



MECON LIMITED
(A PSU under Ministry of Steel, Govt. of India)
H.O: Doranda, Ranchi-834002;

Ref. Adv. No:11.73.4.3/2018/Reg/02 dated: 31.01.2018.

Advertisement for the post of Manager (Legal)- E4/ Sr. Manager (Legal)- E5.

MECON, A Premier Miniratna, Schedule "A", Govt. of India Enterprise under Ministry of Steel, providing Engineering, Consultancy, Contracting and Project Management Services, invites application from committed, result oriented, suitably qualified, experienced and promising Law Professionals. The details of post and eligibility criteria are indicated below:

1. Post, Grade, Scale of Pay & Number of Posts :

Post & Grade	Scale of Pay (pre-revised)	No. of Post
Manager (Legal)- E4/ Sr. Manager (Legal)- E5	Rs.36,600-3%-62,000/- / Rs.43,200-3%-66,000/-	01

Compensation : In addition to Basic Pay and DA (IDA pattern), the selected candidate will be eligible for subsidized accommodation, if available, or HRA in lieu thereof; Perks & Allowances, as admissible under 'Cafeteria Approach', Performance Related Pay (PRP) and various other benefits like PF, Gratuity, medical facilities for self and family, leave/ leave encashment etc as per Company's rules.

2. Reckoning Date for Age and Experience: 31.12.2017

3. Age: Upper Age Limit is 41 Years (E 4 grade); 45 Years (E 5 grade).

4. Age Relaxation:

Relaxation in upper age limit as on 31.12.2017 will be extended as per Government of India guidelines as follows:

Sl No	Particulars	Quantum of relaxation	Requirement
i	Schedule Caste/Schedule Tribe candidates	05 years	Caste/Tribe Certificate issued by the competent authority in prescribed format (Annexure A)
ii	Other Backward Classes (Non Creamy Layer) candidates	03 years	OBC Certificate in prescribed format (Annexure B) (not older than 01 year as on 31.12.2017) mentioning the name of Caste & Community appearing in "Central List of Backward classes", along with Declaration (Annexure C) .
iii	Persons with Disability (PWD)	05 years	Persons suffering from not less than 40% of relevant disability certified by Competent Authority in prescribed Format. (Annexure D)
iv	Ex Serviceman/Commissioned Officers [including Emergency Commissioned Officer(ECO)/Short Service Commissioned Officer(SSCO)]	03 years in addition to number of years of service in Defence Forces subject to a maximum of 55 years	Retired/ Released personnel –Certificate in prescribed format duly signed by appropriate authority (Annexure E) Serving Personnel (due to be released within 01 year) – Certificate in prescribed format duly signed by appropriate authority (Annexure F) along with undertaking (Annexure G) . Serving ECOs/SSCOs on extended assignment - Certificate in prescribed format duly signed by appropriate authority (Annexure H)



In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis subject to maximum of 55 years.

In case the SC/ST/OBC (NCL)/PWD certificates have been issued in a language other than Hindi/English, the candidates will be required to submit a Self Certified translated copy of the same either in English or Hindi.

5. Qualification:

Mandatory	Desirable
a) Graduate with minimum 60% marks and 3/5 years Degree in Law (LLB or equivalent) with minimum 55% marks. OR b) Five Years Integrated Law with minimum 60% marks including in XII level.	Post Graduate Degree/ Diploma in Commercial/ Labour/ Taxation Laws

Note:

- I. All qualification(s) should be acquired from Indian University recognized by UGC.
- II. Candidates with above Degrees obtained through Distance mode or through Correspondence shall not be eligible.
- III. The eligibility criteria of 60/55% marks under educational qualification means total cumulative marks for all the year/semesters/trimesters (as applicable) taken together. Accordingly, statements(s) showing marks obtained in all years/semesters/trimesters should be enclosed along with the application.
- IV. If Grades (CGPA/OGPA/DGPA/SGPA etc) are awarded instead of marks, the applicants should clearly indicate its numerical equivalent so as to check the eligibility percentage. In absence of such information applications are liable for rejection. A supporting document from respective university/college/institute towards grade to percentage conversion is required to be produced by the provisionally shortlisted candidates at the time of interview.
- V. 5% relaxation in qualifying mark shall be given to SC/ST candidates.

6. Experience :

Mandatory	Desirable Areas of Experience/Job Description (Indicative not Exhaustive)
Full Time post qualification experience in the field of Law in India such as practicing at Bar/working with law firms/handling legal work under employment with Private/Public Organization or with State/Central Government Manager (Legal) (E4) : 12 Years Senior Manager (Legal) (E5) : 15 Years	<ul style="list-style-type: none"> • Drafting /scrutinizing/vetting of commercial deeds/documents including, inter-alia, instruments, affidavits, deeds, agreements, contracts, indemnity bonds, bank guarantees, consortium & collaboration agreements etc as well as pleadings. • Rendering legal opinion/ advice on various matters. • Handling legal/court cases including arbitration, disciplinary proceedings, Labour/Service matters etc. • Ensuring compliance of statutory requirements by the company under various laws. • Handling of matters relating to RTI. • Briefing and assisting the Advocates engaged by the Company. Any other matter involving legal opinion/action.



7. The candidates working in Govt Departments/PSUs applying for above post with requisite qualification and experience as mentioned above at Sl. No. 5 and 6, must be working in the immediate lower level/grade or equivalent for at least two years in the Govt. Departments/PSUs.
8. Candidates should enclose experience certificate(s) issued by their employers clearly mentioning the duration of their experience in their respective employment. In case of present employment, copy of appointment letter indicating the date of joining and grade/level along with latest salary slip/statement issued by the employer, should be enclosed.
9. A non-refundable 'Account Payee' demand draft (valid for at least 03 months) for Rs. 500/- drawn in favour of MECON Ltd. on any Nationalized Bank payable at Ranchi is to be enclosed along with the prescribed application form. No other mode of payment is acceptable. Candidates should mention their name, address & post for which applied, on the reverse side of the Demand Draft. No fee is payable by SC / ST candidates and Persons with Disability (PWD).

The requisite application fees (if applicable) for a particular post is to be deposited through a single A/c Payee Demand Draft of prescribed amount. Multiple Demand Drafts/ Dividing application fees into more than 01 (one) Demand Draft is not acceptable and such applications shall be summarily rejected.

10. Last date of receiving application form: **07.03.2018**. Applications received after due date will not be considered and will be summarily rejected.
11. **Procedure of Application :**

Interested candidates meeting the above requirements may download the application form from Careers section of Company's website www.meconlimited.co.in and send duly filled-in application form after affixing recent passport size photograph along with self attested copies of all the Certificates and Testimonials in support of his/her application and application fee , by Registered post/Courier/ Speed Post to **Deputy General Manager I/c (Personnel), MECON Limited, Vivekananda Path, At + PO: Doranda, Ranchi-834002 (Jharkhand)**. The envelope containing the application shall be superscribed as "Applied for the post of Manager (Legal) - E4/ Sr. Manager (Legal) - E5".

12. **Selection Mode:** Personal Interview. The management at its discretion may change the mode of selection, if required.

13. GENERAL CONDITIONS :

- I. Those working in Central/ State Govt. Dept., PSUs etc. must route their applications through proper channel or produce No Objection Certificate (NOC) at the time of interview.
- II. Applications that are incomplete, not in prescribed format, not legible, without the required enclosures and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- III. Company takes no responsibility to collect any certificate/remittance sent separately. Candidates are advised, in their own interest, to ensure that all the required certificates/testimonials are enclosed along with their application form.
- IV. Before applying, candidate should check the eligibility criteria and other norms mentioned in this advertisement.
- V. No correspondence shall be entertained about the outcome of the application.
- VI. Mere submission of application and fulfilling the eligibility criteria gives no right to any person to appear for interview and/or employment.



- VII. The joining of the candidate shall be subject to him/her being found medically fit by the medical Board of Company's Hospital.
- VIII. Management reserves the right to cancel the advertisement/ selection process any time without any prior information.
- IX. Candidates called for interview should produce all original documents (date of birth proof, qualification, mark-sheets of all years/semesters/trimesters(as applicable), degree certificates, caste/tribe/disability/Ex Servicemen release certificate (if applicable), experience certificates etc) at the time of Interview, failing which such candidates shall not be permitted to appear for the interview.
- X. Reservation shall be as per Government of India guidelines.
- XI. Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- XII. Canvassing in any form shall disqualify the candidate.
- XIII. Shortlisted candidates called for personal interview shall be reimbursed "to and fro" AC-II tier by shortest route on production of proof of journey. If travelled by road, candidate shall be reimbursed Travelling Allowance at actual against proof limited to AC-II tier fare. Travelling allowance shall not be paid to such candidates who are disqualified to appear in the Personal Interview because of failing to produce requisite certificates/documents in original.
- XIV. Any update, corrigendum etc of this advertisement shall be posted on our website only. Hence candidates are requested to keep in regular touch with our website www.meconlimited.co.in.
- XV. The Age and Experience criteria may be relaxed for deserving candidates which is at the sole discretion of the Management.
- XVI. Only one application per person is allowed. The candidates should to carefully check their eligibility for the post before applying for the same. Multiple applications from single person/applications for multiple posts shall be liable for rejection without any further correspondence to the candidate.
- XVII. Only Indian Nationals are eligible to apply.
- XVIII. Any dispute with regard to the recruitment against this advertisement shall be under the jurisdiction of Ranchi (Jharkhand) district court only.



Annexure - A

Form of certificate to be produced by a candidate belonging to Scheduled Caste / Tribe in support of his claim.

FORMAT OF CASTE 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 theCaste/Tribe* which is recognized as a Scheduled
Caste/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 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 and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act, 1976.

- * The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.
- * The Constitution (Andaman & Nicobar Islands) Scheduled Tribes order, 1959.
- * The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962.
- * The Constitution (Dadra & 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 (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- * The Constitution (Sikkim) Scheduled Castes Order, 1978.
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- * The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.
- * The Constitution (Scheduled Tribes) Orders (Amendment) Act, 1991.
- * The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Smt.*.....father/mother of Shri/Smt./Kumari*..... of Village/Town.....in District/Division.....of the State/Union Territorywho belongs to theCaste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory.....issued by(Name of Prescribed Authority)vide their 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
(with seal of Office)

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

Date:.....

**Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/UT:



- * Please delete the words which are not applicable.
- * Please quote specific Presidential Order.
- * Delete the paragraph which is not applicable.

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

** List of authorities empowered to issue Scheduled Castes/Scheduled Tribe Certificate.

1. 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).
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands).



Annexure - B

OBC CERTIFICATE FORMAT

FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumar * Son/Daughter* of Shri
.....of Village/Town District in
.....belongs to the..... community which is recognized as backward class under
.....: (indicate the Sub Caste)

1. Resolution No. 12011/68/93-BCC@dtd 10th September 1993, published in the Gazette of India- Extraordinary Part-I, Section 1. No. 186 dated 13th September 1993.
2. Resolution No. 12011/9/94-BCC dated 19th October 1994, published in the Gazette of India- Extraordinary Part-I, Section 1. No. 163 dated 20th October 1994.
3. Resolution No. 12011/7/95-BCC dtd 24th May 1995, Published in the Gazette of India- Extraordinary Part-I, Section 1. No. 88 dated 25th May 1995.
4. Resolution No. 12011/44/96-BCC dtd 6th December 1996, published in the Gazette of India- Extraordinary Part-I, Section 1. No. 210 dated 11th December 1996.
5. Resolution No. 12011/68/93-BCC, Published in the Gazette of India- Extra Ordinary- No. 129 dated the 8th July 1997.
6. Resolution No. 12011/12/96-BCC, Published in the Gazette of India- Extra Ordinary- No. 164 dated the 1st Sep.1997.
7. Resolution No. 12011/99/94-BCC, Published in the Gazette of India- Extra Ordinary- No. 236 dated the 11th Dec.1997.
8. Resolution No. 12011/13/97-BCC, Published in the Gazette of India- Extra Ordinary- No. 239 dated the 3rd Dec.1997.
9. Resolution No. 12011/12/96-BCC, Published in the Gazette of India- Extra Ordinary- No. 166 dated the 3rd August.1998.
10. Resolution No. 12011/68/93-BCC, Published in the Gazette of India- Extra Ordinary- No. 171 dated the 6th August.1998.
11. Resolution No. 12011/68/98-BCC, Published in the Gazette of India- Extra Ordinary- No. 241 dated the 27th Oct.1999.
12. Resolution No. 12011/88/98-BCC, Published in the Gazette of India- Extra Ordinary- No. 270 dated the 6th Dec.1999.
13. Resolution No. 12011/36/99-BCC, Published in the Gazette of India- Extra Ordinary- No. 71 dated the 4th April 2000.

Shri/Smt/Kum*..... and/ or his/her family ordinarily reside(s) in the
.....District of the State. 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 and Training O.M. No.36012/22/93/Estt. (SCT) dated 08.09.1993) and modified vide Government of India,
Department of Personnel and Training O.M. No. 36033/3/2004/Estt. (RES). dated 09.03.2004.

District Magistrate/
Dy. Commissioner etc
(with seal of office)

Place :
Date :

- a. The term ordinarily used here will have the same meaning as Section 20 of the representation of the People Act.1950.
- b. Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Dy. Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate or Deputy Commissioner are not sufficient)
- c. The OBC certificate from the authorities only will be accepted.
 1. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Extra- Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate)/ * Subdivisional Magistrate/ Taluka/ Magistrate/ Executive Magistrate.
 2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
 3. Revenue Officer not below the rank of Tehsildar. and
 4. Sub-divisional Officer of the area where the candidate and/ or his family normally resides.



Annexure - C

Declaration format for the candidates seeking reservation as OBCs in addition to the Certificate issued by the Competent Authority

"Ison/daughter of Shri..... resident of village
Town/City..... DistrictState 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 08.09.1993. It is also
declared that I do not belong to persons/ sections (Creamy Layer) mentioned in column 3 of the
Schedule to the above referred Office Memorandum dated 08.09.1993".

SIGNATURE OF THE CANDIDATE



Annexure - D

**FORMAT OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)
NAME AND ADDRESS OF THE INSTITUTE/ HOSPITAL**

Certificate No.
Date :

DISABILITY CERTIFICATE

1. This is to certify that Shri/Smt./Kum
son/daughter of Shri
age....., sex Male/Female having identification marks as below :
.....
is suffering from permanent disability of the following category :

- A. Locomotor or cerebral palsy :**
 (i) BL – Both legs affected but not arms.
 (ii) BA – Both arms affected
 (a) Impaired reach
 (b) Weakness of grip.
 (iii) OL – One leg affected (right or left)
 (a) Impaired reach
 (b) Weakness of grip.
 (c) Ataxic
 (iv) OA – One arm affected (right or left)
 (a) Impaired reach
 (b) Weakness of grip.
 (c) Ataxic
 (v) BH – Stiff Back and hips (cannot sit or stoop)
 (vi) MW – Muscular Weakness and limited physical endurance.
- B. Blindness or Low Vision : C. Hearing Impairment:**
 (i) B-Blind (ii) PB- Partially Blind (i) D-Deaf (ii) PD- Partially Deaf.
 (Delete the category whichever is not applicable)

Paste here your recent colour photograph showing the disability (The photograph should be attested by the chairperson of the Medical Board)

Signature of the candidate

2. This condition is progressive/non-progressive/likely to improve/ not likely to improve.
 Re-assessment of this case is not recommended/ recommended after a period of _____ Years _____ Months.

3. Percentage of disability in his/ her case is _____ Percent.

4. Smt./Shri/Kum _____ meets the following physical requirement for discharge of his/her duties :

(i) F – can perform work by manipulating with fingers.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(ii) PP- can perform work by pulling and pushing.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(iii) L – can perform work by lifting.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(iv) KC- can perform work by kneeling and crouching.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(v) B – can perform work by bending.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(vi) S – can perform work by sitting.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(vii) ST- can perform work by standing.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(viii) W – can perform work by walking.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(ix) SE- can perform work by seeing.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(x) H – can perform work by hearing/speaking.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(xi) RW- can perform work by reading and writing.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

(Signature of Doctor)
Name :
Registration No.
Member, Medical Board

(Signature of Doctor)
Name:
Registration No.
Member, Medical Board

(Signature of Doctor)
Name :
Registration No.
Member/Chairperson,
Medical Board

*Please delete the words which are not applicable.

Place :

Date:

**Counter Signature of the Medical Superintendent/CMO/
Head of Hospital (with seal)**

Note :- (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government may constitute a Medical Board consisting of t least three members out of whom at least one shall be a specialist in the particular field for assessing locomotor / hearing and speech disability, mental retardation and leprosy cured, as the case may be.
 (ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.



Annexure – E

FORM OF CERTIFICATE APPLICABLE FOR RETIRED / RELEASED ARMED FORCES PERSONNEL FOR AVAILING AGE CONCESSION.

1. It is certified that No..... Rank.....
Name.....whose date of birth is..... has rendered service from.....to.....in Army/Navy/Air Force.
2. He has been released from military services:
* a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release.
*b) on account of physical disability attributable to Military Service.
*c) on invalidment after putting in at least five years of Military service
3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules 1979 as amended from time to time.

Place:.....

Date:.....

Signature, Name and Designation of the
Competent Authority**
SEAL

*Delete the paragraph which is not applicable.

** Authorities who are competent to issue certificates to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.
Army- Military Secretary Branch, Army Hqrs., New Delhi
Navy- Directorate of Personnel, Naval Hqrs., New Delhi
Air Force- Directorate of Personnel Officers, Air Hqrs., New Delhi
- (B) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army- By various Regimental Record Offices
Navy- BABS, Mumbai.
Air Force- Air Force Records, New Delhi



Annexure – F

FORM OF CERTIFICATE FOR SERVING ARMED FORCE PERSONNEL

(Applicable for serving personnel who are due to be released within one year)

1. It is certified that No.....Rank.....Name..... is serving in the Army/Navy/Air Force from.....
2. He is due for release retirement on completion of his specific period of assignment on.....
3. No disciplinary case is pending against him.

Place :

Date :

Signature, Name and Designation of the
Competent Authority**
SEAL

** Authorities who are competent to issue certificates to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.
Army- Military Secretary Branch, Army Hqrs., New Delhi
Navy- Directorate of Personnel, Naval Hqrs., New Delhi
Air Force- Directorate of Personnel Officers, Air Hqrs., New Delhi
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army- By various Regimental Record Offices
Navy- BABS, Mumbai.
Air Force- Air Force Records, New Delhi



Annexure – G

UNDERTAKING TO BE GIVEN BY SERVING ARMED FORCE PERSONNEL DUE TO BE RELEASED WITHIN ONE YEAR

I understand that if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my providing documentary evidence to the satisfaction of the Appointing Authority that i have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen(Re-employment in Central Civil Service and Posts rules,1979,as amended from time to time).

I also understand that i shall not be elligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if i have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

- a) Date of appointment in Armed Forces -----
--
- b) Date of Discharge -----
-
- c) Length of service in Armed Forces -----
- d) My last Unit/Corps -----

(Signature of the Candidate)

Place:

Date:



Annexure – H

FORM OF CERTIFICATE FOR SERVING ECOs/SSCOs, WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT.

1. It is certified that No.....Rank.....Name..... whose date of birth is.....is serving in the Army/Navy/Air Force from.....
2. He has already completed his initial assignment of five years on.....and is on extended assignment till.....
3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment..

Place :

Date :

Signature, Name and Designation of the
Competent Authority**
SEAL

** Authorities who are competent to issue certificates to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.
Army- Military Secretary Branch, Army Hqrs., New Delhi
Navy- Directorate of Personnel, Naval Hqrs., New Delhi
Air Force- Directorate of Personnel Officers, Air Hqrs., New Delhi
- (B) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army- BY various Regimental Record Offices
Navy-BABS, Mumbai
Air Force-Air Force Records, New Delhi.