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ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ

नव मंगलूर पत्तन प्राधिकरण

NEW MANGALORE PORT AUTHORITY

(Fully Solar Powered)

भारत सरकार ( पत्तन, पोत परिवहन और जलमार्ग मंत्रालय)

Govt. of India (Ministry of Ports, Shipping and Waterways)

ಪಣಂಬೂರು ಪಂಗಂಬೂರು Panambur / ಮಂಗಳೂರು ಮಂಗಲೂರು Mangalore - 575010



SAGARMALA  
PORT-LED PROSPERITY



## RECRUITMENT OF CLASS-I & II POSTS IN NEW MANGALORE PORT AUTHORITY

New Mangalore Port Authority (NMPA) invites applications for filling up of Class-I & II posts by direct recruitment as per the details given below.

Interested eligible candidates may apply online after carefully reading the detailed advertisement regarding the process of examination, eligibility criteria, online registration process, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of admit cards/call letters etc. after ensuring that they fulfill the stipulated criteria.

Important Dates:

Activity	Date
Commencement of Online registration of application	15-11-2024 - Assistant Engineer (Civil) 28-11-2024 - All other posts
Closure of registration of application	27-12-2024
Closure of editing application details	27-12-2024
Online Fee payment	15-11-2024 to 27-12-2024 for Assistant Engineer (Civil) 28-11-2024 to 27-12-2024 for all other posts
Date, time and centre of online examination	Will be notified 15 days in advance before the examination date in NMPA website.

Candidates have to submit application online through link provided on NMPA's website only. No other means/mode of application will be accepted.

Candidates are advised to regularly visit the authorized New Mangalore Port Authority website [www.newmangaloreport.gov.in](http://www.newmangaloreport.gov.in) for updates on the recruitment details including online application form and changes in number of vacancies.

ದೂರವಾಣಿ / ದೂರಭಾಷ / Phone : 0824 - 2407341, 2887399

आईएसओ 9001:2015, 14001:2015 आईएसओ एवं 450011:2018 आईएसपीएस अनुपालनकर्ता पत्तन

An ISO 9001:2015, 14001:2015 ISO 450011:2018 & ISPS Complaint Port

**I. Posts & Eligibility Criteria:-**

**A. Post wise vacancies, Reservation, Essential & other qualifications:**

Sl. No	Name of the post & pay scale	No of Vacancies	Upper age limit for DR (in yrs.) *	Reservation	Essential Educational and other Qualification
i.	Assistant Director(EDP) Class-I Rs.50,000-1,60,000 (Pre to pre revised 9100-15100)	01	30	UR	<p><b><u>Essential:</u></b></p> <p>Degree in Computer Engineering/ Computer sciences from a recognised university/institution. Or Degree in Maths/Statistics/Operational Research/Economics with Post Graduate Diploma in Computer Application/Computer Science/Information Technology from a recognised university/institution.</p> <p style="text-align: center;">Or</p> <p>Degree in Engineering with Post Graduate Diploma in Computer Application/Computer Science/Information Technology from a recognised university/institution.</p> <p><b><u>Desirable:-</u></b></p> <p>(i) Post Graduate Degree in Maths/Statistics/Operational Research/Economics or Post Graduate Degree in Computer Science or Computer Engineering or Systems or Information systems or MIS or Information Technology or Computer Applications or Business Admn. (PG degree/ diploma) with specialization in systems or Information Systems or MIS or Information Technology and allied subjects from a recognized university/institution.</p> <p>(ii) Two years experience in Programming/Electronic Data Processing/Systems Analysis etc.</p>

<b>ii.</b>	Sr. Accounts Officer Class-I Rs.50,000-1,60,000  (Pre to pre revised 10750-16750)	01	35	PWBDLV	<p><b><u>Essential:</u></b></p> <p>Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>(ii) Five years experience in Executive cadre in the field of Finance, Accounting in an Industrial/Commercial/Govt. Undertaking.</p>
<b>iii.</b>	Accounts Officer Gr.I  Class-I Rs.50,000-1,60,000  (Pre to pre revised 9100-15100)	01	30	OBC	<p><b><u>Essential:</u></b></p> <p>Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p><b><u>Desirable:-</u></b></p> <p>Two years experience in Executive cadre in the field of Finance, Accounting in an Industrial/Commercial/Govt. Undertaking.</p>
<b>iv.</b>	Law Officer Gr.I  Class-I Rs.50,000-1,60,000  (Pre to pre revised 9100-15100)	01	30	UR	<p><b><u>Essential:</u></b></p> <p>Degree in Law from a recognised university.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Two years executive experience in a Legal Establishment of an Industrial/Commercial/Govt. Undertaking. (ii) Post Graduate degree in Law from a recognised university.</p>
<b>v</b>	Deputy Director (Research)  Class-I Rs.50,000-1,60,000  (Pre to pre revised 10750-16750)	01	35	UR	<p><b><u>Essential</u></b></p> <p>(i) Degree in Economics or statistics or Mathematics from a recognised university/institution. (ii) Five years executive experience in planning or in collection, compilation and interpretation of data or in conducting field surveys, investigations etc.,</p> <p><b><u>Desirable</u></b></p> <p>i) Post graduate degree/diploma in Economics or Statistics or</p>

					<p>Mathematics or operational research and allied subjects from a recognised university/institution</p> <p>ii) Knowledge of computer operations</p>
<b>vi</b>	<p>Senior Medical Officer</p> <p>Class-I</p> <p>Rs.50,000-1,60,000</p> <p>(Pre to pre revised 10750-16750)</p>	01	40	UR	<p><b><u>Essential</u></b></p> <p>i) MBBS degree from a recognised university or for medical officer(Dental), BDS degree of a recognised university</p> <p>ii) Five years experience in a hospital after completion of internship of one year.</p> <p><b><u>Desirable</u></b></p> <p>A post graduate medical degree from a recognised university</p>
<b>vii</b>	<p>Assistant Traffic Manager</p> <p>Class-II</p> <p>Rs. 40000-140000</p>	01	35	OBC	<p><b><u>Essential</u></b></p> <p>A degree from a recognised university</p> <p><b><u>Desirable</u></b></p> <p>Two years supervisory experience in shipping/cargo operations/railway transportation in an industrial/commercial/govt undertaking</p>
<b>viii</b>	<p>Assistant Accounts officer</p> <p>Class II</p> <p>Rs. 40000-140000</p>	02	28	UR(1) PWBD LV (1)	<p>Member of Institute of Chartered Accountants of India or of Institute of Cost Accountants of India.</p>
<b>ix</b>	<p>Assistant Engineer (Civil)</p> <p>Class II</p> <p>Rs. 40000-140000</p>	05	35	OBC(2) UR(3)	<p><b><u>Essential:</u></b></p> <p>(i) Degree in Civil Engineering of a recognised university or equivalent.</p> <p>(ii) 02 years experience in design construction and maintenance of Civil Engineering works.</p> <p><b><u>Desirable:</u></b></p> <p>Experience in Harbour engineering.</p>

<b>x</b>	Engineer Gr. II  Class II  Rs. 40000-140000	04	45	OBC(1)  UR(2)  EWS(1)	MEO Second class Motor certificate, issued under MS Act 1958 with 06 months experience failing which MEO class IV (FG) with 06 months experience failing which MEO class III (NCV-SEO) with 12 months experience OR MEO class IV (NCV) with 24 months experience. Besides, he should be in possession of the Certificate issued under regulation III/I read with I/3 STCW 95/Inland Vessels Act
<b>xi</b>	Junior Director  Class II  Rs. 40000-140000	01	Between 22- 35	UR	(i) Bachelor degree in Computer Engineering/Information Technology or Master Degree in Computer Application/Computer Science/Information technology. (ii) Two years experience in programming System design, under latest operating systems, relational databases and front-end tools and networking.
<b>xii</b>	Master Gr. II  Class II  Rs. 40000-140000	01	45	OBC	(i) Certificate of Inland Master 1 <sup>st</sup> class, granted under the Inland Vessel Act. (ii) Should have 12 months experience as Inland Master
<b>xiii</b>	PA to HOD  Class II  Rs. 40000-140000	01	35	UR	<b><u>Essential</u></b>  (i) Degree in any discipline (ii) Shorthand and typewriting speed of 120 words and 40 words per minute respectively. (iii) 10 years experience in stenographic work
<b>xiv</b>	Deputy Director(EDP)  Class-I  Rs.50,000-1,60,000  (Pre to pre revised 10750-16750)	01	35	UR	<b><u>Essential:</u></b> i) Degree in Computer Engineering/Computer Sciences from a recognised university/ institution. Or Degree in Maths/ Statistics/Operational Research/ Economics with Post Graduate Diploma in Computer Application/ Computer Science/ Information Technology from a recognised university / institution. Or Degree in Engineering With Post Graduate Diploma in Computer

					<p>Application/ Computer Science/Information Technology from a recognised University/ Institution.</p> <p>ii) Five years experience in Programming / Electronic Data Processing /System Design &amp;Analysis and related fields</p> <p><b><u>Desirable:</u></b></p> <p>i). Post Graduate Degree in Maths /Statistics /Operational Research/ Economics or Post Graduate degree in Computer Science or Computer Engineering or Systems or Information Systems or MIS or Information Technology or Computer Applications or Business Admin (PG degree/diploma) with specialization in Systems or Information Systems or MIS or Information Technology and allied subjects from a recognised university / institution</p>
<b>xv</b>	Asst. Engineer (Electrical)  Class II  Rs. 40000-140000	03	35	OBC(2)  UR(1)	<p>(i) Degree in Electrical Engineering of a recognised University or equivalent</p> <p>(ii) 2 years experience in Electrical Works</p>
<b>xvi</b>	Asst. Engineer (Mechanical)  Class II  Rs. 40000-140000	06	35	SC(1)  OBC(1)  UR(3)  EWS(1)	<p>(i) Degree in Mechanical Engineering of a recognised University or equivalent</p> <p>(ii) 2 years experience in Mechanical or Mechanical Marine Works.</p>
<b>xvii</b>	Assistant Secretary Gr.I  Class-I  Rs.50,000-1,60,000  (Pre to pre revised 9100-15100)	01	30	UR	<p><b><u>Essential:</u></b></p> <p>A degree from a recognized University</p> <p><b><u>Desirable:</u></b></p> <p>(i) Post Graduate degree/Diploma in Personnel Management/ Industrial Relations/Social work/Labour Welfare or allied subject or degree in Law from a recognized university/ institution.</p>

					(ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking
<b>xviii</b>	Sports Officer Class II Rs. 40000-140000	01	40	UR	(i) Degree of a recognized University with Diploma in Physical Education. (ii) Proficiency in Games and Sports and good experience in organising sports meet. Coaching for tournaments is essential.

- The crucial date for the purpose of determining the eligibility of the applicant shall be **01.11.2024**
- The management reserves the right to increase or decrease the number of posts advertised.

Abbreviations stand for UR: Un- reserved; SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes. PWBD: Persons with Bench Mark Disabilities LV: Low Vision.

Relaxation of upper age limit shall be as follows:

Sl.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons with Benchmark Disability	10 years (15 years for SC/ST and 13 years for OBC candidates)

Age relaxation for Ex-servicemen will be granted as per Government of India rules i.e the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.

The eligibility of applicants will be determined based on their self-declaration in the online application, without initial verification of supporting documents. Candidates must ensure that they provide accurate and complete information in their application. If at any stage of the recruitment process it is discovered that a candidate does not meet the eligibility criteria, has provided incorrect/ false information, or has withheld material facts, their candidature will be immediately disqualified. Furthermore, if such discrepancies are discovered after appointment, the organization reserves the right to terminate their services.

**Note 1:** Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE in regular course of study.

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The candidate must possess valid Mark-sheet / Degree/Diploma Certificate/Membership of the necessary qualification and Experiences as on the last date for submission of application.

**Note 2:** The Port reserves the right not to select any candidate from any of the disciplines mentioned above. The discipline wise number of vacancy may vary and /or can be interchanged at any stage of recruitment process, which is purely depending upon the organizational requirement. The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result.

**Note 3:** Candidates can apply up to two posts only subject to their eligibility. However, separate applications are required to be submitted for each post applied for with separate fees/charges.

**Note 4:** Not more than one application should be submitted by any candidate for one discipline. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

**Note 5:** Candidates must possess the essential qualifications mentioned against each post, i.e., for example where essential qualification is Degree, candidates not possessing Degree will not be eligible.

**Note 6:** The application fee is not refundable.

## **Note 7:**

- i. The selected candidates shall be subjected to medical examination by the medical board before appointment. This includes the suitability of PWBD candidates for the notified post.
- ii. If any SC, ST or OBC category candidate applies for a post under UR, then he is not eligible for relaxation in age.
- iii. As per Regulation 9 of NMPT Employees (RSP) Regulations, 2009, (Amended on 14.08.2018) the age limit in case of existing New Mangalore Port Authority Employees or employees of the Board of any Major Port shall not exceed fifty five years.
- iv. In the case of a candidate, who is an ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released.
  - a. On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
  - b. On account of physical disability attributable to military service or on invalidment, shall be allowed maximum relaxation of five years in the upper age limit.

## **B. Nationality:**

A candidate applying for recruitment in the New Mangalore Port Authority must be either-

- (a) A citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma (Myanmar), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
- (b) Provided that a candidate belonging to category (a) shall produce proof of his nationality;

- (c) Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**C. Guidelines for Persons with Disabilities using a Scribe**

Those PWD candidates whose writing speed is affected will have to arrange his/ her own scribe at his/her own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The scribe may be from any academic stream except the stream for which the candidate is computing.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably indicate the same in the application form carefully. Any subsequent request shall not be favorably entertained.

**Note 8:** The eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for online examination/ appearing for and being shortlisted in the online examination and subsequent processes does not imply that a candidate will necessarily be offered employment in NMPA. No request for considering the candidature under any category other than in which applied will be entertained.

**II. EMOLUMENTS & BENEFITS:-**

**a) Class land II :-**

Basic pay of Rs.50,000/- (class - I) in the scale of Rs.50000-160000 and basic pay of Rs. 40000/- (Class – II) in the scale of Rs. 40000-140000 and other admissible allowances as applicable. Total emoluments at present Pay scale will be approximately Rs.91,000/- (for class I) and Rs.73,000 (for class II) per month plus HRA as admissible (if not residing in NMPA Port quarters).

**III STRUCTURE OF ON-LINE EXAMINATION:**

Sl. No	Computer Based Test (Objective type)	No. of Questions	Maximum Marks	Duration
1	Subject Knowledge	50	100	120 minutes
2	Test of Reasoning	15	15	
3	Quantitative Aptitude	15	15	
4	General Awareness	15	15	
5	English Language	15	15	
	<b>Total</b>	<b>110</b>	<b>160</b>	120 minutes

**Note 1:** The online test will be conducted in English. Each incorrect answer will carry a negative marking of  $1/4^{\text{th}}$  marks allotted to that question.

**Note 2:** New Mangalore Port Authority reserves the right to modify the structure of the online test.

To qualify for short listing, candidates must achieve minimum overall marks as follows:

- a) General Category: 40%
- b) OBC: 35%
- c) SC/ST and PwBD: 30%

**IV. CUT OFF SCORE:**

**Cutoff score shall be applied in two stages:**

- (i) On scores in individual tests.
- (ii) On Total Score.

**Note 1:** New Mangalore Port Authority reserves the right to alter the minimum score required for short listing or qualifying if required.

**Note 2:** New Mangalore Port Authority reserves the right to restrict the number of candidates for short listing/Interview/Skill test as applicable.

In case of a tie between candidates, the tie will be broken according to the following criteria:

- a) The candidate scoring higher marks in the technical selection of the question paper will be given preference.
- b) If there is still a tie after considering the technical section scores, the candidate with the higher date of birth (i.e. the older candidate) will be given preference.

**V. SELECTION PROCEDURE:**

The candidates have to appear for an online test as mentioned in Para III of the advertisement. The shortlisted candidates from online test for Class-I posts will be called for interview. List of candidates shortlisted for Interview will be made available on NMPA website. The selection will be made on the basis of overall performance in Online Examination and Interview.

The selection of shortlisted candidates for all the posts will be subject to verification of required documents as indicated in this advertisement, in original. Non submission of requisite documents by the candidate during this process will disqualify his candidature

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from further participation in the recruitment process. Further, in case it is found during verification that requisite documents do not meet the prescribed criteria, his candidature will not be considered any further in the recruitment process, even if found qualified in written examination.

New Mangalore Port Authority reserves the right to modify the selection procedure if deemed fit.

## **VI. INTIMATION CHARGES/APPLICATION FEE (NON-REFUNDABLE):**

Candidates are required to pay intimation charges/Application fees on-line from 15-11-2024 to 27-12-2024 for the post of Assistant Engineer (Civil) and 28-11-2024 to 27-12-2024 for all other posts (both dates inclusive) by following the instructions for online payment given under the link [www.newmangaloreport.gov.in](http://www.newmangaloreport.gov.in) Vacancy menu.

SC/ ST/PwD candidates /NMPA and other Major Port Authority Employees	Exempted
All other candidates	Rs. 475/- (Application fee including intimation charges) +GST@18%

**Note 1:** Additional Bank transaction charge, for online payment of intimation charges/fees is to be borne by the candidate.

**Note 2:** Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be appropriated for any other examination or selection.

## **VII. TEST CENTRE FOR ONLINE TEST:**

### **Examination Centers:**

- Examination will be conducted at Mangalore, Bangalore and such other center/s as decided by the Management/NMPA.
- The examination will be conducted online at the venues in the area as given in the respective admit cards.
- No request for change of post/centre/venue/date/session for Examination shall be entertained.
- New Mangalore Port Authority (NMPA) reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- New Mangalore Port Authority or designated organization on behalf of New Mangalore Port Authority also reserves the right to allot the candidate to any other centre.
- Candidate will appear for the examinations at an Examination Centre at his/her own risks and expenses and New Mangalore Port Authority will not be responsible for any injury or losses etc. of any nature.

- Examination Centre will be based on the applications received.

## **VIII.DATES OF ONLINE EXAMINATION:**

The dates of online examination will be intimated around 15 days before the examination in the port website or the mode of intimation to be specified.

## **IX.CANDIDATES WILL NOT BE PERMITTED TO APPEAR FOR THE ONLINE EXAMINATION WITHOUT THE FOLLOWING DOCUMENTS:**

- (1) Valid Admit Card for the respective date and session of Examination.
- (2) Photo-identity proof (as specified) in original bearing the exact same name as it appears on the Admit Card/ Application Form and
- (3) Photocopy of the above photo-identity proof (as detailed below)

**Note 1:** Candidates have to produce, in original photo identity proof such as PAN CARD/Passport/Permanent Driving License/Voter's Card Photo identity issued/ any valid photo ID card issued by Central/State Govt. Aadhar card/E-Aadhar card with a photograph and submit photocopy of the photo identity proof along with Examination Admit Card as well as the Verification Admit card while attending the examination/ Verification respectively, without which they will not be allowed to take up the examination/Verification.

Candidates must note that the name as appearing on the Admit Card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the names indicated in the Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the examination. To avoid any dispute, name recorded at the time of registration should be identical to authorized identity proof.

**Note 2:** Ration card and Learner's Driving License are not valid ID proofs for this process.

**Note 3:** Candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original marriage certificate/Affidavit in original as proof of such name change.

Candidates reporting late i.e. after the reporting time specified on the Admit Card for Examination will not be permitted to take the examination. The reporting time mentioned on the Admit Card is prior to the start time of the test. Though the duration of the examination is 2 hours (120 minutes), candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc. and including disruption beyond control.

Additionally, existing NMPA employees and employees of other Major Ports are required to produce the original NMPA/Port identity card for verification.

## **X. INTERVIEW:-**

Candidates who have been shortlisted in the online examination for **Class I posts** will subsequently be called for an interview. The address of the venue, time and date of interview will be informed to the shortlisted candidates in the call letter.

Please note that any request regarding change in date/venue/time etc. of interview will not be entertained. However, New Mangalore Port Authority reserves the right to hold

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supplementary process on particular date/venue/time etc. at its discretion, under unforeseen circumstances, if any.

## a) List of documents to be produced at the time of Document Verification/Interview

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview failing which the candidate may not be permitted to appear for the Interview. Non submission of requisite documents by the candidate at the time of Interview will debar his candidature from further participation in the recruitment process.

- (i) Interview Call Letter
- (ii) Valid system generated printout of the online application form Registered for the online examination and e-receipt.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated under SI.No.IX in this advertisement.
- (v) Mark-sheets & certificates of educational qualifications and relevant eligibility documents as indicated against relevant posts.
- (vi) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated in Annexure – I and II for respective categories.

**Note:** a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Interview.

b) Please refer to Annexure for the prescribed formats of OBC certificate to be submitted at the time of Interview.

c) If the OBC Certificate has been issued in a language other than English/Hindi/Kannada, the candidate should submit a self-certified translated copy of the same either in English/Kannada/Hindi.

- (vii) Candidates serving in Government/quasi Govt.offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of Interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- (viii) Experience certificates, as applicable.
- (ix) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. of India.
- (x) Disability certificate in prescribed format (please refer to Annexure) issued by District Medical Board in case of Persons with Disability category.
- (xi) Any other relevant documents in support of eligibility.

**Note:** Candidate will not be allowed to appear for the Interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

The eligibility criteria specified herein are the basic criteria for applying for the post. At the time of Interview, the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application.

## **XI. TRAVELING ALLOWANCE:-**

Travelling Allowance to SC/ST candidates called for written test/interview for appointment to advertised posts will be reimbursed as per the extant rules.

## **XII. Special instructions for SC/ST/OBC:**

For SC/ST/OBC candidates, only certificates issued by the following authorities in the prescribed form will be accepted as proof of caste/tribe/community:

- a) District Magistrate/ Additional District magistrate/ Collector/ Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate)
- 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 their family normally reside

## **XIII. PRE-REQUISITES FOR APPLYING ONLINE :-**

Candidates meeting the eligibility criteria, requisite essential qualifications shall apply online through the link available on NMPA website [www.newmangaloreport.gov.in](http://www.newmangaloreport.gov.in) under career.

Responsibility of receiving, downloading and printing of Admit Card for online test / Admit card for Interview/Skill test and Physical tests shall be that of the candidates.

NMPA will not be responsible for any loss of E-mail sent, due to invalid/wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/ Bulk mail folder etc.

**Note:** The candidates are advised to satisfy themselves before they apply, that they fulfill requirement as to age, qualifications (final result for the qualification must have been published on or before **27/12/2024**(last date for receipt of application), experience and physical requirements and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION will not automatically confer any right of being selected for the said post.

Before applying online, candidates should-

- (i) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate. Under no circumstances, a candidate should share with/mention email-ID to/of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number.
- (ii) Educational Qualification, percentage of marks, year of Passing and Name of Institute/University.
- (iii) Date of Birth (as mentioned in High School or Class X Equivalent Board Examinations) or (School Leaving Certificate)
- (iv) Experience Certificate wherever required as per essential/ desirable qualification.

## XIV. HOW TO APPLY:

### DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 28.11.2024 (15.11.2024 for AE Civil) to 27.12.2024 and no other mode of application will be accepted.

### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below)ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. NMPA may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

### **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)PAYMENT OF FEEONLINE :28.11.2024 (15.11.2024 for AE Civil) to 27.12.2024**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **A. Application Registration**

1. Candidates to go to the NMPA website [www.newmangaloreport.gov.in](http://www.newmangaloreport.gov.in) under career. Click on the option "APPLY ONLINE" which will open a new screen.

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2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

### B. PAYMENT OF FEES

#### ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

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8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

### C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB

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- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

### Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

### Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible,

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- the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
  - (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
  - (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
  - (6) Candidates should ensure that the signature uploaded is clearly visible
  - (7) After registering online candidates are advised to take a printout of their system generated online application forms.

**NOTE:** Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The New Mangalore Port Authority will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The New Mangalore Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

### **XV. Download of Admit Cards**

Candidates will have to visit our website [www.newmangaloreport.gov.in](http://www.newmangaloreport.gov.in) under 'Career' Menu for downloading admit card for online test. Intimation for downloading admit card will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for admit card download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the admit card. Candidate needs to affix recent recognizable photograph on the admit card preferably the same as provided during registration and appear at the examination centre with

- (i) Admit Card
- (ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the admit card and
- (iii) A photocopy of the same Photo Identity Proof as brought in original.

## **XVI. Action against candidates found guilty of misconduct**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

(i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/Interview/Skill test hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / Interview/Skill test hall , such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred, either permanently or for a specified period, from any examination conducted by New Mangalore Port Authority.
- c) For termination of service, if he/she has already joined the Port Authority (The New Mangalore Port Authority).

## **XVII. General Information**

1. Merely applying for the post and being shortlisted in the online examination and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.
2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or conducting another examination if considered necessary. Decision of the New Mangalore Port Authority in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
4. The responses (answers) of individual candidates will be analyzed & compared with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the New Mangalore Port Authority reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in New Mangalore Port Authority recruitment process in the future. If such instances go

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undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
7. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website congestion.
8. New Mangalore Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.
9. Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the New Mangalore Port Authority.
10. The selection of the candidates will be on the basis of Online Test & Interview/Skill test as applicable. The New Mangalore Port Authority reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.
11. Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC) etc. of the Candidates with reference to documents.
12. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification. Caste certificate accompanied with caste validity certificate must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.
13. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.
14. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to forward their application through proper channel failing which they have to submit "No Objection Certificate" from their employer at the time of Verification/certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt/Public sector / Private) at the time of joining New Mangalore Port Authority, without which they will not be allowed to join.
15. Appointment of selected candidates will be subject to medical fitness as per the prescribed medical standard and they will be required to undergo medical examination at Port Hospital, prior to appointment after due selection. If found medically unfit his/her selection against the vacancy will stand cancelled. Such appointment will also be subject to the service and conduct rules of the New Mangalore Port Authority.

16. Decisions of the New Mangalore Port Authority in all matters regarding eligibility, conduct of online examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the New Mangalore Port Authority in this regard
17. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Mangalore Courts/ Tribunals/Forums at Mangalore only shall have sole and exclusive jurisdiction to try any cause/dispute.
18. Selected candidates will be governed by the terms and conditions of the Service Regulations of the New Mangalore Port Authority in force.
19. Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance.

Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.

20. Candidate's admission to the online test/other tests is strictly provisional. The mere fact that the admit card has been issued to the candidate does not imply that his/her candidature has been finally cleared by the New Mangalore Port Authority.
21. The New Mangalore Port Authority reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.
22. For any queries/ issues regarding online applications, candidates may contact at email [secretary@nmpt.gov.in](mailto:secretary@nmpt.gov.in)

**In case of any discrepancies, the detailed advertisement published in the career section of the website [www.newmangaloreport.gov.in](http://www.newmangaloreport.gov.in) 'Career' menu shall be final. Candidates are advised to visit the career section of our website for detailed advertisement, to apply online and for further updates on the recruitment exercise.**

**Canvassing in any form will be a disqualification of the candidate.**

  
**Secretary**  
**New Mangalore Port Authority**

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in 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 (ST) orders (Amendment) Ordinance 1996  
The Scheduled Caste and Scheduled Tribe Orders(Amendment ) Act 2002.  
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.  
The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.  
The Constitution (Scheduled Caste) Order (Amendment) Act 2007.  
%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother  
\_\_\_\_\_ of  
Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_  
\_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union  
Territory\* \_\_\_\_\_  
\_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe  
which is recognized 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\* \_\_\_\_\_ of  
District/Division\* \_\_\_\_\_ of the State/Union Territory of

Signature \_\_\_\_\_  
\*\* Designation \_\_\_\_\_  
(with seal of office)

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 Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist 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.

**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 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.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

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, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /  
Deputy Commissioner /  
Competent Authority

Seal

\* Please delete the word(s) which are not applicable.

NOTE:

- (a) The term 'Ordinarily resides' 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 / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st 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.

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS 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 \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ 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 in 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 \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1:. 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.

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL  
POSTS UNDER EX-SERVICEMEN CATEGORY**

**G.I., Dept. Of Per. & Trg., O.M.No.36034/2/91-Estt.(SCT), dated 3-4-1991.**

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

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

**Place:**

**Signature of Candidate**

**Date:**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: