEast	BENGALURU URBAN	5
		BengaluruNorth	BENGALURU URBAN	6
		BengaluruSouth	BENGALURU URBAN	7
		Hassan	HASSAN	2
		Hubballi	DHARWAD	2
		Kalaburagi	KALABURAGI	2
		Mysuru	MYSURU	3
	Shivamogga	SHIVAMOGGA	2	
	Mangaluru	Mangaluru	DAKSHIN KANNAD	4
Udupi		UDIPI	3	
KERALA	Mangaluru	Ernakulam	ERNAKULAM	7
		Kollam	KOLLAM	3
		Kottayam	KOTTAYAM	3
		Kozhikode	KOZHICODE	2
		Thiruvananthapuram	THIRUVANANTHAPURAM	4
		Thrissur	THRISSUR	3
MADHYA PRADESH	Bhopal	Bhopal Central	BHOPAL	3
		Gwalior	GWALIOR	3
		Indore	INDORE	3
		Jabalpur	JABALPUR	3



		Narmadapuram	BETUL	1
		Rewa	REWA	3
MAHARASHTRA	Mumbai	Mumbai-Andheri	MUMBAI	1
			MUMBAI SUBURBAN	5
		Mumbai-Borivali	MUMBAI	1
			MUMBAI SUBURBAN	3
			THANE	2
		Mumbai South	MUMBAI	6
			MUMBAI SUBURBAN	1
		Mumbai-Thane	MUMBAI SUBURBAN	2
			THANE	4
	Mumbai-Vashi	MUMBAI	1	
		MUMBAI SUBURBAN	3	
		THANE	3	
	Pune	Ahmednagar	AHMADNAGAR	3
		Amravati	AMRAVATI	1
		Greater Pune	PUNE	4
		Kolhapur	KOLHAPUR	3
		Nagpur	NAGPUR	4
Nasik		NASIK	3	
Pune Metro		PUNE	6	
DELHI	Delhi North	NEW DELHI	3	
		NORTH DELHI	3	
	Delhi South	NEW DELHI	4	
		WEST DELHI	1	
	New Delhi	NEW DELHI	2	
		NORTH DELHI	1	
WEST DELHI		3		
ODISHA	Bhubaneswar	Balasore	BALESHWAR	1
		Berhampur	GANJAM	3
		Bhubaneswar	KHURDA	4
		Cuttack	CUTTACK	2
		Rayagada	KORAPUT	1
		Sambalpur	SAMBALPUR	1
PUNJAB	Chandigarh	Amritsar	AMRITSAR	2
		Bathinda	BATHINDA	2
		Jalandhar	JALANDHAR	3
		Ludhiana	LUDHIANA	3
RAJASTHAN	Jaipur	Jaipur	JAIPUR	3
		Jodhpur	JODHPUR	2
		Kota	AJMER	2
		Udaipur	UDAIPUR	2
TAMIL NADU	Chennai	Broadway Chennai	CHENNAI	6
			THIRUVALLUR	2

		Coimbatore	COIMBATORE	8
		Kancheepuram	KANCHEEPURAM	2
		Madurai	MADURAI	6
		Salem	NAMAKKAL	4
		Tiruchirapally	TIRUCHIRAPALLI	4
		Tirunelveli	VIRUDHUNAGAR	4
		Tiruppur	TIRUPPUR	6
		Whites Road Chennai	CHENNAI	11
			KANCHEEPURAM	2
TELANGANA	Hyderabad	Hyderabad-Koti	HYDERABAD	3
			MEDCHAL-MALKAJGIRI	3
			RANGAREDDI	1
		Hyderabad- Punjagutta	HYDERABAD	3
			MEDCHAL-MALKAJGIRI	3
		Hyderabad- Saifabad	HYDERABAD	3
			MEDCHAL-MALKAJGIRI	2
			RANGAREDDI	2
		Karimnagar	KARIMNAGAR	3
		Khammam	KHAMMAM	3
		Mahabubnagar	NALGONDA	3
		Nizamabad	NIZAMABAD	3
		Secunderabad	HYDERABAD	4
			MEDCHAL-MALKAJGIRI	2
Siddipet	SIDDIPET	2		
Warangal	HANUMAKONDA	2		
UTTARAKHAND	Lucknow	Dehradun	HARIDWAR	1
		Haldwani	UDHAM SINGH NAGAR	2
UTTAR PRADESH	Delhi	Ghaziabad	GAUTAM BUDDHA NAGAR	3
	Lucknow	Agra	AGRA	3
		Bareilly	BAREILLY	2
		Faizabad / Ayodhya	BARABANKI	1
		Kanpur	KANPUR NAGAR	3
		Lucknow	LUCKNOW	7
		Meerut	MEERUT	3
		Muzaffarnagar	SAHARANPUR	3
	Varanasi	Azamgarh	AZAMGARH	7
		Chandauli	CHANDAULI	3
		Ghazipur	GHAZIPUR	6
		Gorakhpur	GORAKHPUR	3
		Jaunpur	JAUNPUR	7
		Mau	MAU	3
Prayagraj		PRAYAGRAJ	3	
Varanasi	VARANASI	4		
WEST BENGAL	Kolkata	Durgapur	PASCHIM BARDHAMAN	2

		Greater Kolkata	KOLKATA	1
			NORTH 24 PARGANAS	3
		Howrah	HUGLI	2
		Kolkata Metro	KOLKATA	6
		Siliguri	DARJILING	2
<b>Grand Total</b>				<b>500</b>

**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:  
Date:

[With seal of Office]  
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.

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---  
\* 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  
\_\_\_\_\_ 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.
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**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

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\*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.