

**INTELLIGENCE BUREAU**  
(MINISTRY OF HOME AFFAIRS)  
GOVERNMENT OF INDIA

**SECURITY ASSISTANT/EXECUTIVE & MULTI-TASKING STAFF (GENERAL) EXAMINATION-2022**

Online applications are invited from Indian nationals for direct recruitment to the post of Security Assistant/Executive (SA/Exe) & Multi-Tasking Staff/General (MTS/Gen) in the following Subsidiary Intelligence Bureaux, (Ministry of Home Affairs), Government of India:-

**TABLE 'A'**

SN	Subsidiary Intelligence Bureau/SIB	Rank	Local language(s)/dialect(s) of the region	Vacancies with reservation break-up					
				UR	OBC (Non-Creamy Layer)	SC	ST	EWS	Total
1.	Agartala	SA/Exe	Bangla, Kawbru, Kokborok, Meitei & Lushai.	5	0	1	4	1	11
		MTS/Gen		1	0	0	1	0	2
2.	Ahmedabad	SA/Exe	Gujarati & Kutchi.	18	5	4	6	4	37
		MTS/Gen		1	1	0	1	1	4
3.	Aizawl	SA/Exe	Lai, Mara, Pang, Bru, Burmese & Mizo.	8	2	0	0	1	11
		MTS/Gen		1	0	0	1	0	2
4.	Amritsar	SA/Exe	Punjabi.	27	9	20	0	6	62
		MTS/Gen		1	0	1	0	0	2
5.	Bengaluru	SA/Exe	Kannada, Tulu, Beary, Konkani & Nawayati.	48	25	15	8	11	107
		MTS/Gen		2	1	0	0	0	3
6.	Bhopal	SA/Exe	Hindi.	14	3	5	9	3	34
		MTS/Gen		1	0	1	1	1	4
7.	Bhubaneswar	SA/Exe	Odia.	7	0	2	1	1	11
		MTS/Gen		1	0	0	1	0	2
8.	Chandigarh	SA/Exe	Hindi & Punjabi.	15	5	10	0	3	33
		MTS/Gen		2	1	0	0	0	3
9.	Chennai	SA/Exe	Tamil.	56	19	23	1	9	108
		MTS/Gen		2	1	1	0	1	5
10.	Dehradun	SA/Exe	Hindi	5	2	3	0	1	11
		MTS/Gen		1	0	1	0	0	2
11.	Delhi/IB Hqrs.	SA/Exe	Hindi, Punjabi, Urdu.	110	66	43	21	26	266
		MTS/Gen		22	14	8	4	5	53
12.	Dibrugarh	SA/Exe	Adi, Galo, Memba, Mishmi, Khampti, Chakma, Nacte, Tustsa, Tangsa, Singpho, Lisu (Yobin) & Wancho.	6	0	0	0	0	6
		MTS/Gen		1	0	0	1	0	2
13.	Gangtok	SA/Exe	Nepali, Bhutia, Lepcha & Tibetan.	7	0	1	2	1	11
		MTS/Gen		1	1	0	0	0	2
14.	Guwahati	SA/Exe	Assamese, Bodo, Bengali, Sylheti, Mishing, Dimasa, Rabha, Tiwa, Kuki, Hmar, Paite, Nepali, Garo, Karbi, Santhali, Koch-Rajbanshi, Manipuri (Meitei), Pnar & Khasi.	20	12	1	4	5	42
		MTS/Gen		2	1	0	0	0	3
15.	Hyderabad	SA/Exe	Telugu.	21	8	9	4	4	46
		MTS/Gen		1	1	0	0	0	2
16.	Imphal	SA/Exe	Manipuri (Meitei), Tangkhul, Mao, Anal, Maring, Thadou, Paite & Zou.	10	0	0	4	2	16
		MTS/Gen		1	0	0	1	0	2

17.	Itanagar	SA/Exe	Nyishi, Adi, Galo, Tagin, Apatani, Mishmi, Monpa, Miji, Aka, Nocte, Tangsa, Wancho, Singhpo, Tai-Khampti, Tutsa, Sherdukpen, Muklom, Jugli, Hacheng, Olo & Ngaimong.	26	0	0	0	3	29	
		MTS/Gen		1	0	0	1	1	3	
18.	Jaipur	SA/Exe	Hindi.	12	5	5	2	2	26	
		MTS/Gen		1	1	1	0	1	4	
19.	Jammu	MTS/Gen	Kashmiri, Dogri, Urdu, Gojri & Hindi.	1	1	0	0	0	2	
20.	Kalimpong	MTS/Gen	Lepcha, Tibetan & Nepali.	1	0	0	0	0	1	
21.	Kohima	SA/Exe	Angami, Ao, Sema, Lotha, Chakesang, Rengma, Chang, Sangtam, Yimchunger, Phom, Konyak, Pochury, Zeliang, Kuki, Kochari, Khiamnumgan, Tikhir, Garo & Nagamese.	8	0	0	0	1	9	
		MTS/Gen		2	0	0	1	0	3	
22.	Kolkata	SA/Exe	Bengali & Sylheti.	31	19	19	7	9	85	
		MTS/Gen		2	1	1	0	1	5	
23.	Leh	SA/Exe	Ladakhi, Tibetan, Balti, Dokpa, Shina & Purgi.	7	4	1	0	2	14	
		MTS/Gen		1	1	0	0	0	2	
24.	Lucknow	SA/Exe	Hindi.	19	13	10	0	5	47	
		MTS/Gen		2	1	0	0	0	3	
25.	Meerut	SA/Exe	Hindi.	8	8	1	0	2	19	
		MTS/Gen		1	1	0	0	0	2	
26.	Mumbai	SA/Exe	Marathi, Konkani, Gondi, Ahirani & Madiya.	76	38	22	23	18	177	
		MTS/Gen		2	1	1	0	1	5	
27.	Nagpur	MTS/Gen	Marathi.	1	1	0	0	0	2	
28.	Patna	SA/Exe	Hindi.	32	3	6	0	3	44	
		MTS/Gen		1	1	0	0	1	3	
29.	Raipur	SA/Exe	Gondi & Halbi	8	0	2	8	2	20	
		MTS/Gen		1	0	0	1	0	2	
30.	Ranchi	SA/Exe	Santhali, Ho, Mundary, Oraon/Kurukh, Kharia, Khortha, Nagpuri, Kurmali, Panch Pargania, Hindi, Bengali & Odia.	7	1	3	1	1	13	
		MTS/Gen		1	0	0	1	0	2	
31.	Shillong	SA/Exe	Khasi, Garo, Garo (Atong), Jaintia-Pnar, Assamese, Bengali & Nepali.	12	2	0	4	2	20	
		MTS/Gen		1	0	0	1	0	2	
32.	Shimla	SA/Exe	Hindi, U-Tsang, Kham & Amdo.	3	2	2	0	1	8	
		MTS/Gen		1	0	1	0	0	2	
33.	Siliguri	SA/Exe	Bengali, Nepali & Rajbanshi.	4	1	3	1	1	10	
		MTS/Gen		1	0	0	0	0	1	
34.	Srinagar	SA/Exe	Kashmiri, Dogri, Urdu, Hindi, Gojri, Pahari & Punjabi.	8	5	2	4	3	22	
		MTS/Gen		1	1	0	0	1	3	
35.	Trivandrum	SA/Exe	Malayalam.	81	9	20	3	13	126	
		MTS/Gen		3	2	0	0	1	6	
36.	Varanasi	SA/Exe	Hindi.	18	10	7	0	4	39	
		MTS/Gen		1	1	0	0	0	2	
37.	Vijayawada	SA/Exe	Telugu.	2	0	2	0	1	5	
		MTS/Gen		1	1	0	0	0	2	
Total Vacancies				SA/Exe	739	276	242	117	151	1525
				MTS/Gen	68	35	16	16	15	150

Vacancies reserved for Persons with Disability (PwD) & Ex-servicemen (ESM) will be allocated on centralized basis without allocating them to a particular SIB which would allow the PwD & ESM from all the SIBx to compete against vacancies reserved for them. The selection would be done on merit basis and the vacancies will be allocated to the SIB to which the selected candidates belong to.

Applicants are advised to go through all parameters under different paras and sub-paras mentioned below and satisfy themselves about their suitability in terms of age limit, essential qualifications, etc. for the post (SA/Exe or MTS/Gen or both) before applying. Candidates fulfilling eligibility criteria of the post, as mentioned below, may apply ONLINE through MHA's website ([www.mha.gov.in](http://www.mha.gov.in)) or NCS portal ([www.ncs.gov.in](http://www.ncs.gov.in)) only.

## 1. DESCRIPTION OF THE POST:

Name	Security Assistant/Executive	MTS/Gen
<b>Classification</b>	General Central Service, (Group 'C') Non-Gazetted, Non-Ministerial	
<b>Pay scale</b>	Level-3 (Rs. 21700-69100) in the pay matrix plus admissible Central Govt. allowances.	Level-1 (Rs. 18000-56900) in the pay matrix plus admissible Central Govt. allowances.
	Note: i. Special Security Allowance @ 20% of basic pay in addition to other Govt. allowances. ii. Cash compensation in lieu of duty performed on holidays subject to a ceiling of 30 days.	
<b>Essential Qualifications</b>	(i) Matriculation (10 <sup>th</sup> class pass) or equivalent from a recognized Board of Education, and (ii) Possession of domicile certificate of that State against which candidate has applied. (iii) Knowledge of any one of the local language/dialect mentioned in Table 'A' above against each SIB.	
<b>Desirable Qualifications</b>	Field experience in Intelligence work.	-
<b>Age limit</b>	<b>Not exceeding 27 years</b>	<b>18-25 years</b>
	<ul style="list-style-type: none"> <li>➤ Upper age limit is relaxable by 5 years for SC/ST &amp; by 3 years for OBC candidates.</li> <li>➤ Upper age limit is relaxable for departmental candidates up to 40 years of age who have rendered 3 years of regular &amp; continuous service. This relaxation is applicable only to Central Govt. Civilian employees holding civil posts &amp; not applicable to personnel working in PSUs, Autonomous/Statuary bodies, etc.</li> <li>➤ The age limit is relaxable up to age of 35 years for general candidates &amp; up to 40 years for SC/ST in case of widows, divorced women &amp; women judicially separated from their husbands &amp; not remarried.</li> <li>➤ The age limit is relaxable for ex-servicemen as well as for the children &amp; dependents of victims of riots of 2002 in Gujarat &amp; Sikh riots of 1984 as per the Govt. instructions in this regard issued from time to time.</li> <li>➤ The age limit is relaxable up to maximum 5 years to the meritorious sportspersons specified in Para 1 (a) of D.o.P. &amp; A.R., O.M. No. 14015/1/76-Estt.(D), dated 4.8.1980. The candidate claiming for age relaxation in this category must have the desired certificate in the form &amp; from the authority prescribed in OM under reference. (As per the annexure at the end of the advertisement)</li> <li>➤ Age relaxation of 10 years in upper age limit is admissible for PwD subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years for the post of MTS(Gen) only.</li> <li>➤ If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to his/her will be admissible either as a person with disability or as a Central Government employee whichever is more beneficial to him/her.</li> </ul>	

### NOTE:

- i. The candidate can opt for the post of SA/Exe or MTS/Gen or both. In case, a candidate opts for both the posts, he would be initially considered for the post of SA/Exe & then for the post of MTS/Gen. However, in case, he is finally selected for the post of SA/Exe, his candidature for the post of MTS/Gen would stand cancelled.

- ii. The candidate can opt only for one SIB and he must be domicile of the concerned state. He would, thus, be considered for vacancies earmarked for that SIB only. Applications received for more than one SIB from a candidate would be summarily rejected. The domicile certificate is required to be produced at the time of document verification failing which his/her candidature would be summarily rejected.
- iii. The number of vacancies is provisional and liable to change.
- iv. The applicant should select the SIB carefully & indicate the same correctly in his/her application. SIB, once opted, will **NOT** be changed in any circumstances.
- v. Candidates could be accommodated in any one of the five examination centres opted by him/her for Tier-I examination. **However, the candidature of such candidates will be considered against the vacancies of opted SIB only.**
- vi. IB reserves the right to cancel any of the examination centres and/or add some other centres, allot the candidates to any centre other than the one opted by them, at its discretion, depending upon the administrative feasibility.
- vii. Tier-I examination would be common & merit of the candidates pave the way for further progression to Tier-II stage of the respective post.
- viii. Tier-I exam may be conducted in one or more shifts at one or more examination centres where the candidates are large in number.
- ix. The post of SA/Exe, being an operational post, is not reserved for any category (HH, OH, VH & Autism) of PwD. Hence, they NEED NOT apply. However, there is a provision for reservation for all categories (HH, OH, VH & Autism) (except 100% blind) of PwD for the post of MTS/Gen, being a non-operational post, as per the Govt. guidelines in vogue.
- xi. Appointment to the post will be temporary. However, appointment in permanent capacity will depend on various factors governing permanent appointment in such posts in force at that time.
- xii. Successful completion of training is mandatory for confirmation to both the posts of SA/Exe & MTS/Gen.
- xiii. The eligibility of candidates in terms of age, educational qualification, caste/category, domicile etc. will be determined on the closing date. The candidates must be matriculate or equivalent from a recognised board of education on or before the closing date, i.e., the final result must be out on or before the closing date, i.e. 17.2.2023 (till 2359 hours) and he/she must have been declared successful in it.
- xiv. The reservation of vacancies for OBC, SC, ST, EWS, ESM & PwD is as per rules/roster. If suitable ESM candidates are not available, vacancies reserved for ESM will be filled by non-ESM candidates of respective categories.
- xv. ESM who have already secured employment in civil side under Central Govt in Group 'C' posts on regular basis after availing of the benefits of reservation given to ESM for their re-employment are not eligible for fee concession or for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation.
- xvi. Serving defence personnel who are due for discharge are required to obtain a certificate as per Appendix-4 at the end of advertisement. Besides, all ESM candidates are required to submit an undertaking, as & when asked for, as per Appendix-5 at the end of advertisement.

xvii. While every care has been taken for inclusion of Gol instructions in vogue, IB reserves the right to rectify omissions, if any, noticed subsequently.

2. **KNOWLEDGE OF LOCAL LANGUAGE/DIALECT:** Candidates applying for the vacancies for the post of SA/Exe & MTS/Gen of a particular SIB are required to possess knowledge of any one of the local language(s)/dialect(s) indicated against it. They should be able to read, write and speak in that language/dialect.
3. **SERVICE LIABILITY:** The post involves All India Transfer liability. **Therefore, the candidates willing to serve anywhere in India only need to apply.**
4. **CENTRE/CITY OF EXAMINATION:** The candidate has to indicate five (5) options/choices as examination centre for online/Tier-I exam from the following (list to be read vertically):

<b>ANDAMAN AND NICOBAR ISLAND</b>		54.	Jamnagar	<b>MAHARASHTRA</b>		162.	Cuddalore
1.	Port Blair	55.	Mehsana	108.	Ahmednagar	163.	Erode
<b>ANDHRA PRADESH</b>		56.	Rajkot	109.	Akola	164.	Karur
2.	Amalapuram	57.	Surat	110.	Amravati	165.	Madurai
3.	Anantapur	58.	Vadodara	111.	Aurangabad	166.	Salem
4.	Bobbili	59.	Valsad	112.	Baramati	167.	Theni
5.	Chirala	60.	Vapi	113.	Bhiwandi	168.	Tiruchirappalli
6.	Chittoor	<b>HARYANA</b>		114.	Boisar	169.	Tirunelveli
7.	Eluru	61.	Ambala	115.	Dhule	170.	Tirupur
8.	Gooty	62.	Faridabad	116.	Ichalkaranji	171.	Vellore
9.	Gudlavalleru	<b>HIMACHAL PRADESH</b>		117.	Jalgaon	<b>TELANGANA</b>	
10.	Guntur	63.	Bilaspur	118.	Kolhapur	172.	Adilabad
11.	Kadapa	64.	Hamirpur	119.	Kopargaon	173.	Hyderabad
12.	Kakinada	65.	Mandi	120.	Latur	174.	Karimnagar
13.	Kurnool	66.	Nahan	121.	Mumbai	175.	Khammam
14.	Madanapalle	<b>JAMMU AND KASHMIR</b>		122.	Nagpur	176.	Kodad
15.	Markapur	67.	Jammu	123.	Nanded	177.	Kothagudem
16.	Nandyal	68.	Samba	124.	Nashik	178.	Mahabubnagar
17.	Nellore	69.	Srinagar	125.	Pandharpur	179.	Nalgonda
18.	Proddatur	<b>JHARKHAND</b>		126.	Pune	180.	Narsampet
19.	Puttaparthi	70.	Dhanbad	127.	Raigad	181.	Nizamabad
20.	Puttur	71.	Hazaribagh	128.	Sangli	182.	Sathupally
21.	Rajahmundry	72.	Jamshedpur	129.	Satara	183.	Suryapet
22.	Srikakulam	73.	Ranchi	130.	Sindhudurg	184.	Warangal
23.	Tadpatri	<b>KARNATAKA</b>		131.	Solapur		
24.	Tirupathi	74.	Bagalkot	132.	Thane	<b>TRIPURA</b>	
25.	Tiruvuru	75.	Ballari(Bellary)	<b>MANIPUR</b>		185.	Agartala
26.	Vijayawada	76.	Belagavi(Belgaum)	133.	Imphal	<b>UTTARAKHAND</b>	
27.	Visakhapatnam	77.	Bengaluru	134.	Ukhrul	186.	Dehradun
28.	Vizianagaram	78.	Bidar	<b>MEGHALAYA</b>		187.	Haldwani
<b>ARUNACHAL PRADESH</b>		79.	Chikballapur	135.	Shillong	188.	Roorkee
29.	Naharlagun	80.	Chikkamagaluru	<b>MIZORAM</b>		<b>UTTAR PRADESH</b>	
		81.	Davanagere	136.	Aizawl	189.	Agra
<b>ASSAM</b>		82.	Dharwad	<b>NAGALAND</b>		190.	Aligarh
30.	Dibrugarh	83.	Hassan	137.	Dimapur	191.	Ayodhya
31.	Guwahati	84.	Hubballi(Hubli)	138.	Kohima	192.	Bareilly
32.	Jorhat	85.	Kalaburagi(Gulbarga)	<b>ODISHA</b>		193.	Ghaziabad
33.	Lakhimpur	86.	Mangaluru(Mangalore)	139.	Balasore	194.	Gonda
34.	Silchar			140.	Berhampur-Ganjam	195.	Gorakhpur
35.	Tezpur	87.	Mysuru(Mysore)	141.	Bhubaneswar	196.	Jhansi

<b>BIHAR</b>		88.	Shivamogga(Shimoga)	142.	Cuttack	197.	Kanpur
36.	Arrah			143.	Dhenkanal	198.	Lucknow
37.	Bhagalpur	89.	Tumakuru(Tumkur)	144.	Rourkela	199.	Mathura
38.	Darbhanga	90.	Udupi	145.	Sambalpur	200.	Meerut
39.	Muzaffarpur	<b>KERALA</b>		<b>PUNJAB</b>		201.	Moradabad
40.	Patna	91.	Alappuzha	146.	Amritsar	202.	Muzaffarnagar
41.	Purnea	92.	Ernakulam	147.	Bathinda	203.	Noida
42.	Rohtas	93.	Idukki	148.	Jalandhar	204.	Pratapgarh
<b>CHANDIGARH</b>		94.	Kannur	149.	Ludhiana	205.	Prayagraj
43.	Raipur Khurd	95.	Kollam	150.	Mohali	206.	Sitapur
<b>CHHATTISGARH</b>		96.	Kottayam	151.	Patiala	207.	Varanasi
44.	Bhilai Nagar	97.	Kozhikode	<b>RAJASTHAN</b>		<b>WEST BENGAL</b>	
45.	Bilaspur CG	98.	Malappuram	152.	Ajmer	208.	Asansol
46.	Durg	99.	Palakkad	153.	Bikaner	209.	Baharampur
47.	Raipur	100.	Thiruvananthapuram	154.	Hanumangarh	210.	Bankura
<b>DELHI</b>		101.	Thrissur	155.	Jaipur	211.	Burdwan
48.	New Delhi	<b>LADAKH</b>		156.	Jodhpur	212.	Durgapur
<b>GOA</b>		102.	Leh	157.	Kota	213.	Hooghly
49.	Panaji	<b>MADHYA PRADESH</b>		158.	Sikar	214.	Kalyani
<b>GUJARAT</b>		103.	Bhopal	<b>SIKKIM</b>		215.	Kolkata
50.	Ahmedabad	104.	Indore	159.	Gangtok	216.	Siliguri
51.	Anand	105.	Jabalpur	<b>TAMIL NADU</b>		217.	Suri
52.	Gandhinagar	106.	Satna	160.	Chennai		
53.	Himatnagar	107.	Ujjain	161.	Coimbatore		

## 5. SCHEME OF EXAMINATION:

Tier	Description of examination	Marks	Time
Tier-I (Common for SA/Exe & MTS/Gen)	Online Exam of Objective type MCQs, divided into 5 parts containing 20 questions of 1 mark each on: a) General Awareness b) Quantitative Aptitude c) Numerical/Analytical/Logical Ability & Reasoning d) English Language & e) General Studies [Negative marking of ¼ mark for each wrong answer.]	100	1 hr
Tier-II# (Common for SA/Exe & MTS/Gen)	Offline Exam of Descriptive type a) Translation of a passage of 500 words from local language/dialect to English and vice versa.	40	1 hr
Part of Tier-II (for SA/Exe only)	b) Spoken ability (to be assessed at the time of Tier-III exam (Interview/ Personality test)	10	-
Tier-III (for SA/Exe only)	Interview/Personality test	50	-

# The Tier-II exam is qualifying in nature. The qualifying marks in Tier-II are 20 out of 50 for SA/Exe and 16 out of 40 for MTS/Gen.

## 6. SELECTION OF CANDIDATES:

- The candidate has to appear in Tier-I at one of the 5 centres allotted to him/her out of his/her choice of five cities. There will be negative marking of ¼ mark for each wrong answer. No marks would be awarded for an un-attempted question. The questions marked as "Mark for Review" by the candidates will not be considered for evaluation.
- In order to achieve qualitative selection & recruit the best available talent, there would be cut-off marks (out of 100) in Tier-I exam as under:

UR-35, OBC-34, SC/ST-33 & EWS-35 (all Ex-servicemen would be treated in their own category viz., UR/OBC/SC/ST/EWS)

- c) On the basis of their performance & normalization of marks in Tier-I exam, qualified candidates of the respective post would be shortlisted for Tier-II at 10 times the number of vacancies.
  - d) However, cut-off for Tier-I exam in different categories may go higher depending upon the marks obtained by candidates and number of vacancies. Similarly, the criteria of 10 times the number of vacancies may also remain restricted due to said cut-off in Tier-I.
  - e) Candidates, who opt for SA/Exe only and for both the posts (SA/Exe and MTS/Gen), appearing in Tier-II exam would be provisionally admitted in Tier-III exam, i.e. interview/personality test.
  - f) On the basis of combined performance in Tier-I & Tier-III exam of those candidates, who opted for SA/Exe and both the posts, a final merit list of 1525 candidates (subject to qualifying in Tier-II exam for SA/Exe) for the post of SA/Exe would be prepared and subsequently a final merit list of 150 candidates for the post of MTS/Gen will be prepared from the combined list of candidates who opted for MTS/Gen only and who opted for both the posts but not selected for SA/Exe on the basis of their performance in Tier-I exam (subject to qualifying in Tier-II exam for MTS/Gen) in order of merit.
  - g) The final selection to both the posts would be further subject to successful completion of Character & Antecedent verification followed by medical examination, etc.
  - h) The date, time & centre of Tier-II & Tier-III would be intimated to the successful candidates through E-mail given by them in online application.
  - i) Tier-II & Tier-III exams may or may not be conducted at all centres mentioned in Para 4 above. The department reserves the right to conduct Tier-II & Tier-III at a centre by clubbing the candidates of nearby centres.
  - j) The candidates would be required to adhere to the instructions contained in admit card/call letter of Tier-I, Tier-II & Tier-III exam relating to entry/exit, conduct inside the venue, frisking, etc failing which their candidature would be cancelled.
- 7. RESOLUTION OF TIE CASES:** In the event of tie in combined scores of candidates in the Tier-I & Tier-III for SA/Exe and tie in the score of candidates in Tier-I for MTS at the time of considering for final selection, such cases will be resolved by applying following criteria, one after another, till the tie is resolved:

For SA/Exe	For MTS/Gen
a. Marks in Tier-I b. Marks in Tier-III c. Date of birth, with older candidates placed higher. d. Alphabetical order of names (starting with first name)	a. Date of birth, with older candidates placed higher. b. Alphabetical order of names (starting with first name)

## 8. INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION:

IMPORTANT DATES	
Opening Date for On-line Registration of Application	28-Jan-2023
Closing Date of submission of Application with submission of Online Application Fee through Debit/Credit Card / Net Banking/ UPI etc. (Payment of Application Fee through SBI EPAY LITE payment Gateway)	17-Feb-2023 (23:59 Hrs)
Last Date of submission of Application Fee through SBI challan (offline branch submission only)	21-Feb-2023 (Banking Hours)

- a) Applications should be submitted only through ONLINE registration by logging on to MHA's website ([www.mha.gov.in](http://www.mha.gov.in)) or NCS portal ([www.ncs.gov.in](http://www.ncs.gov.in)) only. Applications will **NOT** be accepted through any other mode.
- b) Candidates can apply for either one or both the posts provided they fulfil the prescribed eligibility conditions.
- c) Registration done, prior to 28.1.2023 and after 17.2.2023 will not be accepted.
- d) Wrong information in any column may lead to the application getting rejected altogether.
- e) Candidates are advised to register well in time, since the application portal witnesses a surge in number of application during the run up to the closing date. The closing date for receipt of online application will not be extended under any circumstances.

<b>GENERAL INSTRUCTIONS</b>	
1.	Read the Instructions carefully and select (√) "I Agree" and Press ' <b>Registration/Sign-up</b> ' button to proceed further.
2.	<ul style="list-style-type: none"> <li>• For detailed Notification/Advertisement, click '<b>here</b>' and read it carefully before filling-up the on-line application.</li> <li>• To view the <b>Frequently Asked Questions (FAQs)</b> click '<b>here</b>'</li> </ul>
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: <ol style="list-style-type: none"> <li>a) Valid e-mail ID &amp; Mobile Number.</li> <li>b) Scanned copy of the recent passport size color Photograph should be 50-100KB in jpg/jpeg format only and not older than 12 weeks. Candidates should ensure that the same photograph is used throughout this recruitment process.</li> <li>c) Scanned signature: Should be 50-100KB in jpg/jpeg format only.</li> <li>d) <b>Valid photo ID proof issued by Central/State Govt.</b></li> <li>e) <b>Certificate/Marksheet pertaining to Class X.</b></li> <li>f) <b>Certificate(s)/Marksheet(s) pertaining to Class XII or Diploma or Graduation, if acquired.</b></li> </ol>
4.	Category and Sub-category [General (UR)/SC/ST/OBC-NCL/EWS/Ex-Serviceman] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.

<b>HOW TO APPLY</b>	
I.	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Application sequence number, password, and all other important communication/alerts will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
II.	Candidates should take utmost care to furnish the correct details while filling in the on-line application form. <b>YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.</b>
III.	The step by step process for submitting the application form is given below: <b>Step-I: Registration of Personal &amp; Contact details. Login Id and password will be sent to you through e-mail on your registered e-Mail Id.</b> <b>Step-II: Re-login and select the category and fill up the Personal Details, Qualification Details, Upload photo &amp; signature and submit examination fees, (if applicable) and "Recruitment Processing Charges (to be paid by all the candidates, irrespective of category, online via SBI EPAY LITE through net banking/debit cards/credit cards/UPI/challan etc.</b>
IV.	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
<b>STEP-I REGISTRATION</b>	
a.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Registration/Sign-up' button.
b.	The candidate should fill up all the desired information i.e. <b>Personal Details, Contact Details,</b> etc. correctly.
c.	On completion of Step-I registration, a message will be received in candidate's registered email id conveying his/her login ID (Application Sequence Number)& password.
d.	The candidate has to log-out and log in again (for Step - II) in order to fill up other details in application form.
<b>STEP-II COMPLETION OF APPLICATION FORM</b>	
e.	After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details, and Declaration etc.
f.	<b>Instructions regarding scanning of Photograph and Signature:</b> Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only jpg/jpeg format is acceptable: <ol style="list-style-type: none"> <li><b>i. Photograph Image:</b> <ol style="list-style-type: none"> <li>1. Coloured photo of size 35mm (width) x 45mm (height) not older than 12 weeks. Black &amp; white photo will not be accepted.</li> <li>2. Light background. Light grey/white is suggested. No patterns.</li> <li>3. The face should cover 70-80% of the photo. The applicant should look straight at the camera with a normal expression.</li> <li>4. Avoid uniforms of colours matching the background.</li> <li>5. If the applicant wears optical glasses, then his/her eyes should be fully visible.</li> <li>6. The size of the scanned image should be between 50-100kb in jpg/jpeg format only.</li> </ol> </li> </ol>

	<b>ii. Signature image:</b> <ol style="list-style-type: none"> <li>1. The applicant has to sign on white paper with Black ink pen.</li> <li>2. The signature must be signed only by the applicant and not by any other person.</li> <li>3. Please scan the signature area only and not the entire page.</li> <li>4. Size of file should be between 50-100kb in jpg/jpeg format only.</li> </ol>
g.	Once the application is submitted, candidates will be automatically redirected to SBI gateway to deposit the examination fee of INR 50(if applicable) and Recruitment Processing Charges of INR 450 (plus Bank charges, if applicable), to be paid by all candidates,through Debit Card/Credit Card/Net Banking/UPI/challan etc. Candidate may generate payment acknowledgement slip for future reference.
h.	The e-challan generated after submission of online application form will be valid till 04 days from the date of generation of e-challan.
i.	Guidelines for remittance of online fee are as under: <ol style="list-style-type: none"> <li>1. Post submission, the candidate will be re-directed to SBI Payment gateway to make the online payment. In case of payment through challan, an e-challan will be generated upon submission of application form.</li> <li>2. Kindly verify the details and make the payment for application fees via different payment modes.</li> <li>3. Post successful online payment, candidate will be redirected to his/her application form.</li> </ol>
j.	For the purpose of all future references, the candidates are advised to keep a printout of their application form after successful submission.
*	<b>Candidates may raise the technical queries relating to the filling up of ONLINE APPLICATION in the Helpdesk Tab available on the application portal after login or contact the helpdesk in Phone No: 9986640811 [1000 hrs to 1800 hrs / Monday to Saturday]</b>

- f) Candidates are advised to submit only one application. Submission of multiple applications may result in cancellation of applications altogether.
- g) Before submitting the online application, the candidates MUST preview the application to ensure that they have provided correct information, particularly the email id & uploaded correct photograph & signature. It must also be ensured that the photograph & signature are visible & not hazy/blurred, otherwise the photograph & signature should be uploaded again or the page should be reloaded or refreshed. The online application should be submitted only after ensuring that the information/photograph/signature is correct.
- h) Once the registration is over, the candidate would be provided an 'Application Sequence Number/ASN', at their registered mobile number & email ID, which may be noted for subsequent login for filling up remaining part of registration and also for use in future. Candidates may also check their junk/spam folder for the email regarding ASN.
- i) Candidates are required to possess a valid e-mail ID and provide during the registration process. The admit cards/call letters for the Tier-I, Tier-II & Tier-III exam & other relevant information would be sent to the candidate on this e-mail ID only.
- j) The registration becomes complete only after the photograph & signature are uploaded by the candidate.
- k) Candidates are advised to ensure that e-mail addresses ending with @nic.in/gov.in are directed to their inbox & not to spam folder or any other folder. They may also check the spam folder for mails sent from the helpdesk e-mail i.e. helpdesk.bharti@nic.in from time to time.
- l) The candidates should take printout of the Challan Form, if required.
- m) The candidates must also furnish one mobile number for receiving SMS alerts related to the exam.
- n) This office will not be responsible for bouncing of any e-mail or malfunctioning/change of the mobile phone number of the candidate.
- o) Candidates are also advised in their own interest to keep checking their email (inbox as well as spam folder) and the website of MHA from time to time for updates related to the recruitment process.
- p) Applicants are NOT required to submit hard copy of their application forms.

- q) Candidates are requested to make sufficient number of passport size coloured photographs (identical to the one uploaded) and carry identity proof in original such as Voter Card, Driving License, Aadhar Card, PAN Card, Identity Card issued by University/College etc. to the examination centre, failing which they shall not be allowed to appear for the examination. The photographs would be required at subsequent stages of recruitment process and pasting/providing a photograph different from the one uploaded may result in cancellation of candidature.
- r) While every care has been taken for inclusion of GoI instructions in vogue, IB reserves the right to rectify omissions, if any, noticed subsequently.
- s) Candidates may ensure that the signature uploaded by them are visible since they (candidates) would be required to append signature on admit cards and attendance sheets during subsequent stages of examination and any variation in signature could render them unfit for the examination.

## 9. EXAMINATION FEE:

It is in 02 components: Examination Fee: Rs. 50/- & Recruitment Processing Charges: Rs. 450/- which is required to be paid as under:

Category	Fee to be paid
All candidates	Recruitment Processing Charges
Male candidates of General, EWS and OBC categories	Examination Fee in addition to Recruitment Processing Charges

\*Ex-servicemen who have already secured employment in civil side under Central Govt in Group 'C' post on regular basis after availing benefits of reservation given to them are required to pay the examination fee, i.e. Rs. 50/- also along with recruitment processing charges of Rs. 450/-.

Note: Banking charges, if applicable, will be borne by the candidate.

## MODE OF PAYMENT (ONLINE/OFFLINE MODE):

- a) The application form is integrated with the payment gateway & the payment process can be completed by following the instructions.
- b) Payment can be made online via SBI EPAY LITE through Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, UPI, SBI challan etc.
- c) After submitting your payment online, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- d) To ensure the security of your data, please close the browser window once your transaction is complete.
- e) There is facility to print application form containing fee details after payment of fees.
- f) Fee once paid shall not be refunded under any circumstances.
- g) Online payments can be made only till the last date of submission of online application form.
- h) Payments through SBI challan generated on the last day of closure of online application forms can be submitted in the bank till 21.2.2023 (during banking hours only).

## 10. CLOSING DATE: 17.2.2023 (till 2359 hours).

## 11. GENERAL INSTRUCTIONS:

- a) The crucial date for determining the age limit, educational qualifications, certificates/testimonials, etc., shall be the closing date for receipt of applications from the candidates.

- b) At some centres, no vacancies are reserved for OBC/SC/ST/EWS candidates, as per rules/roster. At these centres, the OBC/SC/ST/EWS candidates will be treated as UR candidate and age criteria of UR category will be applicable for them.
- c) Caste certificates would be accepted as per the govt's instructions in vogue.
- d) The date of birth as well as the name of the applicant will invariably be taken from the matriculation certificate issued by a recognized board. No other proof of date of birth and name shall be accepted.
- e) Certificates in support of qualifications must have been obtained on or before the closing date from recognized Institution/University/Board.
- f) Those candidates, who are yet to get their matriculation certificate, if called for interview, would be required to submit a proof of passing the matriculation on or before the closing date. Such proof would not be entertained if issued after the closing date on ground of late conduct of examination, delay in declaration of result or any other ground whatsoever.
- g) Candidates must ensure before applying for the post that he/she is eligible for the post in terms of age, educational qualification, category and knowledge of local language etc. as laid down in this advertisement. If the information furnished by the candidate at the time of applying for the post is found to be incorrect at a later date, the candidate himself/herself will be solely responsible and his/her service is liable to be terminated at any time during his/her service.
- h) The admission of a candidate at various stages of examination (Tier-I, Tier-II and Tier-III) will be purely provisional, subject to his/her satisfying the prescribed eligibility conditions. If on verification at any time before or after Tier-I or Tier-II or Tier-III, it is found that a candidate does not fulfil any of the eligibility conditions or has provided any false information or submitted any fake documents, his/her candidature for the said examination shall be cancelled at any stage of the recruitment process and thereafter.
- i) Candidates are advised to furnish correct information regarding their age, educational qualification and caste/category (i.e. SC/ST/OBC/EWS/ESM/PwD) in the application form. None of the copies of the certificates of age, educational qualifications and caste/category etc. (attested or otherwise) is required to be attached with the application form at initial stage. However, if the candidate qualifies in the Tier-I & Tier-II examination, the same would be required to produce by him/her as and when it is asked for.
- j) SC/ST/OBC/EWS/ESM/PwD candidates may fill up their respective category in the application form carefully. It is made clear that category once mentioned in the form shall NOT be changed in any circumstances.
- k) Candidates seeking reservation benefits such as SC/ST/OBC/EWS/ESM/PwD or any other relaxation as per the provisions of this notice, must ensure that they are entitled to such reservation/relaxation. They should also be in possession of the relevant certificates in the format prescribed by Government of India (as per Appendix-1,2,3,4&5) in support of their claim as and when asked for.
- l) Candidates claiming benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central Government meant for appointment to the posts under the Government of India (and not as per the notification of the State Government) and DO NOT belong to the creamy layer. If any candidate qualifies in the written test, he/she will have to produce the OBC certificate along with the undertaking in the proforma given at Appendix-I as and when asked for. The certificate in any other proforma will not be accepted in any case. In case the candidate

fails to submit the certificate in the proforma (Appendix I) from the Competent Authority, his/her candidature for the post will be summarily rejected and no correspondence will be entertained in this regard.

- m) For OBC central list candidates may refer to NCBC website.
- n) Any change in category will NOT be entertained in future and the candidature of such candidate shall be cancelled.
- o) Candidates will be required to produce the original certificates/testimonials when called for Tier-III/Interview/Document Verification.
- p) Candidates already in Government service or working with PSUs/Autonomous Bodies should inform their Employer or obtain necessary permission, as the case may be, before applying for the said post. No Objection Certificate (NOC) from the Employer is required to be furnished at the time of Interview, if called for. However, candidates working in PSUs, Autonomous/Statuary bodies etc. are not eligible for age relaxation.
- q) Candidates who have appeared in the matriculation or other equivalent examination and whose results have not been declared by the closing date are not eligible and as such they NEED NOT apply. The candidature of such candidates will NOT be entertained.
- r) Any correspondence with reference to the admission to the test will NOT be entertained.
- s) No TA or other expenses will be admissible to the candidates for appearing in the written examination/interview except to unemployed SC/ST candidates who will be reimbursed the fares as admissible under the Rules. No cash payment will be made at the time of test or interview.
- t) Mobile Phones and other electronic gadgets are banned within the premises of the examination centres. The arrangement for safe keeping of valuable/costly items at the venues can not be assured. Possession of such equipments, even in switch off mode, during the exam will be considered as use of unfair means. Candidature of such candidates will be cancelled. Besides, they will be liable for further action as may be decided by this office.
- u) Candidates should verify the particulars filled in the application form, online, carefully before submitting the same. After submission, NO change in any parameters will be allowed.
- v) Candidates are advised to keep ready the following documents in original along with their attested copies soon after the declaration of the result of Tier-II examination:
  - i. Matric/Secondary School certificate or equivalent showing name and date of birth,
  - ii. Intermediate/Higher Secondary (12<sup>th</sup>) certificate or equivalent, if acquired,
  - iii. Degree or Provisional degree and mark sheet of graduation from a recognized university, if acquired,
  - iv. OBC certificate, if applicable, from competent authority in prescribed proforma, as explained in para 11 (l) above,
  - v. EWS certificate, if applicable,
  - vi. SC/ST certificate, if applicable,
  - vii. NOC from the present employer, if applicable,
  - viii. Sufficient number of photographs, identical to the one uploaded,&
  - ix. Certificate/document issued from the competent authority in support of age relaxation, if applicable. (Domicile certificate/ NOC/Ex-servicemen discharge certificate/ Disability certificate for PwD/ Domicile certificate of victims of riots of Gujarat/ Sikh riots of 1984/ Widow/Divorcee certificate, Meritorious sportsperson, etc.)

- w) Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

**WARNING**

IT HAS BEEN NOTICED THAT SOME UNSCRUPULOUS ELEMENTS ARE FRAUDULENTLY INVITING APPLICATIONS FOR VARIOUS POSTS IN THE INTELLIGENCE BUREAU. SUCH ELEMENTS ARE ALSO ALLURING THE ASPIRANTS APPEARING IN VARIOUS WRITTEN EXAMINATIONS CONDUCTED BY IB FOR PROVIDING ASSISTANCE DURING THE EXAMINATION AND ARE EVEN ISSUING FAKE APPOINTMENT LETTERS TO SOME OF THE CANDIDATES. THE PROSPECTIVE CANDIDATES/JOB ASPIRANTS ARE, THEREFORE, CAUTIONED NOT TO FALL PREY TO THE DESIGNS OF SUCH UNSCRUPULOUS ELEMENTS WHO TRY TO DUPE THE UNSUSPECTING ASPIRANTS/ CANDIDATES FOR THEIR PERSONAL GAIN.

**CANDIDATES ARE ADVISED TO APPLY THROUGH MHA's WEBSITE ([WWW.MHA.GOV.IN](http://WWW.MHA.GOV.IN)) or NCS PORTAL ([WWW.NCS.GOV.IN](http://WWW.NCS.GOV.IN)) only.**

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

This is to certify that Shri/Smt./Kumari ..... son/daughter of..... of village/town ..... of District/Division .....in the State/Union Territory ..... belongs to the ..... community which is recognized as a Backward Class under Government of India, Ministry of Social Justice and Empowerment's Resolution No..... dated ..... \*Shri/Smt./ Kumari ..... and/or his/her family ordinarily reside(s) in the ..... District/Division of the ..... State/Union Territory. 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 and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993\*\*.

District Magistrate, Deputy Commissioner, etc.

Dated:

SEAL

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the case of the candidate is mentioned as OBC.

\*\* As amended from time to time.

Note:

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's 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/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner (not below the rank of First 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.

\*\*\*\*\*

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

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of village/town/city \_\_\_\_\_ district \_\_\_\_\_ State hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

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

\_\_\_\_\_

Government of.....

(Name &amp; Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

**VALID FOR THE YEAR.....**

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of.....  
 permanent resident of .....Village/Street.....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)

Recent Passport  
 size  
 attested  
 photograph  
 of the applicant

Signature with seal of Office.....  
 Name.....  
 Designation.....

\*Note 1: 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.

**INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY**

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

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

**FORM-1**

(For representing India in an International Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service under the Central Government

Certified that Shri/Smt./Km. \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address)  
represented the Country in the game/event of \_\_\_\_\_ in  
\_\_\_\_\_ Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_.

The position obtained by the individual/team in the above-said Competition/Tournament was  
\_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of National Federation/National Association of \_\_\_\_\_.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of Federation /National Association	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by the Secretary, National Federation/  
National Association.

**FORM-2**

(For representing a State of India in National Competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF \_\_\_\_\_ IN THE  
GAME OF \_\_\_\_\_

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service  
under the Central Government

Certified that Shri/Smt./Km. \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address)  
represented the Country in the game/event of \_\_\_\_\_ in  
\_\_\_\_\_ Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_.

The position obtained by the individual/team in the above-said Competition/Tournament was  
\_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of the State  
Association of \_\_\_\_\_.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of Federation/ National Association	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by the Secretary of State Association.

**FORM-3**

(For representing a University in the Inter-University Competition in one of the recognized Games/Sports)

UNIVERSITY OF \_\_\_\_\_

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service under the Central Government

Certified that Shri/Smt./Km. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address) represented the University of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in \_\_\_\_\_ Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above-said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of Dean of Sports or Officer in overall charge of sports in the University of \_\_\_\_\_.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of University	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by Dean/Director or other officers in overall charge of sports in the University.

**FORM-4**

(For representing a State School Team in the National Games for School in one of the recognized Games/Sports)

DIRECTORATE OF PUBLIC INSTRUCTIONS/  
EDUCATION OF THE STATE OF \_\_\_\_\_

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service under the Central Government

Certified that Shri/Kumari \_\_\_\_\_, son/daughter of Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address) student of \_\_\_\_\_ represented the \_\_\_\_\_ State School team in the game/event of \_\_\_\_\_ in the National Games for Schools held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above-said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of records available in the Office of Directorate of Public Instructions/Education of \_\_\_\_\_.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Address	_____
	Seal	_____

NOTE: This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction/Education of the State.

**FORM-5**

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare)

GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND SOCIAL WELFARE

Certificate to meritorious sportsman for employment to Group 'C' and 'D' posts/services under the Central Government

Certified that Shri/Kumari \_\_\_\_\_, son/daughter of Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address) represented the \_\_\_\_\_ School team in the game/event of \_\_\_\_\_ in the National Competition held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Ministry of Education and Social Welfare.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Address	_____
	Seal	_____

NOTE: This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

**Form of Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me, No. \_\_\_\_\_  
Rank \_\_\_\_\_, Name: \_\_\_\_\_ is due to complete the specified term of his  
engagement with the Armed Forces on \_\_\_\_\_ (date).

Place:

Date:

Signature of the commanding officer

Office Seal:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ....., bearing Roll No. ...., appearing for the Document Verification of the ..... Examination, 20....., do hereby undertake that:

- (a) 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.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ..... on ..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ..... on ..... in the office of ..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....