



OIL AND NATURAL GAS CORPORATION LIMITED
RECRUITMENT OF SPECIALIST/ EXPERTS AT E4/E2 LEVEL
ADVERTISEMENT NO. 5/2012 (R&P)

JOIN THE COUNTRY'S MOST VALUED COMPANY ONGC invites you to discover a world of opportunities.

Oil and Natural Gas Corporation Ltd. (ONGC) is a Maharatna and a Fortune-Global 500 Company. It ranks among the top 5 Energy Companies in Asia and 21st among leading global energy majors as per Platts Top 250 Global Energy Company Ranking 2012. ONGC is the only Indian energy giant in 'Fortune's Most Admired List 2012' under 'Mining, Crude Oil Production' category. It has been recently recognised as the 'Most Attractive Employer', as per Ma Foi Randstad Award 2011.

ONGC is looking for energetic and experienced **Specialists/Experts for Induction at E4/E2 level in different disciplines**. The pay scale is in the grade of Rs. 36,600 - 62,000/- (for E4) and Rs. 29,100-54,500/-(for E2) with an increment of 3% per year. Besides Basic Pay, the employee is entitled to allowance @ 47% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA/Company Accommodation, Contributory Provident Fund, Conveyance Maintenance, Substantial Performance Related Pay (PRP), Medical Facility for self and dependents, Gratuity, Self Contributory Post Retirement Benefit Scheme and Composite Social Security Scheme as per Company rules. The Company offers one of the best Compensation packages in cost to company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organisation focused on growth.

A: DETAILS OF DISCIPLINES AND MINIMUM ESSENTIAL QUALIFICATIONS

Sl No.	Name of Post and Level	Role	No. of Posts					Minimum Eligibility Criteria (Refer point B also) Qualification and Experience
			Gen	OBC	SC	ST	Total	
1.	Superintending Engineer (Drilling) E4 Level	Tool Pusher	5	2	1	0	8	Qualification -Graduate Degree in Mechanical / Petroleum Engineering with minimum 60% marks. Experience for Departmental Candidates -10 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale. -At least 10 years


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								<p>experience of drilling at Floater and last 2-3 years as tool pusher.</p> <p>-Supervisory Level certificate from IWCF for Sub-Sea</p> <p>Experience for other Candidates</p> <p>- 12 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale.</p> <p>-At least 12 years experience of drilling at Floater and last 2-3 years as tool pusher.</p> <p>-Supervisory Level certificate from IWCF for Sub-Sea</p>
2.	Superintending Engineer (Drilling) E4 Level	Sub-Sea Engineer	5	2	1	0	8	<p><u>Qualification</u></p> <p>Graduate Degree in Mechanical / Petroleum Engineering with minimum 60% marks.</p> <p>Experience for Departmental Candidates</p> <p>-10 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale.</p> <p>-At least 10 years experience of Floater rig of which last 4 years as Sub-Sea Engineer</p> <p>-Supervisory Level certificate from IWCF for Sub-Sea</p>

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								Experience for other Candidates - 12 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale. -At least 12 years experience of Floater rig of which last 4 years as Sub-Sea Engineer -Supervisory Level certificate from IWCF for Sub-Sea
3.	Superintending Engineer (Mechanical) E4 Level	Mechanical Engineer Water Management, Water Auditing and carbon mapping & identification of GHGs mitigation projects	1	0	0	0	1	<u>Qualification</u> Graduate Degree in Mechanical Engineering with minimum 60% marks. Experience for Departmental Candidates -10 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale. --10 years experience in water management, water auditing & carbon mapping & identification of GHGs mitigation projects Experience for other Candidates - 12 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale. --12 years experience in water management, water auditing & carbon mapping & identification of GHGs mitigation projects



SI No.	Name of Post and Level	Role	No. of Posts					Minimum Eligibility Criteria (Refer point B also) Qualification and Experience
			Gen	OBC	SC	ST	Total	
4.	Superintending Engineer (Electrical) E4 Level	Electrical Engineer Water Management, Water Auditing and carbon mapping & identification of GHGs mitigation projects	1	0	0	0	1	<p><u>Qualification</u></p> <p>Graduate Degree in Electrical Engineering with minimum 60% marks.</p> <p>Experience for Departmental Candidates</p> <p>-10 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale.</p> <p>-10 years experience in water management, water auditing & carbon mapping & identification of GHGs mitigation projects</p> <p>Experience for other Candidates</p> <p>- 12 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale.</p> <p>-12 years experience in water management, water auditing & carbon mapping & identification of GHGs mitigation projects</p>



Sl No.	Name of Post and Level	Role	No. of Posts					Minimum Eligibility Criteria (Refer point B also) Qualification and Experience
			Gen	OBC	SC	ST	Total	
5.	Superintending Engineer (Production) E4 Level	Well services expert in HP HT wells 2 Posts in sand control 2 Posts in Hydro fracturing 2 Posts in CTU operation	3	2	1	0	6	<p>Qualification</p> <p>Graduate Degree in Mechanical/Chemical/Petroleum Engineering with minimum 60% marks.</p> <p>Experience for Departmental Candidates</p> <p>-10 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale.</p> <p>-At least 10 years experience of well services in HP HT wells in relevant areas of specialisation in sand control/Hydro fracturing/CTU operation</p> <p>Experience for other Candidates</p> <p>- 12 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale.</p> <p>-At least 12 years experience of well services in HP HT wells in relevant areas of specialisation in sand control/Hydro fracturing/CTU operation</p>



SI No.	Name of Post and Level	Role	No. of Posts					Minimum Eligibility Criteria (Refer point B also) Qualification and Experience
			Gen	OBC	SC	ST	Total	
6.	Manager(F&A) E4 Level	Business Analyst-cum-Economists	2	0	0	0	2	<p><u>Qualification</u></p> <p>Graduate degree with ICWA/CA or MBA with specialisation in Finance with minimum 60% marks.</p> <p>Experience for Departmental Candidates</p> <ul style="list-style-type: none"> - 10 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale - At least 10 years experience in forecasting energy & petro-chemical pricing, demand & supply analysis and scenario building <p>Experience for other Candidates</p> <ul style="list-style-type: none"> - 12 years experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale - At least 12 years experience in forecasting energy & petro-chemical pricing, demand & supply analysis and scenario building



SI No.	Name of Post and Level	Role	No. of Posts					Minimum Eligibility Criteria (Refer point B also) Qualification and Experience
			Gen	OBC	SC	ST	Total	
7.	Manager(F&A) E4 Level	Manager(F&A)	2	1	1	0	4	<p><u>Qualification</u></p> <p>Graduate degree with ICWA/CA or MBA with specialisation in Finance with minimum 60% marks.</p> <p><u>Experience</u></p> <p>10 years experience for departmental candidates and 12 years for others in Class-I or equivalent position of which at least 3 years should be in the next lower scale.</p>
8.	Manager(HR) E4 Level	Manager(HR)	1	1	0	0	2	<p><u>Qualification</u></p> <p>MBA with specialisation in Personnel Management/HRD/HRM with minimum 60% marks or Post Graduate Degree / Diploma(Minimum two years full time) in Personnel Management / IR / Labour Welfare with minimum 60% marks.</p> <p><u>Experience</u></p> <p>10 years experience for departmental candidates and 12 years for others in Class-I or equivalent position of which at least 3 years should be in the next lower scale.</p>



SI No.	Name of Post and Level	Role	No. of Posts					Minimum Eligibility Criteria (Refer point B also) Qualification and Experience
			Gen	OBC	SC	ST	Total	
9.	Deputy Chief Legal Advisor E4 Level	Dy. Chief Legal Advisor	5	1	0	0	6	<u>Qualification & Experience</u> Graduate Degree in Law(Professional) with minimum 60% marks. -15 years experience as practicing advocate or relevant legal experience in Class-I or equivalent position of which at least 3 years should be in the next lower scale.
10.	Manager(CC) E4 Level	Manager (PR)	3	1	0	0	4	<u>Qualification</u> Post Graduate Degree / Diploma in Public Relations / Journalism / Mass communication with minimum 60% marks. <u>Experience</u> 10 years experience for departmental candidates and 12 years for others in Class-I or equivalent position of which at least 3 years should be in the next lower scale.
11.	Manager (Material Management) E4 Level	Manager (Material Management)	7	2	1	0	10	<u>Qualification</u> Graduate degree in Engineering with minimum 60% marks OR MBA with specialisation in Material Management / Inventory Control with minimum 60% marks OR Graduate degree with PG Diploma in Material management awarded by Indian Institute of Material management recognised for the purpose of Recruitment to superior posts in the

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								Central Government with minimum 60% marks. <u>Experience</u> 10 years experience for departmental candidates and 12 years for others in Class-I or equivalent position of which at least 3 years should be in the next lower scale.
12.	Manager (Security) E4 Level	Manager (Security)	2	2	1	0	5	<u>Qualification & Experience</u> Post Graduate Degree with 15 years service with either Armed Forces or Central Police Organisation.
13.	Port Captain E4 Level	Port Captain	2	1	0	0	3	<u>Qualification & Experience</u> -Ministry of Transport Foreign Going Master's Certificate with 5 years experience as Chief Officer on a Foreign Going Vessel. Should be conversant with Customs, Ports, MMD Rule and Regulations or equivalent qualification and Experience in Indian Navy
14.	Sr. 2nd Engineer E4 Level	Sr. 2nd Engineer	3	0	0	0	3	<u>Qualification & Experience</u> -Ministry of Transport's First Class or Second Class Motor Certificate of Proficiency with 1 year experience as Second Engineer or equivalent qualification and Experience in Indian Navy.
15.	Senior Medical Officer (Physician) E2 level	Physician	-	-	-	-	4*	<u>Qualification</u> - MD (Medicine) with valid registration. <u>Experience</u> -4 years Experience in

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								reputed hospitals.
16.	Senior Medical Officer (ENT) E2 level	ENT Specialist	-	-	-	-	1*	<u>Qualification</u> - MD/MS in ENT with valid registration. <u>Experience</u> -4 years Experience in reputed hospitals.
17.	Senior Medical Officer (Obs. & Gynecology) E2 level	Obs. & Gynecologist	-	-	-	-	1*	<u>Qualification</u> - MD/MS in Obs. & Gynecology with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.
18.	Senior Medical Officer (Orthopedic) E2 level	Orthopedician	-	-	-	-	3*	<u>Qualification</u> - MD/MS in Orthopedic with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.
19.	Senior Medical Officer (Pediatric) E2 level	Pediatrician	-	-	-	-	1*	<u>Qualification</u> - MD/MS in Pediatric with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.
20.	Senior Medical Officer (Cardiology) E2 level	Cardiologist	-	-	-	-	2*	<u>Qualification</u> - MD/MS in Cardiology with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.



SI No.	Name of Post and Level	Role	No. of Posts					Minimum Eligibility Criteria (Refer point B also) Qualification and Experience
			Gen	OBC	SC	ST	Total	
21.	Senior Medical Officer (Dental) E2 level	Dentist	-	-	-	-	1*	<u>Qualification</u> - MDS with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.
22.	Senior Medical Officer (Ophthalmology) E2 level	Ophthalmologist	-	-	-	-	1*	<u>Qualification</u> - MD/MS in Ophthalmology with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.
23.	Senior Medical Officer (Radiology) E2 level	Radiologist	-	-	-	-	3*	<u>Qualification</u> - MD/MS in Radiology with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.
24.	Senior Medical Officer (Dermatology) E2 level	Dermatologist	-	-	-	-	2*	<u>Qualification</u> - MD in Dermatology, Venereology & Leprology OR Dermatology & STD OR Dermatology & Venereology OR Dermatology with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.



SI No.	Name of Post and Level	Role	No. of Posts					Minimum Eligibility Criteria (Refer point B also) Qualification and Experience
			Gen	OBC	SC	ST	Total	
25.	Senior Medical Officer (Chest Physician) E2 level	Chest Physician	-	-	-	-	2*	<u>Qualification</u> - MD in Tuberculosis & Chest Diseases OR TB & Chest Diseases OR Pulmonary Medicine OR TB & Respiratory Diseases with valid registration . <u>Experience</u> -4 years Experience in reputed hospitals.
26.	Senior Medical Officer (Pathology) E2 level	Pathologist	-	-	-	-	1*	<u>Qualification</u> - MD in Pathology with valid registration <u>Experience</u> -4 years Experience in reputed hospitals.
Total							85	

*Reservation of posts:

For posts appearing at Sl. No. 15 to 26:- UR-16, OBC-4 & SC-2

B: ESSENTIAL REQUIREMENTS:

The minimum percentage of marks in the qualifying examination/ degree is as under (Excluding Security discipline)	
Subjects	Minimum %age of marks required for Gen/ OBC/ SC/ Departmental
1. Engineering subjects	Minimum 60% marks
2. MBA/PG Degree/PG Diploma	Minimum 60% marks
3. ICWA / CA / MD / MS / MDS	Pass
Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the application as per norms adopted by concerned University/ Institute. Please also obtain a certificate to this effect from the Univ./ Instt,. Percentage of marks are to be calculated as per the criterion adopted by the University / Institute.	

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C: AGE LIMIT:

As on **03.12.2012** for all Disciplines except Drilling & Medical **Gen.-44 Years, OBC (Non-Creamy Layer) - 47 Years, SC - 49 Years.**

For Drilling Discipline , **Gen.-42 Years, OBC (Non- Creamy Layer) - 45 Years ,SC - 47 Years.**

For Medical Discipline ,**Gen.-34 Years, OBC (Non- Creamy Layer) - 37 Years, SC - 39 Years.**

1. ONGC Departmental candidates will be allowed relaxation in age as per existing rules.
2. OBC and SC Certificate should be in prescribed format meant for appointment to posts under the Government of India (Latest non creamy layer certificate in respect of OBC candidate). The Caste Certificate if not issued in the prescribed format by the designated authority, candidates will not be permitted to appear in the interview. Prescribed format of the caste certificate for OBC and SC for employment in government undertaking can be down-loaded from the website www.ongcindia.com if required.

D: SELECTION PROCESS

Selection will be on the basis of Educational Qualification, Experience and performance in personal Interview .However in case of more number of candidates screening test may also be held. Departmental candidates, fulfilling the requisite eligibility criteria will be given first consideration.

E: HOW TO APPLY

1. Indian nationals fulfilling the requirements may send their application to **Deputy General Manager (HR)-Recruitment, ONGC, B.S. Negi Bhavan, 3rd Floor, Corporate R&P, Tel Bhavan, Dehradun-248003 on or before 03.12.2012.** The application format can be downloaded from ONGC website.
2. An amount of **Rs. 500/-** for candidates applying against vacancies for Gen/OBC and **Rs. 100/-** for candidates applying against vacancies reserved for SCs will be charged as application fee. Application fee is non-refundable. Application fee can be deposited at any branch of **State Bank of India through challan.** The fee is to be deposited in ONGC Power Jyoti A/C Number **30827318409** of SBI, Tel Bhavan, Dehradun. No other mode of payment would be accepted. Applicants should not deposit fee through instruments like Demand Draft/ Banker Cheques/ IPO, online transfer of money into ONGC account etc. If any applicant makes payment through any such mode fee will NOT be returned/ refunded. **For depositing the requisite fee, candidates should visit the website www.ongcindia.com and download the challan form available on the site.**
3. Departmental candidates from ONGC would also be required to deposit the applicable application fee through the challan form. However, the same would be reimbursable.
4. A recent passport size photograph should be affixed on the top right hand corner of the application duly attested by a Gazetted Officer.



5. Attested photocopies of certificates showing date of birth, qualification (Degree as well as marks sheets), experience, pay scale, caste (wherever applicable) and ONGCs copy of the Challan slip (in original) through which application fee has been deposited is required to be attached with the application .
6. The post applied for may be super-scribed on the top centre of the envelope.
7. Applications received after the due date will neither be entertained nor returned. ONGC will not be responsible for any delay whatsoever.
8. Incomplete applications will be summarily rejected and no correspondence shall be entertained from the candidates not short listed for the interview.
9. The desirous candidates may visit ONGC website www.ongcindia.com and www.ongcreports.net (only for ONGC employees) for further information.
10. Candidates **employed in Govt. / Public Sector undertaking** will be required to produce **No Objection Certificate** at the time of interview.
11. For any dispute, Courts of New Delhi will have the jurisdiction.
12. An application once made will NOT be allowed to be withdrawn and the fee once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection process

F. IMPORTANT DATES

a.	Start Date for receiving application through post	10.11.2012
b.	Last date for receipt of application through post	03.12.2012

G. IMPORTANT NOTICE TO ALL CANDIDATES

1. Candidates are requested to send duly filled in application only by POST to **Deputy General Manager (HR)-Recruitment, ONGC, B.S. Negi Bhavan, 3rd Floor, Corporate R&P, Tel Bhavan, Dehradun-248003 on or before 03.12.2012**. Applications received after **03.12.2012** will not be considered. ONGC will not be responsible for any postal delay / loss.
2. Any sort of canvassing or influencing the Officials related to the Recruitment/ Selection process would result in immediate disqualification of the candidature. In case of any dispute, the decision of the management of ONGC will be final and binding on all candidates.

DGM (HR) – Rectt
Oil and Natural Gas Corporation Ltd.
Tel Bhawan, Dehradun

ONGC is not responsible for printing error, if any





APPLICATION FORMAT FOR E2/E4 POSTS

Affix attested
latest
photograph

1. Post Applied for:

2. Name (In capital letters) :

3. Father's name :

4. Date of birth :

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(As per the SSC/Matriculation/10th Class Certificate) (*dd/mm/yyyy format*)

5. Category as per central govt. rules (Gen/OBC(Non creamy)/SC) :-

6. Gender : ☐ Male ☐ Female

7. Religion :

8. CPF No. (Applicable only for ONGC employees) :

9. Parents income from all sources (annual) : Rs.....

10. Mailing address:

.....
.....State.....PIN.....

11. Phone no.(permanent)Mobile no.....

12 .E-mail address :

13 Qualification :- (Graduation and above):

Sl. No.	Examination passed	Name of the University/Institute	Branch/Subject	Percentage and Division/Class	Remarks
1					
2					
3					
4					
5					
6					

14 Experience as Class I Executive(In descending order)

Sl. No.	From	To	Name of the Organisation	Pay Scale and last pay details	Total Emoluments	Post held, detail of experience as per the advertisement
1						
2						
3						
4						

15 Certification /Certificate obtained in Concerned Field (for applicable posts only)

- (a) -----
(b) -----

Declaration : I hereby declare that the particulars furnished above are true & correct. In case of information provided by me being found incorrect or false, my candidature may be cancelled at any time. I also declare that I am a citizen of India.

Date :

Place:.....

(Signature of the Candidate)

Encls. Required:- Attested photocopies of certificates showing date of birth, qualification. (Degree as well as marks sheets), Certification/certificate in concerned field, experience as per the advertisement , pay scale, caste (wherever applicable) and ONGCs copy of the Challan slip (in original) through which application fee has been deposited is required to be attached with the application.

No of certificates enclosed:

7-11-2012

Bank Copy



State Bank of India
Challan for remittance of application fee
for Oil and Natural Gas Corporation Limited
Recruitment of E4 / E2 level posts -2012

Account No: **30827318409**
At Tel Bhavan Branch, Dehradun (Code no 1576)

Details of the Applicant (to be filled by the applicant)

Mr./Ms. _____

Date of Birth _____

Father's Name _____

Category : Gen/ OBC/SC

Post Applied for: _____

To be filled by Branch:

Branch Name _____

Branch Code No.

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Journal No.

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

Date of Deposit _____

Fee Details:

	Rs
Application Fee	
Branch Commission *	020
Total	
Rupees _____ Only.	

Signature of the Applicant

Signature of the authorised
official with Branch Seal

* Branch Commission Rs 20/- to be received per challan and credited to Branch Commission A/C vide CGM, Delhi Circle Note No. 2105 dated 30.07.2009.

** Fee receiving branch should write the Branch Name, Branch Code, Journal No. & Dt. of remittance invariably and handover both the ONGC's copy and applicant copy to the remitter duly signed.

ONGC Copy



State Bank of India
Challan for remittance of application fee
for Oil and Natural Gas Corporation Limited
Recruitment of E4 / E2 level posts -2012

Account No: **30827318409**
At Tel Bhavan Branch, Dehradun (Code no 1576)

Details of the Applicant (to be filled by the applicant)

Mr./Ms. _____

Date of Birth _____

Father's Name _____

Category : Gen/ OBC/SC

Post Applied for: _____

To be filled by Branch:

Branch Name _____

Branch Code No.

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Journal No.

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

Date of Deposit _____

Fee Details:

	Rs
Application Fee	
Branch Commission *	020
Total	
Rupees _____ Only.	

Signature of the Applicant

Signature of the authorised
official with Branch Seal

* Branch Commission Rs 20/- to be received per challan and credited to Branch Commission A/C vide CGM, Delhi Circle Note No. 2105 dated 30.07.2009.

** Fee receiving branch should write the Branch Name Branch Code, Journal No. & Dt. of remittance invariably and handover both the ONGC's copy and applicant copy to the remitter duly signed.

Applicant Copy



State Bank of India
Challan for remittance of application fee
for Oil and Natural Gas Corporation Limited
Recruitment of E4 / E2 level posts -2012

Account No: **30827318409**
At Tel Bhavan Branch, Dehradun (Code no 1576)

Details of the Applicant (to be filled by the applicant)

Mr./Ms. _____

Date of Birth _____

Father's Name _____

Category : Gen/ OBC/SC

Post Applied for: _____

To be filled by Branch:

Branch Name _____

Branch Code No.

--	--	--	--	--

Journal No.

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

Date of Deposit _____

Fee Details:

	Rs
Application Fee	
Branch Commission *	020
Total	
Rupees _____ Only.	

Signature of the Applicant

Signature of the authorised
official with Branch Seal

* Branch Commission Rs 20/- to be received per challan and credited to Branch Commission A/C vide CGM, Delhi Circle Note No. 2105 dated 30.07.2009.

** Fee receiving branch should write the Branch Name Branch Code Journal No. & Dt. of remittance invariably and handover both the ONGC's copy and applicant copy to the remitter duly signed.

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

This is to certify that Shri/Shrimati/Kumari _____ Son/Daughter of
_____ of _____ Village _____ District/Division
_____ in the _____ State _____ belongs to
the _____ Community which is recognised as a backward class under :

- (i) Resolution No. 12011/68/93-BCC(C) dated the 10th September, 1993 published in the Gazette of India. Extraordinary Part I, Section 1, No. 186 dated 13th September, 1993.
(ii) Resolution No. 12011/9/94-BCC(C) dated 19th October, 1994 published in the Gazette of India. Extraordinary Part I, Section 1, No. 163 dated 20th October, 1994.
(iii) Resolution No. 12011/7/95-BCC(C) dated 24th May, 1995 published in the Gazette of India. Extraordinary Part I, Section 1, No. 88 dated 25th May, 1995.
(iv) Resolution No. 12011/96/94-BCC(C) dated 9th March, 1996.
(v) Resolution No. 12011/44/96-BCC(C) dated 6th November, 1996 published in the Gazette of India. Extraordinary Part I, Section 1, No. 210 dated 11th December, 1996.
(vi) Resolution No. 12011/13/97-BCC(C) dated 3rd December, 1997 published in the Gazette of India. Extraordinary Part I, Section 1.
(vii) Resolution No. 12011/99/94-BCC(C) dated 11th December, 1997 published in the Gazette of India. Extraordinary Part I, Section 1.
(viii) Resolution No. 12011/68/98-BCC(C) dated the 27th October, 1999 published in the Gazette of India. Extraordinary Part I, Section 1.
(ix) Resolution No. 12011/13/97-BCC(C) dated the 6th December, 1999 published in the Gazette of India. Extraordinary Part I, Section 1.
(x) Resolution No. 12011/36/99-BCC(C) dated the 4th April, 2000 published in the Gazette of India. Extraordinary Part I, Section 1.
(xi) Resolution No. 12011/44/99-BCC(C) dated the 21st September, 2000 published in the Gazette of India. Extraordinary Part I, Section 1.
(xii) Resolution No. 12015/9/2000-BCC(C) dated the 6th September, 2001 published in the Gazette of India. Extraordinary Part I, Section 1.

Shri/Shrimati _____ and/or family ordinarily reside(s) in the _____
District/Division of the _____ State. This is also to certify that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of
Personnel & Training, O.M. No. 36012/22/93-Estt. (SCT) dated 08/9/1993.

Date _____

Place _____

District Magistrate

Or Deputy Commissioner etc.

Seal

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.

List of authorities empowered to issue OBC certificates vide O.M.NO. 36012/22/93-Estt. (SCT), dated 22/10/1993 is given below :

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

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 _____ 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 _____

Signature _____

Designation _____

(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

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/1st 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).