

पत्र संख्या / संदर्भ : .....

दिनांक: .....

Date: \_\_\_\_\_ Employment Notification/Advertisement No.- \_\_\_\_\_

Bharat Coking Coal Limited, a subsidiary of Coal India Limited, A Govt. of India Undertaking engaged in producing Coking Coal in Jharkhand invites applications from eligible citizens of India for the following vacancies under Special Recruitment drive for SC/ST/OBC candidates only. The candidates fulfilling the eligibility criteria may submit their applications.

**Vacancies under Special Recruitment Drive for SC/ST/OBC Candidates:**

Name of post	Basic Pay (NCWA-X)	Total Vacancies including Backlog			Total Vacancy
		SC	ST	OBC (NCL)	
Junior Overman, Tech. & Sup. Gr-'C'	31,852.56/- Per Month	10	62	05	77*

[SC-Schedule Caste, ST-Schedule Tribes, OBC-Other Backward Class (Non-Creamy Layer)]

**Note\*:**

Vacancies are tentative and BCCL management reserves the right to increase/decrease or cancel as per requirement. In the event of cancellation of the notified vacancies, the application fees paid by the candidates will not be refunded.

**1. Eligibility Criteria-**

**a. Minimum Qualification Required:**

Name of Post	Essential Qualification
Junior Overman, T&S Gr. 'C'	<ol style="list-style-type: none"><li>1. Diploma in Mining Engineering of 03 years duration or Degree in Mining Engineering or other equivalent qualifications approved in that behalf by the Central Govt. from any recognized institute.</li><li>2. Valid Overmanship Competency Certificate(Un-restricted) issued by Directorate General of Mines Safety (DGMS) under Coal Mines Regulation 2017 for working in both Open Cast (OC) and Underground (UG) Mines.</li><li>3. Valid Gas testing certificate issued by DGMS.</li><li>4. Valid First Aid Certificate.</li></ol>

Note: Candidates should possess valid certificate on the date of notification.(i.e 02.05.2023)

**b. Age Limit:**

1. The candidate must not be less than 18 years of age as on date of notification.(i.e 02.05.2023)
2. The candidate must not be more than 33 years of age in case of OBC (NCL) and 35 years of age of SC/ST as on date of notification(i.e 02.05.2023)

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3. Cutoff date for eligibility criteria in respect of Age, Educational/ Technical Qualification, Caste, will be as on 02.05.2023.

## 2. REMUNERATION AND OTHER BENEFITS

The above posts carry annual increments @3% of Basic Pay on progressive basis along with other allowances such as Earned leave, Sick leave, Causal Leave etc. as per provisions of NCWA. Medical facilities for self and dependent family members, Gratuity, Coal Mines Provident Fund and Pension under CMPS 1998, Company's accommodation or HRA etc. will be admissible as per Company's Rules.

## 3. APPLICATION FEE OF Rs.1000- plus applicable GST - ₹.180/- (Non- Refundable)

For SC/ST candidates	NIL
For OBC (NCL) candidates	₹. 1180/-

Fee once paid will not be refunded under any circumstances, candidates are therefore, requested to verify their eligibility before paying the application fee.

Any other tax or bank charges will be borne by the candidate. After filling all the details in the application form, candidate has to submit the form.

The Application Form must be accompanied with the Demand Draft from any Nationalized Bank in favour of "**BHARAT COKING COAL LIMITED**" payable at **DHANBAD**. BCCL management will not be responsible for non- receipt of application fee.

## 4. INSTRUCTIONS FOR FILLING UP OF APPLICATION FORM:

The candidate must apply in PRESCRIBED APPLICATION FORM from website: [www.bcclweb.in](http://www.bcclweb.in). The prescribed formats of caste Certificate in respect of SC/ST/OBC (NCL) are also available on above website for reference.

### Enclosure of supporting documents for the post

- Original application form downloaded from website-www.bcclweb.in (Duly filled in).
- Self-attested photocopy of matriculation certificate.(In support of Date of Birth)
- Self-attested photocopies of Mark sheet and certificate pertaining to educational qualification (Matriculation and onwards).
- Self-attested photocopies of Mark sheet and certificate pertaining to Technical qualification (As applicable).
- Self-attested photocopies of experience certificate etc. (If applicable)
- Self-attested photocopy of caste certificate (SC/ST/OBC-Non creamy layer) in prescribed proforma issued by Competent authority.
- Demand draft in Original (As applicable).
- Self-attested photocopy of Aadhar-card.

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### **SUBMISSION OF APPLICATION:**

Candidates fulfilling all the eligibility criteria should send their properly filled in Prescribed Application Form only through Registered/Speed Post only in a sealed envelope addressed to “**The General Manager (P&IR), Bharat Coking Coal Limited, Koyla Bhawan, Koyla Nagar, Post- BCCL Township, Dhanbad, Jharkhand, PIN- 826005**” so as to reach on or before **25.05.2023 by 05:00 PM. Application from will not be accepted by hand.** Applications sent other than in Prescribed Form or incomplete application, application received after due date and without all the enclosures, shall be rejected. **Name of the post applied for should be clearly mentioned on the top of envelope containing Application Form along with enclosures.**

### **5. SELECTION PROCESS (Computer Based Test)**

- The Selection methodology will comprise of Computer Based Test (CBT) only. No personal interview will be held.
- Eligible Candidates will be provisionally called for Computer Based Test (CBT) on the basis of their declaration regarding their eligibility such as age, educational/technical qualification, Valid Statutory Certificate etc. as laid down in this notification/advertisement. The scrutiny /verification of the claims made by the candidate supporting their eligibility for the post applied will be done post declaration of results of Computer Based Test (CBT) for the candidates who have been called for document verification process. Merely appearing in CBT based on declaration of the candidates will not entitle them for further scrutiny in the selection, if any discrepancy is found in the eligibility criteria and declaration submitted by applicants.
- The CBT will comprise of objective type with multiple choice of answers and there will be **no negative marking** for wrong answers. The questions will be Bilingual (English/Hindi).
- The CBT will consist of two sections i.e. “A” & “B”. The Section “A” will comprise question specific to General Awareness/ Aptitude and” will comprise 20 questions of “One” mark each, similarly Section “B” of the test paper will comprise questions relating to Technical knowledge and will comprise 80 questions of “One” mark each, with a total of 100 marks.
- Exact schedule of CBT will be displayed on BCCL website (<https://bcclweb.in>) in due course.
- Result of the CBT will be available in the official website of BCCL (<https://bcclweb.in>).
- Qualifying marks (CBT) will be as under:

*Table showing Qualifying marks in Computer Based Test-*

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Qualifying marks in Computer Based Test (CBT)	
For OBC(NCL) Candidates	For SC/ST Candidates
40 Marks (i.e. 40% of 100)	35 marks (35% of 100)

- h. Based on the merit order of marks secured by the candidates in CBT, the shortlisted qualified candidates in the ratio of **1:3** will be called for document verification.
- i. In case of a tie of marks obtained in the CBT, it will be resolved on the basis of Date of issue of Competency Certificate by DGMS, and then Date of Birth (elder one being the first) and thereafter Name alphabets.
- j. Successful shortlisted candidates, in the order of the total marks scored in the CBT, will be notified to appear for scrutiny of their testimonials through website of BCCL. The candidates shall have to appear along with all original certificates/documents & photocopies thereof as per eligibility criteria notified in this advertisement for scrutiny. Those who are working in Govt./Semi Govt./Autonomous Bodies/PSUs/CIL & Subsidiaries etc. must have to produce “**No Objection Certificate**” from their employer at the time of documents/certificates verification otherwise their candidature will be cancelled.
- k. **MEDICAL FITNESS**

Name of shortlisted candidates to the above posts will be provisional subject to the candidate being found medically fit as per the standards prescribed for the post by the Company. The shortlisted candidates will have to undergo Initial medical examination in the Company’s Hospital by the Company’s Doctor, the final Appointment /Joining will be subject to being declared medically fit for employment in Mines as per rule and MAR (Medical Attendance Rules) of the company.

#### 6. **GENERAL INSTRUCTIONS FOR CANDIDATES:**

- i. The candidature of the applicant would be accepted provisionally, which is subject to verification of certificates, testimonials & character antecedents and medical fitness.
- ii. Besides basic pay, the post carries other allowances and fringe benefits as per Company’s Rules/National Coal Wage Agreement-X.
- iii. The candidates should ensure while applying that they fulfil the minimum eligibility criteria and other requirements prescribed for the post for which they are applying and that the particulars furnished by them are correct in all respects. Candidate may cross check the information such as date of birth, category, sub-category, contact details, etc. furnished in the application form before finally submitting the same as no correction

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would be possible later. Management will not be held responsible for the same.

- iv. In case, it is detected at any stage of recruitment process that the candidates do not fulfil the minimum eligibility criteria and /or do not comply with other criteria and /or he has furnished any incorrect / false information or has suppressed any relevant information / material fact(s) and/or resorting to any irregular means in connection to his candidature during selection process and/or using undue influence for his candidature by any means and/or Impersonating or procuring impersonation by person, his candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, his appointment will be void & would be liable for termination of employment without notice and prosecution as per law of land.
- v. Signature of the candidates on Application form & other prescribed places should be identical and must be in running hand, not in block/capital or disjointed letters or in shorthand or initials.
- vi. SC/ST/OBC(NCL) candidates are required to attach attested copy of valid Caste Certificates issued from any of the following:
  - a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub Commissioner Magistrate/Taluka Magistrate /Executive Magistrate/Extra Assistant Commissioner.
  - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - c) Revenue Officer not below the rank of Tehsildar.
  - d) Sub-Divisional Officer of the Area where the candidate and/or his family normally resides.
- vii. Any request for change in category, in contravention of valid SC/ST/OBC-NCL certificate will not be considered.
- viii. Vacancies reserved for OBC-NCL category are available to OBC candidates belonging to Non- Creamy Layer (NCL) category only. Candidates applying against vacancies reserved for OBC- NCL should note that they are required to submit a valid caste certificate at the time of document scrutiny in support of their claim of belonging to OBC community in the Central List of OBC issued by Govt. of India, in the prescribed format for this purpose so as to prove that they do not belong in the “Creamy Layer” of OBC. OBC-NCL certificate for admission to educational purpose will not be considered.
- ix. SC/ ST/ OBC (NCL) certificates issued by Competent Authority should either be in Hindi or English.
- x. Candidates must have passed and must be in possession of minimum eligibility criteria

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on or before the **cut-off date**. The candidate must ensure that all of their certificates must have been issued on or before the **cut-off date**.

- xi. Applications which are incomplete in any aspect or without any of the required information or submitted after the last date of submission of application shall be rejected and no correspondence in this regard will be entertained.
- xii. The candidature of the applicant would be purely provisional subject to scrutiny/verification of original certificates /testimonials/medical fitness on a later date.
- xiii. No TA/DA will be paid for appearing in CBT, document verification, Initial Medical Examination or for joining on being selected.
- xiv. The self-attested copies of all educational/technical/caste certificate in legible form should be submitted along with original certificates at the time of document verification.
- xv. All documents (Caste Certificate, Educational Qualification, Statutory Certificate etc.) as provided by the candidate will be verified from the issuing authority and candidature will be cancelled if the certificates are not found satisfactory/genuine at any subsequent stage of employment.
- xvi. Depending upon the number of applications received, Test Centres will be finalized.
- xvii. Any requests for change of address of the candidate or change of venue of CBT will not be entertained.
- xviii. Candidature is also liable to be rejected if there is any difference / variation found in candidates name/his father's name, surname or date of birth in his educational /technical/professional/caste certificates/application at the time scrutiny of documents/certificates.
- xix. Canvassing in any form shall lead to disqualification/forfeiture of candidature.
- xx. Mere issuance of Admit Card/ Call Letter to a candidate will not imply that his candidature has been finally accepted by BCCL. The candidature shall remain provisional till such time BCCL verifies the eligibility conditions with original documents after the candidate qualifies in the CBT and confirms appointment.
- xxi. The Company reserves the right to reject any application without assigning any reason whatsoever.
- xxii. The decision of BCCL Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, allotment of Test Centers, selection of candidates, posting of selected candidates etc. No enquiry/correspondence will be entertained in this regard.
- xxiii. The Management reserves the right to revise /Reschedule / Cancel / Suspend the recruitment process, if the need so arises, without assigning further notice or reason



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**Bharat Coking Coal Limited**  
(A Subsidiary of Coal India Limited)  
(एक मिनीरत्न कंपनी / A Miniratna Company)  
(भारत सरकार का उपक्रम / A Government of India Undertaking)

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thereof, the decision of the management shall be final and no appeal shall be entertained.

xxiv. For all purpose the cut-off date will be taken as **02.05.2023**.

xxv. Any dispute shall have jurisdiction at Dhanbad Court only.

xxvi. In case of any ambiguity/confusion, English version of Employment notification will be considered valid.

### 7. **IMPORTANT DATES:**

Events	Date
Date of Notification	02.05.2023
Last Date for receiving of Application forms at the office of GM (P&IR), BCCL, Koyla Bhawan, Dhanbad.	25.05.2023 by 05:00 PM
Tentative date of downloading the admit card for eligible candidates	Will be notified in the BCCL's website
Tentative Date of Computer Based Test (CBT)	Will be notified in the BCCL's website
Tentative date of declaration of results	Will be notified in the BCCL's website

**Note:-** All the candidates are requested to remain updated at each step of the selection process by visiting our Company's website (i.e <https://www.bcclweb.in>).

General Manager (P&IR)  
BCCL, Koyla Bhawan  
Dhanbad



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भारत 2023 INDIA



आज़ादी का  
अमृत महोत्सव

भारत कोकिंग कोल लिमिटेड

(कोल इण्डिया लिमिटेड की एक अनुषंगी कंपनी)

**Bharat Coking Coal Limited**

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## BHARAT COKING COAL LIMITED

(A Subsidiary of Coal India Limited)

Koyla Bhawan, Koyla Nagar, Dhanbad-826005

### APPLICATION FORM FOR JUNIOR OVERMAN, T&S GR. 'C'

- To be filled by Black ball point pen in Block letters only (No Whitener/Cut Marks)-

For Office Use Only:			
Application Form No		Roll No	
Date of Receipt			

Affix Passport size coloured Photograph here  
Photograph should be self signed and attested by Gazetted Officer.

To be filled by candidates carefully-

1. Employment Notice no & Date:

2. Aadhar-Card No. of applicant-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Name of the Candidate (IN BLOCK LETTERS) as recorded in Matriculation Certificate

First Name: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Date of Birth: 

D	D	M	M	Y	Y	Y	Y

5. Age as on .....: Years.....Months..... Days.....

6. Gender- Male/Female/Other

7. Caste: 

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**15. Details of Statutory Certificates: (Attach Duly Attested copies of Certificates)**

Sl. No	Statutory Certificate	Certificate No	Issued By	Issued On ( Date)	Validity of Certificate	
					From	To

**16. a. Details of employment, starting from the most recent:**

SL. No.	Name of the Organization	Post Held	From	To	Total Years, Months)	Scale of pay	Adhoc /Temp./ Permanent	Nature of Duties

**b. Whether presently working in Government / Semi Government /State Govt. / PSU:**

YES  NO

**c. Whether previously applied for any post in BCCL or any Subsidiary of CIL**

YES  NO

If yes, please provide following details:



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POST	Roll No	Company	Whether Selected	
			YES	NO

**d. Particulars of Demand Draft: ( If applicable)**

Demand Draft No	Date of Issue								Issuing Bank	Payable at	Rs.
	D	D	M	M	Y	Y	Y	Y			

17. (a) Mobile No.....

(b) E- mail ID.....

**Declaration:**

I do hereby declare that all the statements made in this application are true to the best of my knowledge and belief. In the event of any particular or information, furnished by me, found false or incorrect at any stage , my candidature for the examination is liable to be rejected or cancelled and in the event of any statement /information found false even after appointment, my services are liable to be terminated without any notice.

Place-

Date-

(Signature of the Candidates)



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OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

**"This certificate MUST have been issued on or after 1<sup>st</sup> April 2013."**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of Shri/Smt. \_\_\_\_\_ of Village/Town \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of \_\_\_\_\_ 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 & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated:

District Magistrate/

Deputy Commissioner, etc.

Seal

**NOTE:**



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- (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:
- District Magistrate / Additional 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).
  - Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - Revenue Officer not below the rank of Tehsildar and
  - Sub-Divisional Officer of the area where the candidate and / or his family resides.



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## OBC Undertaking

### **Declaration/undertaking - for OBC Candidates only**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of village/town/city \_\_\_\_\_ district \_\_\_\_\_ State hereby declare that I belong to the \_\_\_\_\_ community which is recognised 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 Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on .....

Signature of the  
Candidate

Place:

Date:

**Declaration/undertaking not signed by Candidate will be rejected**



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### **FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of  
\_\_\_\_\_ Village/Town \_\_\_\_\_ /District/Division\*  
\_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory belongs to the  
\_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Tribe under :

\*The Constitution Scheduled Castes Order, 1950.

\*The Constitution Scheduled Tribes Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) 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, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.

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

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Tribes Order, 1962.

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

\*The Constitution (Sikkim) Scheduled Castes Order, 1978

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978

\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

\*The Constitution (SC) Orders (Amendment) Act, 1990.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari

पत्र संख्या / संदर्भ : .....

दिनांक: .....

\_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in /District/Division\*  
\_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the  
\_\_\_\_\_ Caste\*/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\*  
\_\_\_\_\_ District/Division\* of the State/Union Territory \* of  
\_\_\_\_\_.

Place \_\_\_\_\_ Date \_\_\_\_\_

\* Please delete the words, which are not applicable. @ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Signature \_\_\_\_\_ Designation \_\_\_\_\_ (with seal of Office)

State/Union Territory \_\_\_\_\_

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

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
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. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).