



Coal India Limited
(A Govt. of India Undertaking)
(A Maharatna Company)

Detailed Advertisement for Recruitment of Company Secretary in various Executive Grades

Advertisement No. 02/2021

LAST DATE FOR RECEIPT OF APPLICATIONS -19.04.2021

Coal India Limited (CIL) - A Schedule A, “MAHARATNA” Public Sector Undertaking under Ministry of Coal, Government of India, with Corporate Hqrs at Kolkata, is the single largest coal producing company in the world with the largest corporate employer with approx. 2.62 lakhs employees, which contributes around 83% of the total coal production in India.

CIL is looking for Enterprising, Dynamic and Experienced COMPANY SECRETARY to work in CIL and its eight Subsidiary Companies, BCCL-Dhanbad (Jharkhand), CCL-Ranchi(Jharkhand), CMPDI-Ranchi(Jharkhand), ECL-Sanctoria (West Bengal), NCL- Singrauli (Madhya Pradesh), SECL-Bilaspur(Madhya Pradesh), MCL-Sambalpur(Orissa),and WCL-Nagpur(Maharashtra).If you are ready to accept the challenge and meet our requisite criteria, this is your best opportunity to join CIL. Applications in the prescribed format attached herewith are invited for the following Posts:-

1. Details of Vacancies:

Sl. No.	Name of the Post and Grade	Number of Post	Scale of Pay(₹)	Upper limit	Age
1	General Manager (CS) in E-8 grade	01	1,20,000-2,80,000	55	
2	Ch. Manager (CS) in E-7 grade	03	1,00,000-2,60,000	52	
3	Sr. Manager (CS) in E-6 grade	04	90,000-2,40,000	48	
4	Manager (CS) in E-5 grade	04	80,000-2,20,000	44	
5	Dy. Manager (CS) in E4 grade	05	70,000-2,00,000	40	
6	Asst. Manager (CS) in E-3 grade	05	60,000-1,80,000	36	

- Note-**
- 1. One Candidate can apply for one Post only.**
 - 2. Higher Starting pay in the scale may be offered to exceptionally qualified and experienced candidates.**

2. Educational Qualification & Experience :-

i. Essential: -

Graduate in any discipline from a recognized University/Institute having acquired Company Secretary Qualification with Associate/Fellow membership of ICSI.

ii. **Desirable:** - Full time UG/PG Degree in Law.

iii. **Post Qualification Experience:-**

a. **For candidates from PSEs/Govt/ Sector**

Grade	Min. No. of Years
E8	23 years
E7	20 years
E6	16 years
E5	12 years
E4	08 years
E3	04 years

The applications of a candidate from PSEs/Government Sector will be considered for immediate higher grade only if the candidate has minimum three years' experience(residency period) in the present grade.

In case of Selection in the parallel grade, the Grade Seniority and the Basic Pay would be protected.

b. **For candidates from Private Sector**

Grade	Min. No. of Years
E8	25 years
E7	22 years
E6	18 years
E5	14 years
E4	10 years
E3	06 years

The applications of candidates from Private Sector will be considered only if:-

The candidates have the required years of relevant post qualification experience in organization having paid-up capital of minimum ₹ 200 crores with an average annual turnover of ₹1,000 crores or more(to be ascertained based on its audited annual financial statements of last 3 FYs)

c. Candidates applying for E7/E8 grades should have at least 03 years of experience in a listed company out of his/her last 07 years.

3. **Nature of Experience:**

Relevant post qualification experience means relevant work experience in a Company Secretarial set-up with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, MRTP, FEMA Act, Listing requirements, maintenance of statutory books/ registers/ records/ etc., Memorandum and Articles of Association.

It also includes having good knowledge of process, procedures and formalities of Public issue/ Right

issue/ Bonus issue/ Split/ allotment of shares & certificates thereon/ listing of shares/ dividend payment/ monitoring activities of share transfer agents regarding share transfer/ demat/ etc.

4. Details of VACANCIES:- (Tentative)

The break-up of vacancies in different grades is indicated below: -

Grade	Total	UR	OBC(NCL)	SC	ST	EWS
E3	5	2	2	1		
E4	5	2	1	1	1	
E5	4	2	1	1		
E6	4	2	1			1
E7	3	3				
E8	1	1				
TOTAL	22	12	5	3	1	1

*Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms against the identified posts. Total 01 vacancy is reserved for PWD which is in E-2 grade and action for filling the post will be taken up separately while recruiting E2 grade Executives in CS Cadre.

NOTE- The above vacancy indicated may increase or decrease as per requirement.

5. Reservations and Relaxations:-

- a. Reservations and relaxations for SC/ST/OBC (Non-Creamy Layer)/EWS candidates will be provided as per guidelines of Govt. of India for the purpose. A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by the Competent Authority.

SC, ST&OBC (Non-Creamy Layer) category candidates applying against General (UR) category post shall be considered against the general category merit and no relaxation in Upper Age Limit is applicable to them.

The authorities empowered to issue caste certificates are:-

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra-Assistant Commissioner.
- ii. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate
- iii. Revenue officer not below the rank of Tehsildar.
- iv. Sub-Divisional Officer of the Area where the candidate and/ or his family normally resides.

Age- relaxation to Ex-servicemen/Dependents of those who died in riots of 1984 (Dep 1984)/ Dependents of Defence Persons Killed in Action (DODPKIA) as per DoPT guidelines.

The Upper Age limit is relaxed subject to the condition that the maximum age of the

- applicant on the date of notification i.e. **24.03.2021** shall not exceed 56 years.
- b. Departmental candidates mean employees of CIL and its Subsidiaries and not others. They should indicate their designation, EIS /NEIS, Place of Posting and Company in the Application Form.
- Relaxations for employees of Coal India Limited or its Subsidiary companies applying against the advertisement will be as per the rules of the company i.e., there will be no age limit. But they have to fulfill all other advertised norms at par with the outsiders.
- c. EWS/SC/ST/OBC applicants must submit copy of caste/category certificates, as per the format attached with the notifications, if applicable.
- d. If the EWS/SC/ST/OBC certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in English.

6. How to apply

- a. Eligible applicants have to submit their Application (Hard Copy) in the Format which may be downloaded from the Web Site www.coalindia.in and send through speed post to General Manager (Personnel/Recruitment), COAL INDIA LIMITED, COAL BHAWAN, PREMISE NO-04-1111, AF-111, ACTION AREA-1A, NEW TOWN, RAJARHAT, KOLKATA- 700156. In addition to application, an advance copy of the application along-with the Enclosures be sent to csrecruitment.cil@coalindia.in
- b. Application is to be submitted along-with 2 self-attested recent passport photographs (with full name written on the backside for identification) and also self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc.,
- c. Non- attachment of required documents as per application format will be treated as incomplete application and will be rejected forthright.
- d. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence, Aadhar card number/Pan Number/ Bank Account Details (Name of the Bank, Account Number, IFSC Code, MICR Code.) etc.
- e. The applicant should affix her/his one passport photograph in 4.4 cm x 5.8 cm dimensions on the application in the space provided. The Second one should be attached with it and not pasted.
- f. In case of variation of Name/ surname/name, spelling mentioned in the Application cum Bio-data with that of educational/ professional qualification certificates/caste certificates the applicant should submit certificate from SDM or equivalent competent Authority, failing which the application will be liable to be cancelled.
- g. Applicant is requested to enter her/his active email address and mobile phone number which should be valid at least till the interviews are held as all important communications will be sent to this email id and Mobile number.
- h. Candidates who are working in Public/Govt Sector should forward their Applications through proper channel clearly indicating their present grade and present scale of pay separately and NOC should be submitted at the time of interview failing which their candidature will be rejected.
- i. Applicants must superscribe the Post and Grade applied.
- j. Management will not take any responsibility to for any delay in receipt or loss in postal transit for any application or communication.

7. Selection Process

Selection will be on the basis of Qualification, Relevant Post qualification experience and Personal Interview.

8. Travelling Allowance (TA) for appearing in interview:

- a. Only those outstation applicants who are shortlisted and are called for interview, will be re-imbursed to and fro fare by the shortest Route on production of original tickets/boarding passes.
- b. Re-imburement in respect of the posts of E3 to E6 grade will be AC 2 tier train fare and in respect of the posts from E7 and E8 Grades it will be Economy Class Air fare or AC 2 tier.
- c. The amount towards reimbursement of TA will be remitted to the bank account of the candidates. No cash Payment shall be made.
- d. If applicant is not interviewed due to non-meeting the eligibility criteria or non-production of the required documents including NOC, no travelling expenses will be reimbursed.

9. Documents to be attached with the Application: -

- a. Graduation Certificate
- b. Associate/Fellow Membership Certificate of Institute of Company Secretaries of India
- c. Experience Certificate/s in chronological order
- d. Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/Government issued ID.
- e. NOC of the Present Employer, clearly mentioning the grade, as well as scale of pay separately, if working in Central/State Govt./PSUs/Aided Institutions etc., if applicable
- f. For candidates from Private Sector- Copy of Audited Annual Financial Statement for immediate past 3 years regarding paid-up capital and annual turnover.
- g. For candidates applying for E7/E8 grade, experience of working in a listed company and period of working.
- h. Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview, if called for.

The following original documents will be verified at the time of interview. Non Production of original documents will debar the candidate from appearing for the interview.

- a. Date of Birth (DoB) proof:
 - I. Xth Std Passing Certificate indicating Date of Birth
 - OR
 - II. School Leaving Certificate
- b. Qualification
 - (i) All Certificates/Mark Sheets for each Year/Semester in support of Educational/Professional Qualification, as prescribed.
 - (ii) Applicants who are awarded graduation under the CGPA system are required to bring proof issued by the University/Institute converting the CGPA graduation in to appropriate percentage.
- c. Experience Certificates.
- d. Caste Certificate.
- c. All other certificates as per the application submitted

10. Important Dates

The Last date for submission of application will be 19.04.2021(including departmental candidates).

11. Interview Centres

List of candidates who are shortlisted for interview will be uploaded in CIL website and they will be intimated about the date and time of the venue subsequently through email.

12. General Terms/Conditions

1. Only Indian Nationals are eligible to apply
2. Mode of Selection: The mode of Selection is through shortlisting of eligible applications and Personal Interviews for shortlisted eligible candidates. Shortlisting for interview will be purely provisional.
3. Candidates should bring along 2 sets of photocopy of all documents at the time of interview.
4. Mere fulfilment of eligibility conditions as laid down in the advertisement does not entitle a candidate to be called for Interview
5. Shortlisting for interview will be as under:-

No. of vacancies	No. of Candidates to be called for interview
1	5
2	8
3	10
4 or more	1 : 3 ratio
For EWS/OBC/SC/ST/ Category	1 : 3 ratio against each category

6. If suitable candidates are not found among the candidates interviewed, CIL reserves the right to call for interview from the remaining eligible applicants.
7. Candidates may note that mere empanelment does not make them entitled for recruitment.
8. For all the posts - Age, Qualification & experience would be as on the date of notification i.e 24.03.2021.
9. All qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities
10. Before submitting the application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post applied.
11. In case of more than one application by candidate for the post, only latest application will be considered.
12. No modifications are allowed after candidate submits the application form. If any discrepancy is found in the data filled by the candidate in the Application and that of the original testimonies, the candidature of such candidate is liable to be rejected. Hence, utmost care should be taken to furnish correct details while submitting the application.
13. CIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without assigning any reason thereof. CIL may at its discretion, re-conduct Interview in case of any eventualities.

14. Appointment of the selected candidate will be subject to medical fitness by the Medical Officer of CIL as per company rules.
15. Appointment of the candidate in CIL will be subject to verification of Character & Antecedents by the prescribed authorities
16. The posts advertised carries with it the liability to serve in any of the Subsidiary of Coal India Limited depending upon CIL requirement.
17. If, at any stage of the recruitment process or subsequently, it is found that, the applicant:
 - a. has provided wrong information or submitted false documents or
 - b. has suppressed relevant information or
 - c. does not meet the eligibility criteria for this recruitment or
 - d. has resorted to unfair means during selection process or
 - e. is found guilty of impersonation or
 - f. Created disturbance affecting the smooth conduct of the Physical Assessment & Command Test/Personal Interview.
 - g. She/he will be liable to be disqualified, prosecuted and debarred for all appointments in CIL and her/his application/appointment will be cancelled/rejected forthwith.
18. Applicants applying in response to this advertisement may please visit CIL website i.e. for latest updates in this regard from time to time.
19. Canvassing in any form will be a disqualification.
20. Legal jurisdiction will be Kolkata only.

13. Contact Us :

- i. In case of any problems faced by the candidates in filling up the application, they may contact the help desk on the phone number: 033-71104276 and 033-71104278 **between 10 AM to 5 PM on the working days i.e. Monday to Friday.**
- ii. Any further information/corrigendum/addendum etc., pertaining to recruitment will be uploaded on the website www.coalindia.in only and as such, candidates are advised to visit the same frequently.

14. CIL's DECISION FINAL

The decision of Chairman CIL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) and interviews and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

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General Manager (Personnel/Rectt.)
Coal India Limited, "Coal Bhawan",
Premise No-04-111, AF-III, Action Area-1A,
New Town, Rajarhat, Kolkata-700156



COAL INDIA LIMITED

Application Form for the post of _____

Notification No.

Code/No. Date.

Registration No: _____
(Not to fill, for office use only)

Name:		<i>Recent Passport size self-attested Photograph</i>	
Gender:			
Father's / Spouse's Name:			
Nationality:			
Date of Birth(As contained in Matriculation certificate and attach a copy thereof)			
a. (In Figure – dd/mm/yyyy)			
b. (In words)			
Category: << SC/ ST/ OBC(NCL)/ EWS >> (Attach a copy of valid certificate)		Religion:	
AADHAR No.		PAN No.	
Bank A/c No. along with Bank & Branch Name		IFSC Code:	
For Candidates working in Government /State Govt. / PSU / Autonomous Body: If Yes: a) Name of Company / Institution b) NOC number and date (attach a copy)		For Candidates working in Private Sector: If Yes: a)Name of Company / Institution b) Copy of Audited Annual Financial Statement for immediate past three (to attach a copy).	

Note:

1. Please **sign across the photo** pasted on the first page of Application form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished NA should be mentioned. Application may be rejected if not filled properly or incomplete. No further correspondence will be entertained in this respect.
3. **Self-attested photocopies** of all the documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies at the time of the interview.

Declaration

I _____ do hereby declare that the above information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

Station:

Date:

Signature of the Applicant

CHECK LIST

SI No	Enclosures	Attached
1.	Date of Birth (matriculation cert.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	Caste / Category	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
3.	Ex-Serviceman	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
4.	Aadhar card/ PAN Card/Driving License/Voter ID/Government issued Number	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.	Certificate of educational / professional qualification along with mark-sheets of all the years	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.	Membership Certificates	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.	Copy of Audited Annual Financial Statement for immediate past three years.	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	Experience Certificate from previous employer(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>
9.	Experience Certificate in Listed Company for three years	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
10.	NOC incase of Central Govt./ State Govt./ PSU / Autonomous Body	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
11.	Any other please specify	

The form of certificate to be produced by Scheduled Caste/ Scheduled Tribe candidates applying for appointment to posts under the Government of India.

'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/tribe* which

is recognized as Scheduled Caste/Scheduled Tribe* 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 Reorganisation Act, 1960; the Punjab Reorganisation Act, 1966; the State of Himachal Pradesh Act, 1970; and the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (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 and Kashmir) Scheduled Caste 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 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) Order (Amendment) Act, 1990.

@ the Constitution (ST) Order (Amendment) Act, 1991.

@ the Constitution (ST) Order (Second Amendment) Act, 1991.

@ the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

@ the Constitution (Scheduled Castes) Order (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 case 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/Shrimati/Kumari*of village/ town*.....in District/Division* of the State/Union Territory*..... who belongs to thecaste/ 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*..... of District/Division*.....of the State/Union Territory* of.....

Signature.

**Designation. (With Seal of Office)

Place: State/Union Territory *.....

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.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe/OBC Certificates.

(i) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/...Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner. (...not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv)Sub Divisional Officer of the area where the candidate and/or his family normally resides.

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

'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..... community which is

recognised as a backward class under :—

@Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC(C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part I, Section I, No. 186 dated the 13th September, 1993.

@Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part I, Section I, No. 163 dated 20-10-1994.

@Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part I, Section I, No. 88 dated 25-5-1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in Gazette of India Extraordinary Part I, Section I, No. 60 dated 11th March, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part I, Section I, No. 210 dated 11th December, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-I, No. 239 dated the 17th December, 1997.

@Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated the 11th December, 1997 published in the Gazette of India Extraordinary Part I, Section I, No. 236 dated the 12th December, 1997.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part I, Section I, No. 241 dated the th October, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated the 6th December, 1999 published in the Gazette of India Extraordinary Part I, Section I, No. 270 dated the th December, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated the 4th April, 2000 published in the Gazette of India Extraordinary Part I, Section I, No. 71 dated the 4th April, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part I, Section I, No. 210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated the 6th September, 2001 published in the Gazette of India Extraordinary Part I, Section I, No. 246 dated the 6th September, 2001.

@Government of India. Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part I, Section I, No. 151 dated 20th June, 2003.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part I, Section I, No. 9 dated 13th January, 2004.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.

12011/9/2004-BCC dated 16th January, 2006 published in the Gazette of India Extraordinary, Part I, Section I, No. 10 dated 16th January, 2006.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part I, Section I, No. 67 dated 12th March, 2007.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 18th August, 2010 published in the Gazette of India Extraordinary, Part I, Section I, No. 232 dated 18th August, 2010.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 11th October, 2010 published in the Gazette of India Extraordinary, Part I, Section I, No. 274 dated 12th October, 2010.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/15/2008-BCC dated 16th June, 2011 published in the Gazette of India Extraordinary, Part I, Section I, No. 123 dated 16th June, 2011.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/13/2010-BC-II dated 8th December, 2011 published in the Gazette of India Extraordinary, Part I, Section I, No. 257 dated 08th December, 2011.

Shri/Shrimati/Kumari *and/ or* his/her* family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory * of.....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, O.M. No. 36033/3/2004-Estt. (res.) dated 9th March, 2004, O.M. 36033/3/2004-Estt. (Res) dated 14-10-2008 and OM No. 36033/1/2013-Estt.(Res.) dated 27.5.2013.

Signature.....

* *Designation.(With seal of office)

Place.....

Date.....

Note 1: The format of undertaking to be furnished along with the DAF by Other Backward Class candidates applying for appointment to post under the Government of India, is available as **Annexure VI.**

Note 2: Creamy layer clause in respect of OBC candidates must be as per OM No. 36033/1/2013-Estt.(Res.) dated 27.5.2013

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.

*Please delete the words which are not applicable.

@Strike out whichever is not applicable.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe/OBC Certificates.

(i) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/...Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner. (...not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar. (iv) Sub Divisional Officer of the area where the candidate and/or his family normally resides.

DECLARATION FOR OBC (Non-Creamy Layer) CANDIDATES

"I,.....son/daughter of Shri.....Resident of village/town/city.....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT), dated 8.9.1993. It is also declared that I do not belong to persons/sections(Creamy layer) mentioned in Column 3 of the Scheduled to the above referred Office Memorandum, dated 8.9.1993, O.M. No.36033/3/2004-Estt.(Res), dated 9.3.2004, O.M. No.36033/3/2004-Estt(Res), dated 14.10.2008, O.M. No. 36033/1/2013-Estt.(Res), dated 27.5.2013, O.M. No. 36033/1/2013-Estt/(Res/) dated 13.9.2017 and O.M. No. 36033/2/2018-Estt.(D) dated 08.06.2018.

Signature

Name:

Government of _____

(Name & address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR 2020-2021

1. This is to certify that Shri/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 attested
photograph of the applicant

*Note1: 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 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.