



**NMDC Limited**  
(A Government of India Enterprise)  
"Khanij Bhavan", 10-3-311/A, Masab Tank, Hyderabad-500028  
CIN L13100TG1958GOI001674

NMDC Limited, a Navaratna Public Sector Enterprise under the Ministry of Steel, Government of India and a multi locational, multi product and consistently profit making Mining & Mineral Exploration Organization with large turnover. NMDC Ltd is in the process of massive expansion and diversification both in India and abroad. NMDC Ltd is now inviting online applications from eligible & willing candidates for appointment to the post of

<b>COMPANY SECRETARY</b>			
Pay Scale	Designation/ Grade	No. of Posts And Reservation	Max. Age Limit
Rs.120000- 280000	CGM-(M-10)	1(UR)	53 yrs

## **2.0 REQUIRED QUALIFICATIONS AND EXPERIENCE:**

(i) Graduate with CS (Final)

(ii) The candidate must be an Associate Member of the Institute of Company Secretaries in India and holding the post of either Company Secretary/Deputy Company Secretary/Assistant Company Secretary in listed companies preferably CPSEs.

(iii) Candidates having additional qualifications such as CMA, LLB, MBA (Fin.) is desirable.

**Experience:** Minimum of 21 years of relevant post qualification experience in dealing with Compliances of various provisions of Companies Act- 2013, arranging Board Meetings, Audit Committee Meetings and Annual General Meetings, compliance of LODR Regulations, looking after Investors Relation Cell, incorporation of Subsidiary Companies, Joint Venture Companies, preparation and vetting of JV agreements / share holders agreements, dissolution of companies etc., handling RTI matters, experience in merger/amalgamation of companies under Companies Act, NCLT and other applicable provisions, disinvestment of shares under IPO/OFS, completion of various formalities associated with disinvestment, issue of bonus shares, buyback, liaise/follow-up with various Ministries, Govt. Departments etc. Preference will be given to highly motivated candidates.

## **2.1 CANDIDATES SHOULD ALSO HAVE THE FOLLOWING EXPERIENCE :**

(I) Candidates working in Govt./PSUs applying for above post should have worked in the following pay scale or equivalent grade for a minimum period of two years:

Post/Grade applied for:	Minimum service period of 2 years in scale of pay
CGM - (M-10)	Rs.1,20,000- 2,80,000/- or above (M9 - IDA)
	Rs. 37400-67000 (PB-4) (GP-8900)-Pre revised scale Rs.131100-216600 (Level 13(a)) (CDA)-Revised scale

Candidates must attach proof of their pay scale for last two years in online application form.

(II) Candidates from Private Sector applying for the above post should be drawing following minimum CTC as mentioned below for the last two years.

Post/Grade applied for:	Minimum CTC for last 2 years
CGM - (M-10)	40.84 Lakhs or above

Candidates must attach proof of their Average annual CTC for last two years in online application form.

### 3.0 HOW TO APPLY:

Sl. No.	Particulars
a	Applications will be considered in on-line mode only. The candidate has to apply on-line.
b	Eligible candidates would be required to apply online through NMDC website <a href="http://www.nmdc.co.in">www.nmdc.co.in</a> (link available on the "Careers" page of the website). e site will be available/activated from 10:00AM on 04.07.2024 to 11:59 PM on 24.07.2024
c	Helpline email <a href="mailto:nmdc@jobapply.in">nmdc@jobapply.in</a> will be available between 10 AM and 6 PM on all working days to assist Technical aspect of online mode.
d	Candidates are required to fill all the details on-line and upload all the relevant documents/ certificates as per the requirement of notification.
e	For detailed notification along with its Annexures for the above posts the candidates are advised to visit careers page of NMDC website i.e. <a href="http://www.nmdc.co.in">www.nmdc.co.in</a> . <b>In case of any clarifications, typographical errors or omissions, Corrigendum etc. to the notification shall be issued in the above NMDC Website only.</b>
f	<b>Before applying on-line mode, candidates are advised to read the instructions of Notification carefully and will ensure that they must fulfill the essential requirements of the post and other conditions as mentioned in the Employment Notification, which will be available at NMDC web-site as mentioned at 3.0(b) above.</b>
g	An amount of Rs. 500/- (Rupees Five hundred only) is to be paid by all the candidates as application fee which is non-refundable.
h	Candidates belonging to SC/ST/PwBD/Ex-servicemen categories and Departmental Candidates of NMDC Ltd. applying for the post will be exempted from paying Application Fee. Proof for fee exemption is to be enclosed as stated at point no. 6.10. In the absence of above, certificate or fee payment details his/her application will be rejected.
i	The payment can be made by using UPI /credit card/on-line net banking through SBI-Collect using Internet Banking integrated with on-line application. Transaction charges, if any, will be borne by the candidate. On successful completion of transaction, application form with Unique Transaction number and application number will be generated which is to be printed for record. If the candidate does not receive the application form with Unique Transaction number his/her on-line application will not be considered complete and he/she will have to make payment again. Failed transaction will be automatically refunded to the same account from which payment was originally made, within 10 working days.

j	Application fee once paid will not be refunded OR adjusted against any further notifications, even in case of cancellation of the notification for which application fee is paid.
k	Before applying their online application, candidates are advised to keep the soft copy of the documents i.e. (i)recent passport size photograph (ii)Matriculation/10 <sup>th</sup> certificate (iii)Certificates in support of Qualification & Experience(iv)Caste/Category Certificate, SC/ST/OBC(NCL)/EWS/Disability Certificate etc. as applicable (v) Scanned signature etc. (vi) Mobile No.
l	After applying online, the candidate is required to download the hard copy of filled in application form and keep the printout of the Application form which will be generated by the system after successful registration.
m	Call letters will be sent through post/email. Call letters can also be downloaded from Careers page on NMDC Website. NMDC will not be responsible for any loss of email sent due to invalid/wrong Email ID provided by the candidate or postal delay/non receipt of information by post. Only those candidates will be allowed to appear for Interview who will produce valid call letter.
n	<b>The candidates will be issued call letter based on their declaration in the Online application. Mere issue of call letter does not indicate that the eligibility of the candidate has been confirmed. The eligibility of the candidate will be confirmed after Document Verification at the time of Interview.</b>
o	Candidates are required to mention their date of birth and name as per Matriculation/10 <sup>th</sup> class certificate issued by the recognized Board.

#### **4.0 MODE OF SELECTION:**

The mode of selection for eligible applicants would be through an interview.

#### **5.0 VERIFICATION OF DOCUMENTS WITH ORIGINALS:**

The candidates who will be called for Interview are required to produce original documents/testimonials, along with self attested photo copies, in support of Age, Qualification, Experience, Category, etc. for verification of their eligibility as per notification at the time of Interview. In case the candidate(s) do not produce/submit the required documents before attending Interview, the candidate(s) will not be permitted to attend the Interview and Travelling Allowance will not be reimbursed. The decision of NMDC Management is final in this regard.

#### **6.0 GENERAL CONDITIONS:**

6.1 The date of birth as well as the name of the applicant will invariably be taken from Matriculation/10<sup>th</sup> class certificate issued by the recognized Board and no other proof of date of birth and name shall be accepted.

6.2 The cut-off date for reckoning eligibility for educational qualification, age and experience etc will be the last date for submitting on-line application as mentioned at point no. 3(b) of this notification. In case, the last date of submitting of application is extended, the original cutoff date for reckoning eligibility will remain unchanged.

6.3 The prescribed minimum educational qualifications are mandatory and in absence of the same any higher qualification even if possessed by the candidate does not make any candidate eligible to be called for Interview.

6.4 NMDC Management reserves the right to alter/fix the criteria for calling the candidates for Interview on the basis of qualification, experience, if any etc. depending upon the number of applications received.

6.5 During recruitment process, if any information provided by the candidate is found incorrect/incomplete or it is not in conformity with eligibility criteria as specified in the notification for the above post or if it is found that candidate has concealed/distorted any material information, his/her candidature will be cancelled at any stage during the recruitment process or even after selection.

6.6 Mere fulfilling of the minimum criteria will not vest any right to candidates for being called for different stages of recruitment process. Depending upon response and requirement, the management reserves the right to raise/relax/cancel/modify/alter the entire recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason whatsoever. Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained.

**6.7 Before applying Online, all the candidates must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. While applying for above post, the applicant should ensure that he/she fulfills all the eligibility and other criteria mentioned above as on the cutoff date and that the particulars furnished are correct in all respects.**

6.8 Outstation candidates called for and attended Interview will be reimbursed to & fro single Air Fare (Economy Class)/AC – I Rail fare by shortest route as per rules. Proforma of Travelling Allowance is available as Annexure –I in the notification of NMDC web site.

6.9 At the time of attending before Interview candidates are required to submit duly filled in Travelling Allowance form along with its required travelling tickets in original for its reimbursement to the candidates as per eligibility. However, the said Travelling Allowance will be paid through e-payment by NMDC in due course.

6.10 Candidates belonging to SC/ST/OBC (Non Creamy Layer)/EWS/PwBD/Ex-servicemen category should enclose a copy of caste/permanent Certificate as applicable in the prescribed proforma specified by Govt. of India. The OBC certificate submitted by the candidate should be issued within 06 months from the date of Interview and as per the orders contained in Department of Personnel and Training, Ministry of Personnel, Public grievance and Pensions, New Delhi, Office Memorandum No.36012/22/93-Estt(SCT) dated 08.09.93 and should clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) as mentioned in column-3 of the Schedule of the above referred Office Memorandum dated 8.9.93 and also belong to the community listed as OBC by Government of India as per latest directives issued by Government of India.

6.11 Category (SC/ST/OBC-NCL/EWS/PwBD) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.

6.12 If the SC/ST/OBC (NCL)/EWS/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

6.13 Ex-servicemen are required to produce equivalence certificate of his/her qualification acquired by them issued by the Competent Authority at the time of Interview. In absence of the above, candidates shall not be allowed to appear in the Interview.

6.14 The prescribed Travelling Allowance claim form (Annexure-I), caste certificates for SC/ST (Annexure-II), OBC (NCL) Certificate (Annexure-III), EWS certificate (Annexure-IV) are available in the notification on the Careers page of NMDC website i.e. [www.nmdc.co.in](http://www.nmdc.co.in) only.

6.15 The term 'Departmental Candidates' means only those candidates who are currently working with NMDC as permanent employees.

6.16 Information regarding Interview, if required, will be provided in the Call Letter which can be obtained at Careers Page of NMDC website and candidates will be intimated for the same through their email etc. No other communication will be sent to the candidates for Interview.

6.17 Depending upon the suitability of the candidates the selected candidate will be offered for the post of Company Secretary and they will be paid emoluments as mentioned in the notification.

6.18 Apart from Pay and Allowances, other benefits viz. PRP, HRA, CPF, Gratuity, Medical facilities, Group Insurance etc., as per rules will also be admissible.

6.19 No interim correspondence will be entertained on any account during recruitment process. **Canvassing in any form will be treated as disqualification.**

6.20 Only such PwBD category candidates would be eligible to get the applicable benefit of reservation/concessions whose relevant disability percentage is 40% and above.

6.21 Candidates should retain printed copy of their application form as they can be asked to produce it for future reference.

6.22 In case of disparity in English & Hindi version of advertisement, English version will prevail.

6.23 Only Indian Nationals are eligible to apply.

6.24 Court of jurisdiction for any dispute will be at Hyderabad.

6.25 The following activities will be displayed in NMDC website from time to time:

a)	List of candidates eligible for Interview
b)	List of provisionally selected candidate

Candidates are advised to visit NMDC Ltd Website [www.nmdc.co.in](http://www.nmdc.co.in) regularly for latest updates.

**DGM (Personnel)**



NMDC LIMITED

"KHANIJ BHAVAN", 10-3-311/A, MASAB TANK, HYDERABAD – 500 028

FORM FOR CLAIMING TA FOR ATTENDING INTERVIEW AGAINST EMPLOYMENT NOTIFICATION NO. \_\_\_\_\_ FOR POST OF \_\_\_\_\_ ON \_\_\_\_\_

(TO BE FILLED IN CAPITAL LETTERS ONLY)

1.	Registration No. *	:	
2.	Name* (In Block Letters)	:	
3.	Postal/Mailing Address* as indicated in the call letter	:	
4.	Name of Airport/Railway Station* Nearest to any place of residence	:	
5.	Mode of Travel and actual Class* by which travelled (enclose copy of ticket)	:	
6.	Place of Written Test/Interview/SST*	:	
7.	Amount of Air/Rail/Bus Fare Paid*	:	
8.	Details of return journey* (indicate anticipated amount)	:	
9.	Bank Account No.* (Copy of 1 <sup>st</sup> page of Bank pass book)	:	
10.	Name of the Account holder*	:	
11.	Bank and Branch Name*	:	
12.	IFSC Code*	:	

\*All fields are mandatory

Note: TA Claims without proof will not be processed.TOTAL AMOUNT CLAIMED: Rs. \_\_\_\_\_  
(TO AND FRO JOURNEY)

Certified that the journey has been undertaken in connection with Written Test /GD & Interview / Interview/SST. I am not availing of any TA concession from any other source. I am also not availing of a free Air Ticket/Railway Pass concession voucher for this journey. I request that my claim of Rs. \_\_\_\_\_ being \_\_\_\_\_ Air/Rail/Bus Fare from my place of residence to \_\_\_\_\_ may be admitted and the amount reimbursed to me.

I am enclosing a copy of my caste certificate in support of my claim.

Signature of the Candidate

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) Being single \_\_\_\_\_ Air/Rail/Bus Fare from my place of residence to \_\_\_\_\_ in connection with appearing Written Test /GD& Interview /Interview/ SST on \_\_\_\_\_ for the post of \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

SIGNATURE OF THE CANDIDATE

Proforma - I

**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES  
CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Shrimati/Kumar\* \_\_\_\_\_ son/daughter\* of  
\_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of  
the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ caste/tribe\* which is  
recognized as a Scheduled Caste/Scheduled Tribe\* under:-

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

@ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

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

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli), Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

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

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

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

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

@ The Constitution (ST) Order (Amendment) Act, 1991

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

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

This Certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\* \_\_\_\_\_ Father/Mother of Shri/Shrimati/Kumar \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the caste/tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_

%3. Shri/Shrimati/Kumar\* \_\_\_\_\_ and/or\* his/her\* family ordinarily resides in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_

\*\*Designation \_\_\_\_\_  
(With Seal of Office)  
State/Union Territory\*

Place: \_\_\_\_\_

Date: \_\_\_\_\_

- \*Please delete the words which are not applicable.
- @ Please quote specific Presidential Order.
- % Delete the Paragraph which is not applicable.

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

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

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1st Class Stipendiary Magistrate/+ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
+ (not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).



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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter\* of Shri \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10<sup>th</sup> September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13<sup>th</sup> September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No.163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9<sup>th</sup> March, 1996, published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11<sup>th</sup> March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6<sup>th</sup> December, 1996, published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11<sup>th</sup> December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11<sup>th</sup> December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12<sup>th</sup> December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3<sup>rd</sup> December, 1997, published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17<sup>th</sup> December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27<sup>th</sup> October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27<sup>th</sup> October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6<sup>th</sup> December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6<sup>th</sup> December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4<sup>th</sup> April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4<sup>th</sup> April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated 21<sup>st</sup> September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21<sup>st</sup> September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6<sup>th</sup> September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6<sup>th</sup> September, 2001.

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

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13<sup>th</sup> January, 2004 published in the Gazette of India Extraordinary Part-I, Section-1, No. 9 dated 13<sup>th</sup> January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/9/2004-BCC dated 16<sup>th</sup> January, 2006 published in the Gazette of India Extraordinary, Part-1, Section-1, No. 10 dated 16<sup>th</sup> January, 2006.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12<sup>th</sup> March, 2007 published in the Gazette of India Extraordinary Part-I, Section-1, No. 67 dated 12<sup>th</sup> March, 2007.

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

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

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

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

Shri/Shrmati/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily resides in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_

Shri/Shrmati/Kumari\* ..... and/or\* his/her\* family ordinarily reside(s) in village/town\* ..... of District/Division\* of the ..... State/Union Territory\* of ..... This is also to certify that he/she\* does not belong to the persons/sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (res.) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt. (res.) dated 14-10-2008 and O.M. No. 36033/1/2013-Estt. (res.) dated 27.05.2013.

Signature \_\_\_\_\_

\*\*Designation \_\_\_\_\_  
(With seal of Office)  
State/Union Territory

Place \_\_\_\_\_

Date \_\_\_\_\_

\*Please delete the words which are not applicable

@ Strike out whichever is not applicable.

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

\*\*List of authorities empowered to issue OBC Certificate.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1st Class Stipendiary Magistrate/+ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

+ (not below of the rank of 1st Class Stipendiary Magistrate).

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

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

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

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

Note 1: Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

GOVERNMENT OF.....

(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)

2. INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No .....

Date.....

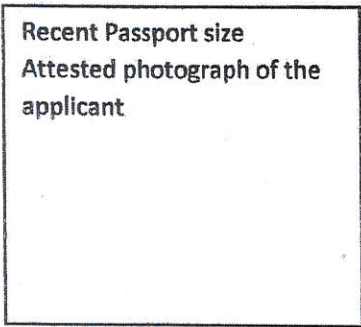
VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari ..... Son/daughter/wife of ..... permanent resident of .....Village/Street.....PinCode..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own or possess any of the following assets\*\*\*;

- I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq.ft and above;
III. Residential plot of 100 sq.yards and above notified municipalities;
IV. Residential plot of 200 sq.yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the .....caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office .....



Name.....

Designation .....

\*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.
\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
\*\*\*Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.