



भारत सरकार/Govt. of India
वस्त्र मंत्रालय/ Ministry of Textiles
हथकरघा विकास आयुक्त का कार्यालय



Office of the Development Commissioner for Handlooms
बुनकर सेवा केन्द्र/ Weavers' Service Centre
खानापारा, गुवाहाटी-781022/ Khanapara, Guwahati- 781022.
☎: 0361-2302599, 2303586 ईमेल-/E-mail: wscguw@gmail.com

No. WSC/GAU/Admn.1 (4)/2018/29

Dated... 02.08.2019

To
The Editor (Advertizing),
Employment News (Publication Division),
Ministry of Information & Broadcasting,
East Block IV, Level 5, R.K.Puram,
New Delhi – 110 066.

Sub: Submission of Advertisement text for publication in Employment News – Reg.

Sir,

With reference to the subject cited above, this is to inform you that this office is going to fill up the following "General Central Services Group 'C', Non-Gazetted, Non-Ministerial/Ministerial posts on Direct Recruitment basis. For wide publicity of the above vacancies this office intends to advertise the vacancies as per the text enclosed herewith in Employment News at DAVP approved rate.

Sl. No.	Name of the post	No. of post	Reservation Status
1.	Junior Weaver	01	ST
1.	Senior Assistant (Weaving)	01	UR
2.	Junior Printer	01	OBC
3.	Junior Assistant(Weaving)	02	UR
4.	Junior Assistant(Processing)	01	UR
5.	Attendant (Processing)	01	OBC
6.	Attendant (Weaving)	03	01-OBC,01-SC & 01-ST.
7.	Staff Car Driver	02	UR
	Total	12 (Twelve)	

So, you are requested to publish the advertisement as per the text enclosed herewith at DAVP approved rate under intimation to this office. Necessary claim bill in favour of the undersigned may please be submitted to this office for arranging payment.

A positive and expeditious course of action in this regard is highly solicited.

Yours faithfully,

Encl: As above.

(S. Bandyopadhyay)
Director (EZ)

Copy to:

- ✓ 1) The Additional Development Commissioner, Office of the Development Commissioner for Handlooms, Ministry of Textiles, Udyog Bhawan, New Delhi – 110 011 with a request to arrange uploading the enclosed full text advertisement in the official website of D.C.Handlooms.

(S. Bandyopadhyay)
Director (EZ)



भारत सरकार/Govt. of India
वस्त्र मंत्रालय/ Ministry of Textiles
हथकरघा विकास आयुक्त का कार्यालय



Office of the Development Commissioner for Handlooms

बुनकर सेवा केन्द्र/ Weavers' Service Centre

खानापारा, गुवाहाटी-781022/ Khanapara, Guwahati- 781022.

☎ : 0361-2302599, 2303586 ईमेल-/E-mail: wscguw@gmail.com

NOTICE INVITING APPLICATION

Advertisement No. WSC/GAU/1/19

Applications are invited from the eligible candidates for filling up of the following "General Central Services Group 'C', Non-Gazetted (Non-Ministerial/ Ministerial) posts on Direct Recruitment basis by Weavers' Service Centre, Khanapara, Guwahati-22, a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles. Selected candidates may be posted at any one of Weavers' Service Centre viz. Kolkata, Bhubaneswar, Bhagalpur, Agartala, Imphal, Ranchi, Dimapur, Aizwal and Guwahati. Details are as under:

Sl. No.	Name of the post	Pay level in Pay Matrix as per 7 th CPC & Pre-revised Pay Band/GP	No. of post
1.	Junior Weaver	Level-5 of Pay Matrix (Rs. 29,200 – 92,300) (Pre-revised :PB-1 of Rs.5200-20200+ G.P. of Rs.2800/-)	01-(ST)
1.	Senior Assistant (Weaving)	Level -4 of Pay Matrix (Rs. 25,500 – 81,100) (Pre-revised :PB-1 of Rs.5200-20200 + G.P. of Rs.2400/-)	01-(UR)
2.	Junior Printer	Level -4 of Pay Matrix (Rs. 25,500 – 81,100) (Pre-revised :PB-1 of Rs.5200-20200 + G.P. of Rs.2400/-)	01-(OBC)
3.	Junior Assistant(Weaving)	Level -2 of Pay Matrix of Pay Matrix (Rs. 19,900 – 63,200) (Pre-revised : PB-1 of Rs. 5200-20200 + G.P. of Rs.1900/-)	02-(UR)
4.	Junior Assistant(Processing)	Level -2 of Pay Matrix (Rs. 19,900 – 63,200) (Pre-revised : PB-1 of Rs. 5200-20200 + G.P. of Rs.1900/-)	01-(UR)
5.	Attendant (Processing)	Level -1, (Rs. 18,000 – 56,900) (Pre-revised : PB-1 of Rs.5200-20200 + G.P. of Rs.1800/-)	01-(OBC)
6.	Attendant (Weaving)	Level -1 of Pay Matrix (Rs. 18,000 – 56,900) (Pre-revised : PB-1 of Rs.5200-20200 + G.P. of Rs.1800/-)	03 (1-OBC, 1-SC & 1- ST)
7.	Staff Car Driver	Level -2 of Pay Matrix (Rs. 19,900 – 63,200) (Pre-revised : PB-1 of Rs.5200-20200 + G.P. of Rs.1900/-)	02 – (UR)
Total			12 (Twelve)

*The number of vacancies may be changed. In addition to this, the appointing authority has the right to cancel or to make any correction of the notice without showing any reason.

For details about qualification, age limit selection process and application format etc. please log on to the Development Commissioner (Handlooms)website: www.handlooms.nic.in . Last date of receipt of applications will be 45 days from the date of publication of the advertisement in Employment News.

(S. Bandyopadhyay)
Director (EZ)

28/15



भारत सरकार/Govt. of India

वस्त्र मंत्रालय/ Ministry of Textiles

हथकरघा विकास आयुक्त का कार्यालय

Office of the Development Commissioner for Handlooms

बुनकर सेवा केन्द्र/ Weavers' Service Centre

खानापारा, गुवाहाटी-781022/ Khanapara, Guwahati- 781022.

☎: 0361-2302599, 2303586 ईमेल-/E-mail: wscguw@gmail.com



NOTICE INVITING APPLICATION

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Sl. No.	Nomenclature of the posts with Pay Band and Grade Pay	No. of posts and Roster position	Age for Direct Recruitment	Educational qualification and other qualification for Direct Recruitment	Brief description of the job requirement and nature of duties of the post
01.	Junior Weaver Level-5 of Pay Matrix (Rs. 29,200 – 92,300) (Pre-revised : PB-1 of Rs.5200-20200 + G.P. of Rs.2800/-)	1 (One) ST	Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)* Note 1: The upper age limit will be relaxable upto 05(Five) years for SC/ST & 03(Three) years for OBC candidates against reserved vacancies. Note:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshdweep.	Essential: 1.Matriculation from recognized Board and should have eight years experience of loom setting and weaving of different types of fabrics and designs in a organization of repute. 2.Should be well versed in all the methods of preparatory processes for weaving. Note 1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Schedule Caste/Schedule Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Three Years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognized institution of repute or two years Certificate Course in Handloom Weaving (Upper and lower course, which should be recognized by State Government) .	1. To assist new weaving designs. 2.To weave different types of fabrics in designs. 3.To prepare samples warps.

S. Bandyopadhyay
Director (E.Z.)

Contd.. Page /2

02.	Senior Assistant (Weaving) Level -4 of Pay Matrix (Rs. 25,500 – 81,100) (Pre-revised : PB-1 of Rs.5200-20200 + G.P. of Rs.2400/-)	1 (One) UR	Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)* Note:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshdweep)	Essential: 1. Matriculation from a recognized Board and should be practical Weaver with three years experienced in handloom weaving, loom setting and should have knowledge of preparatory process to weaving in a organization of repute. Note 1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Schedule Caste/Schedule Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Three Years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognized institution of repute or two years Certificate Course in Handloom Weaving (Upper and lower course, which should be recognized by State Government).	Weaving of Handloom fabrics and required styles and designing of textiles.
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S. Bandyopadhyay
Director (E.Z.)

03.	Junior Printer Level -4 of Pay Matrix (Rs. 25,500 – 81,100) (Pre-revised : PB-1 of Rs.5200-20200 + G.P. of Rs.2400/-)	1(One) OBC	Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)* Note 1: The upper age limit will be relaxable upto 05(Five) years for SC/ST & 03(Three) years for OBC candidates against reserved vacancies. Note 2:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshdweep)	Essential:- (i)Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Printing or Screen Printing or Fabric Printing or Block Printing Trade. (ii) Should have five years experience in block or screen printing or Dyeing or Processing house or printing unit or in a recognized institution of repute Note 1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Schedule Caste/Schedule Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.	Block and Screen Printing and dyeing.
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S. Bandyopadhyay
Director (E.Z.)

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04	Junior Assistant (Weaving) Level -2 of Pay Matrix (Rs. 19,900 – 63,200) (Pre-revised : PB-1 of Rs. 5200-20200 + G.P. of Rs.1900/-)	2 Nos. (UR)	Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)* Note:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing prescribed for those in Assam, Meghalaya, Arinachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshdweep)	Essential:- (i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Weaving Trade from a recognized Institution of repute. (ii) Should be well-versed in different methods of Winding, Warping & Sizing of Silk, Cotton and Woollen Yarns or three years experience in a reputed Handloom or Textile Weaving unit or Short term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with two years experience in a reputed Handloom or Textile Weaving unit. Note 1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Schedule Caste/Schedule Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.	Preparatory process of weaving like warp preparation, sizing, beaming and general assistance in work of weaving section.
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S. Bandyopadhyay
Director (E.Z.)

05.	Junior Assistant (Processing) Level -2 of Pay Matrix (Rs. 19,900 – 63,200) (Pre-revised : PB-1 of Rs.5200-20200 + G.P. of Rs.1900/-)	1 (UR)	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p>Note:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshdweep)</p>	<p>Essential:-</p> <p>(i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Dyeing or Printing Trade.</p> <p>(ii) Should have three years practical experience in a dyeing or processing house or unit of repute or Short-term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology with two years experience in a dyeing or processing house or unit of repute.</p> <p>Note 1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Schedule Caste/Schedule Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	To do practical dyeing and printing.
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S. Bandyopadhyay
Director (E.Z.)

06.	Attendant (Processing) Level -1 of Pay Matrix (Rs. 18,000 – 56,900) (Pre-revised : PB-1 of Rs.5200- 20200 + G.P. of Rs.1800/-)	1(OBC)	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p>Note 1: The upper age limit will be relaxable upto 05(Five) years for SC/ST & 03(Three) years for OBC candidates against reserved vacancies.</p> <p>Note 2:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshdweep)</p>	<p>Essential:-</p> <p>(i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.), Diploma in Textile Dyeing or Printing or Fabric Printing or Screen Printing Trade.</p> <p>ii) Should have two years experience in a reputed Dyeing or Processing house or Short term training course of not less than four months from Weavers Service Centre or Indian Institute of Handloom Technology in Dyeing and Printing with one-year experience in a Dyeing or Processing House or Handloom Printing unit of repute.</p> <p>Note 1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Schedule Caste/Schedule Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	<p>1) To attend to the work of the processing section.</p> <p>2) To assist in the semi manual labour involved in the processing section.</p> <p>3) To assist in dyeing and printing section in dyeing the yarn in the dye-vats and later attending to the washing, hydro-extracting and dyeing.</p>
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S. Bandyopadhyay
Director (E.Z.)

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07.	Attendant (Weaving) Level -1 of Pay Matrix (Rs. 18,000 – 56,900) (Pre-revised : PB-1 of Rs.5200-20200 + G.P. of Rs.1800/-)	3 (1-OBC, 1-SC and 1-ST]	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p>Note 1: The upper age limit will be relaxable upto 05(Five) years for SC/ST & 03(Three) years for OBC candidates against reserved vacancies.</p> <p>Note 2:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshdweep)</p>	<p>Essential:-</p> <p>(i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Weaving or Winding or Warping Trade from a recognized Institution of repute; and</p> <p>(ii) Should have two years experience in a reputed Handloom or Textile Weaving unit and should be well-versed in different methods of Winding, Warping and Sizing of Silk, Cotton and Woollen yarn or Short term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with one year experience in a reputed Handloom or Textile Weaving unit.</p> <p>Note 1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Schedule Caste/Schedule Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p> <p>Desirable: Preference will be given to those experienced in book binding, sample cutting and making booklets.</p>	<ol style="list-style-type: none"> 1. To cut and prepare samples. 2. To prepare sample booklets. 3. To assist in sizing of yarn. 4. To assist in winding of warp and weft. 5. To assist in warping /winding/jala lifting
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S. Bandyopadhyay
Director (E.Z.)

08	Staff Car Driver Level -2 of Pay Matrix (Rs. 19,900 – 63,200) (Pre-revised : PB-1 of Rs.5200- 20200 + G.P. of Rs.1900/-)	2 (UR)	Not exceeding 27 years (Relaxable for Govt. Servant up to the age of 40 yrs and in accordance with the instructions or orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be the closing date for receipt ofm applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep)	<p>Essential :</p> <p>i)Matriculation from a recognized Board ii)Possession of a valid driving license for motor cars. (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle) (iv)Experience of driving motor car for at least three years.</p> <p>Desirable:</p> <p>(i) Three years service as Home Guard/Civil volunteers.</p> <p>Note:-1 The Qualification is relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.</p> <p>Note:-2 The qualification(s) regarding experience is relaxable at the direction of the competent authority in the case of candidates belonging to Scheduled Caste/Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserve for them</p>	To drive office vehicle as per direction of officer.
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For details about qualification, age limit, selection process, application format etc., please log on to Development Commissioner (Handlooms) website: www.handlooms.nic.in . Last date of receipt of application will be 45 days from the date of publication of the advertisement in Employment News. Completely filled application form in the prescribed format available in the website www.handlooms.nic.in along with all relevant documents should reach **“The Director, Weavers’ Service Centre, IIHT Campus, Jawahar Nagar, Khanapara, Guwahati-781022** on or before closing date. The application received not in the prescribed format/without relevant documents will be summarily rejected.


Director (East Zone)

ELIGIBILITY FOR APPLICANTS

Applicants must fulfill the educational qualification, experience and age limit and other criteria for the post applied for, as on the last date of receipt of the applications, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard. Candidates are, therefore, advised to satisfy themselves before applying for the post(s) that they possess the requisite essential qualification and experience. The prescribed essential qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for the Written Test/Practical Test/Selection. **The candidates who are willing to apply for more than one post are required to submit a separate application against each post in the prescribed format.**

***AGE RELAXATION FOR GOVERNMENT SERVANTS/SC/ST/OBC's/Others.**

The upper age limit is relaxable for Government servants upto 10 years. The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertisement. **The above concession will be admissible only where an employee has rendered not less than three years continuous service under Central Government.** The relaxation of age limit and other concessions for the Scheduled Castes, the Scheduled Tribes, Other Backward Classe, Ex Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

SCHEME OF SELECTION

Selection of the aforesaid posts will be on the basis of written and practical test, which will be conducted by a duly constituted Selection Committee. However, if the number of applications received for a particular post is large, then the appointing authority reserves the right to lay down any criteria for the purpose of short listing of the candidates for selection tests.

LAST DATE OF RECEIPT OF APPLICATIONS

Application in the prescribed proforma (**Annexure-I**) must reach by speed post/Registered post along-with self-attested photocopies of all certificates for age, educational qualification, experience and SC/ST/OBC/PH Certificates, if any etc. to the office of **Director(EZ),Weavers' service Centre, IIHT Campus, Jawaharnagar, Khanapara,Guwahati-781022** within 45 days (52 days in respect of the candidates residing in NE Region, Jammu & Kashmir, Lahaul and Spiti district and Pangri sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) **from the date of publication of the advertisement of the above vacancies in the Employment News.** The serving employees must send application through their respective employer, otherwise, their applications shall be summarily rejected. Application received after the last date or without relevant documents shall be summarily rejected and no correspondence in this regard will be entertained. This Office shall not be responsible for any postal delay.

The decision of the Appointing Authority in all respect relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination/test etc. will be final and no enquiry/correspondence will be entertained in this regard.

Note:

- 1) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).
- 2) Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent examination will be accepted and no subsequent request for its change will be considered or granted
- 3) Candidates claiming OBC status may note that certificate on creamy layer status in the prescribed format (**Annexure-II**) should have been obtained within **3 years** before the closing date.
- 4) Candidates claiming to belong to one of the Scheduled Caste or Scheduled Tribes should submit in support of his claim an attested/certified copy in the prescribed format (**Annexure-III**), from the District Officer or the Sub-Divisional Officer or any other officer as listed in the format.
- 5) **Candidates are required to submit Experience Certificate in the prescribed format (As per S. No. 12 of Annexure-I) for all periods of working experience claimed whether in Private /Cooperative or in Government Sector. (It is mandatory to furnish the experience in prescribed Experience Certificates Format (as given below Sl. No. 12 of Annexure-I) on the Letter Head of concerned Firm/Organization failing which the application is liable to be rejected.**
- 6) Any dispute in regard to this recruitment will be subject to courts/tribunals having Jurisdiction in Guwahati.
- 7) No application seeking information under RTI act shall be entertained till completion of selection process.

Format of application

Paste recent photograph

Advertisement No.

1. Name of the post applied for.....

2. Name of the Candidate **(In Block Letters)**

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3. Father's/Husband's Name

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4. Employment Exchange Card No, if any.....

5. Correspondence Address with Phone No.

S	T	A	T	E									P	I	N								
C	O	N	T	A	C	T	N	O															

6. Permanent address:

S	T	A	T	E									P	I	N								

7. Nationality

8. Category (SC/ST/OBC/PH/Others).....

9. Date of Birth

10. Sex.....

11. Education/Professional Qualification possessed examination passed

Name of the Examination	Passed	Name of the Instituted/Board/University	Year of passing	Percentage

12. Work Experience:

Sl.	Name of the employer	Designation/post held	Period		Pay/scale of pay	Nature of duty	Reason for leaving
			From	To			

DECLARATION

I do hereby declare that the information furnished in the format towards support of my educational qualification, experience and other particulars in connection with my candidature for the post of in any WSCs falling under Eastern Zone is true and correct to the best of my knowledge and belief. In case, any information is being found false or incorrect in near future, my candidature is liable to be treated as cancelled.

Signature of the candidate

Place: _____

Date: _____

FOR OFFICIAL USE ONLY

1. Application received on: _____

2. Application accepted/rejected: _____

3. Reason of rejection: _____

4. Index No. _____

Signature

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

[Govt. of India, Department of Per & Trg. OM No.36033/28/94-Estt(Res)dated 02.07.1997]

This is to certify

that _____
son/daughter of _____ Vill. _____
_____ District/Division _____ in the _____ State belongs to the
_____ community which is recognized as a backward class under:-

- (i) Government of India, Min of Welfare, Resolution No.12011/68/93-BCC© dated the 10 September 1993 published in the Gazette of India, Extraordinary, Part I, section-1, No.186 dated the 13th September 1993.
- (ii) Government of India, Min of welfare, Resolution No. 12011/9/94-BCC dated the 19th Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, section No.163, dated the 20th October, 1994.
- (iii) Government of India, Min of Welfare, Resolution no.12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part-1, section1, No.88, dated the 25^h May 1995.
- (iv) Government of India, Min of Welfare, Resollution No.12011/44/96-BCC dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-1 Section-1, No.210, dated the 11th December 1996.

Shri _____ and or his family ordinary resides in the _____
District/Division _____ State. This is to also 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, OM No.36012/22/93-Estt(SCT) dated 08.09.1993.

District Magistrate,
Deputy Commissioner, etc.

Dated:
Seal

Note: (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950

(b) The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/ Deputy Commissioner/ Additional Deputy
Commissioner/ Deputy Collector/ 1 Class Stipendiary magistrate/ Sub- Divisional Magistrate/ Taluka
Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1 Class
Stipendiary Magistrate)
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

(FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES
CANDIDATES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)

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

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951* _____

The Constitution (Scheduled Tribes) Union Territories order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay
Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the
North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes
Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 as amended by the Scheduled
Castes and Scheduled Tribes order(Amendment Act) 1976*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order, 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@

The Constitution (Pondicherry) Scheduled Castes order, 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) order, 1967@

The Constitution (Goa, Daman & Diu) Scheduled Castes order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes order, 1968@

The Constitution (Nagaland) Scheduled Tribes order, 1970@

The Constitution (Sikkim) Scheduled Castes order, 1978@

The Constitution (Sikkim) Scheduled Tribes order, 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (SC) orders (Amendment) Ordinance, 1996

%2. Application in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one
State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to

Shri/Shrimati _____ Father/Mother _____ of

Shri/Shrimati/Kumari* _____

of village /town* _____ in District/Division * _____ of the State/

Union Territory* _____ who belong to the _____ Caste/Tribes which is

recognized as a Scheduled Castes/Scheduled Tribes 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 _____

Place _____ Signature _____

Date _____ Designation _____

(With seal of office)

*Please delete the words, which are not applicable.

@Delete quote specific presidential order.

% Delete the paragraph which in not applicable.

NOTE: The term ordinary reside(s) used here will have the meaning as in section 20 of the Representation of the people Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue officers not below the rank of Tehsildar.
- (iv) Sub- Divisional Officers of the area where the candidate and/or his family normally resides.\

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

The form of Certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms.....S/o,D/o,W/o
Shri.....is a regularly appointed an employee of this Organization/
Department/Ministry and duties performed by him/her during the period(so are as under:-

Certified That:

(a)Shri/Smt/Kum..... holds substantively a
permanent post of..... In the
Office/Department ofwith effect from.....

(b)Shri/Smt/Kum.....has been continuously in
Temporary service on a regular basis under the Government in the post of
.....in the
Office/Department

.....with effect from.....

Signature.....

Name.....

Designation.....

Ministry/Office.....

Address.....

Office Seal.....

Place:

Date:

***Strike out whichever is not applicable.**

EXPERIENCE CERTIFICATE

(The form of certificate to be produced by candidate for claiming experience)

Letter Head of the Institution/issuing Authority)

Name of Organization

Address of the Organisation

Dated

This is to certify that Shri/Ms.....S/o,D/o ,W/o Shri.....
 Was/is an employee of this Organisation/Department/Ministry and duties performed by him/her during
 the period(s) are as under:

Name of Post held	From dd/mm/y	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment/Permanent/Regular/Temporary/Part time/Guest/Honorary etc.	Department/Specialty/Field of Experience
1	2	3	4	5	6
Pay Scale & Last Salary Drawn	Duties performed/Experience gained in brief in each post (please give details. If need be, in attached sheet duly signed with seal				Place of posting.
7	8				9

2. It is certified that above facts and figures are true and based on service records available in our Organisation/Department/Ministry.

Signature.....

Name of Competent Authority.....

Stamp of competent Authority.....