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- observation, relationship concepts, figure classification, arithmetic number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship arithmetical-computation and other analytical functions.
- (b) **General Awareness.** The questions will be of Matriculation standard. The questions will be designed to test the ability of candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspects as may be expected of Matriculation standard educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.
- (c) **English Language.** The questions will be of Matriculation standard. Candidate understanding the basics of English Language i.e. vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. His/her writing ability would be tested.
- (d) **Numerical Aptitude.** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit & Loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and time, Time and Work etc.
- 8. Important Instructions to the Applicants :-**
- (a) "Candidate should read the Advertisement carefully before filling up the application form". All the candidates to satisfy themselves that they are eligible to apply for the posts as per the advertisement.
- (b) The candidates should write down the following on the top of the cover envelope in capital letters :-
- (i) "APPLICATION FOR THE POST OF _____".
- (ii) Overall percentage in Matriculation / equivalent in capital letters duly signed by the candidates with the following colour ink :-
- (aa) Less than or equal to 50% in RED INK.
- (ab) From 51% to 60% in BLUE INK.
- (ac) Above 61% in BLACK INK.
- Note :-** Percentage of Marks Obtained. (Marks obtained/Max marks x 100) or for CGPA (CGPA x 9.5%) or for grading A = 90-100% (minimum % will be 90%).
- (c) Format for the application cover envelope is attached as Appendix I.
- (iv) In case the applicant is a Govt Employee the applicant must mark the same on the envelop as "GOVT EMPLOYEES".
- (v) Aadhar Card prepared below 10 yrs age will not be accepted.
- (vi) Aadhar Card & PAN must bear the name of applicant correctly as per the School Certificate.
- (vii) Format for the application cover envelope is attached as Appendix I.
- (viii) While writing the percentage of marks in various colour inks on the cover envelope the decimal number less than 0.5 be rounded off to lower digit and decimal number equal to or above 0.5 be rounded off to upper digit. (eg 48.49% to be rounded off to 48% and 50.60% to be rounded off to 51%).
- (d) **Age Proof.** Date of birth filled in by the candidate in application form and the same reflected in the matriculation Examination Certificate will be accepted for determining the age and no subsequent request will be considered or granted. Calculation of age will be as of last date prescribed for receipt of application.
- (e) Dates of examinations will be intimated to the eligible candidates later on.
- (f) No TA/DA is admissible. Schedule of Skill/Physical/Practical test, Written test and Medical Examination as applicable will be indicated in the Call Letter. Candidates will make their own arrangement for lodging/boarding during the tests.
- (g) Candidates belonging to OBC/SC, ST and Economically Weaker Section (EWS) category are required to submit the legitimate Certificates issued by Competent Authority prescribed under part No. 5 of the Department of Personnel & Training's O.M No. 363/31/2019-Est. (Ret.) dated 31-01-2019 in the format given below as Appendix-II. SC/ST/OBC/EWS/ESM/PWD/MSP Candidates have a right to compete with General Category Candidates against General vacancies. In such cases, no concession or relaxation will be provided to the SC/ST/OBC/EWS/ESM/PWD/MSP candidates. All the documents to be self-attested in support of Educational/Qualification/Technical Qualification, Experience and Date of Birth, to be enclosed with the application.
- (h) Persons working in Central/State Govt/PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection. NOC covering above aspects must be issued on or after the date of publication of the advertisement.
- (i) New entrants to Govt. Service, entering on or after 01 January 2004 are governed by the New Defined Contribution Pension Scheme (known as New Pension Scheme).
- (k) The Commandant, ASC Centre (South) shall not be responsible for any postal delay or failure.
- (l) Merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for Skill/Physical/Practical and written test. Due to administrative constraints, in case of large number of applications for one category of post, shortlisting of candidates on the basis of marks obtained in the minimum essential qualification as prescribed in Recruitment Rules for the Grade/ Post may be resorted to restrict the number of candidates to a reasonable limit.
- (m) All India service liability will be applicable for all selected candidates. Candidates once selected will be liable to serve in Hard Areas/ High Altitude Areas/ Remote Locality Areas irrespective of vacancies & Depot/ Unit against which individual has applied for. The candidate on selection will be subjected to a probation period which will be subject to satisfactory performance of the individual during the tenure. Selected candidates are advised to give choice of three stations giving order of preference.
- (n) The Commandant, ASC Centre (South) reserves the right to change the number of vacancies, if necessary as the numbers of post vacancies mentioned in the notification are tentative and recruitment process can be cancelled/ suspended /

- terminated at any stage, owing to any kind of administrative reasons. No correspondence in this regards will be entertained in future.
- (o) No extra weightage will be given for additional/ extra/ higher qualification (other than those prescribed in the Recruitment Rules).
- (p) All the ESM candidates are required to submit Ex-servicemen certificate issued by the Competent Authority along with self attested copy of Discharge Certificate and an Undertaking in the format given as Appendix-III.
- Reasons for Rejection/ Cancellation of Application.**
- (i) Incomplete or unsigned application.
- (ii) Applicants not accompanied by self-attested copies of supporting documents.
- (iii) Application received at ASC Centre (South)/ ASC Centre (North) after the last date of receipt of application.
- (iv) Application without two additional photographs duly self-attested will be summarily rejected and no correspondence in this regard will be entertained.
- (v) Applicants not meeting QR.
- (vi) Applicants applied for more than one trade.
- (vii) The applications can be filled by the candidates either in English or Hindi.
- (viii) The OBC candidates applying for the above posts are required to give an Undertaking in the format given below as Appendix-IV.
- (t) Serving Defence Personnel of Army/Navy/Air Force, Defence Civilian Employee who are in service and applying for above posts must enclose "No Objection Certificate" (NOC) issued by their Record Office duly sanctioned by Officer-in-Charge of Records.
- (u) Medical Certificate issued by Central/State Govt. Medical Board consisting of at least three members, out of which at least one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability and certifying the percentage of disability (i.e. 40% and above). Medical certificate for PH candidates in the format given below as Appendix - V".
- (v) Admit Card as per format given at Appendix - VI will be sent along with application in duplicate.
- (w) Interview for the above mentioned posts will not be conducted. Skill/Physical/Practical and written test will be conducted. The final selection will be made solely based on marks obtained by the candidate in the Written Examination and subject to qualifying in the Skill/Physical/Practical tests, as may be the case.
- (x) There shall be no provision for re-evaluation and re-checking of the scores. No correspondence in this regard will be entertained.
- (y) Skill/Physical/ Practical tests, followed by written examination are scheduled to be conducted in ASC Centre (South), Bangalore (Karnataka) Only. No correspondences regarding the change of examination centre will be entertained.
- (z) **Documents to be Attached with the Application:** Following documents are required to be attached with the application otherwise candidature of applicant is liable to be rejected summarily or at any stage of the recruitment process :-
- (i) Applicants must submit self-attested legible copies of all required Certificate/ Documents
- (ii) Aadhar Card.
- (iii) Domicile.
- (iv) Matriculation Pass Certificate.
- (v) Mark Sheet of Class X or Matriculation.
- (vi) Experience Certificate.
- (vii) Proof of caste/ category (SC/ST/OBC/ PH/PWD/ESM/EWS) from the competent Authorities.
- (viii) Admit Card.
- (aa) ASC Centre (South) Decision is Final. The decision of the Civil Recruitment Cell, ASC Centre (South) - 2 ATC in all matter relating to eligibility acceptance or rejection of the application, penalty for false information, malpractices in exam, mode of selection of suitable candidates, allotment of post to selected candidates will be final and binding on the candidate and no enquiry/ correspondences will be entertained in this regards.
- (ab) **Caution to all Applicants.** There may be a situation where unscrupulous elements approach you with the assurance of procuring appointment through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be carried out purely on merit. Skill/Physical/Practical and written test will be done in a transparent manner and the selection shall be done purely on merit of applicant.
- (ac) **Termination of Candidature.** Candidature of applicant will be terminated at any stage if he is found involved in any malpractice influencing for his selection or any other such act and he is found involved in any civil/criminal case or FIR has been lodged against him.

Commandant

ASC Centre (South) - 2 ATC



PERFORMA FOR APPLICATION

- To,
The Presiding Officer,
Civilian Direct Recruitment Board,
CHQ, ASC Centre (South) - 2 ATC/ASC Centre (North)-1 ATC
Agram Post, Bangalore -07
1. Post applied for : _____
2. Name of the Candidate (Full Name) : _____
3. Mobile Number (Functional) : _____
4. E-Mail ID (Functional) : _____
5. Father's Name : _____
6. Date of Birth (As per Matriculation certificate) : _____ (DD/MM/YYYY)
7. Correspondence Address -
House No/ Street/ Village : _____
Post Office : _____
District : _____
State : _____
Pin Code : _____
- Recent Passport size photo duly self-attested

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9. Permanent Address:-
House No/ Street/ Village _____
Post Office: _____
District: _____
State: _____
Pin Code: _____
10. Educational Qualification: _____
(Matric/Diploma/12th/Graduation/Post Graduation)
11. Educational Qualification

Ser No	Qualification	Name of School/ College	Name of Board/ University	% of Marks Obtained	Remarks

12. Gender (Male/Female/ Other) _____
13. Category (UR/ SC/ ST/ OBC/ EWS/ PH/ ESM/ MSP) _____
14. If applied for the Post of Ex-Serviceman :
(Date of enrolment in Army/ Navy/ Air Force and date of retirement and attach copy of Discharge Book certificate/ NOC)
15. If applied for the post in PH category:-

Type of Disability (OH/ HH/ VH/ Mental illness/ Multiple disability)	Percentage of Disability (40% and above)	Remarks

Enclose Disability certificate issued by CMO/ Civil surgeon of Govt hospital certifying the disability.

16. Whether registered with any employment exchange (If yes, mention registration No and Name of employment exchange) _____
17. Whether employed in Central Govt Services (If yes, give details as per following format & after it serving certificate duly signed by HOD) Yes/ No

Name of employer	Name of Post	Date of Appointment	Serving since	Office Address

18. Name of the stations, a candidate wishes to be posted, if selected in the order of preference -
- (a) 1st Choice _____
- (b) 2nd Choice _____
- (c) 3rd Choice _____

DECLARATION

I hereby certify that above particulars mentioned in the application form are correct and true 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 or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India.

Dated: _____
(Signature of the Candidate)

Place: _____

Enclosures:-

- (i) Two Self-Attested Photographs (Name & father's name on the back side of photo)
- (ii) One self-addressed registered envelope duly affixed with appropriate postal stamps.
- (iii) Self-Attested copies of certificates () Sheets.
- (iv) Admit Card in duplicate.

Appendix I

FORMAT FOR THE APPLICATION COVER (ENVELOPE)

APPLICATION FOR THE POST OF _____		(SIGNATURE OF THE CANDIDATE)
PERCENTAGE IN MATRICULATION/ EQUIVALENT	% (UP TO 50% IN RED INK ONLY)	
	% (BETWEEN 51% TO 60% IN BLUE INK ONLY)	
	% (61% AND ABOVE IN BLACK INK ONLY)	

To, _____

11 Inch

Appendix - II

Government of _____

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION

Certificate No _____ Date _____
VALID FOR THE YEAR _____

1. This is to certify that Shri./Smt / Karam son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ Pin Code _____

_____ whose photograph is attested below belong to Economically Weaker, 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./Kumar/ _____ belong 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 the purpose includes 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 location or different places/cities have been clubbed while applying the land of property holding test to determine EWS status.

Appendix-III
FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMAN CATEGORY

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/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) Rule, 1979, as amended from time to time.

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 Undertaking Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place: _____ (Signature of Candidate)

Date: _____

Appendix-IV
DECLARATION BY OBC CANDIDATES ONLY

(Similar endorsement should be given the caste be certificate from the competent authority)

"I, _____ Son / Daughter / Wife of Shri _____ Residence _____ 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 service as per order applicable to concerned State. It is also declared that I do not belong to persons/sections (Creamy Layer).

Place: _____ (Signature of Candidate)

Date: _____ Name _____

ADMIT CARD (IN DUPLICATE)

(Applicable wherever Physical/ Skill Test is mandatory)

1. Roll No _____ (Not to be filled by candidate)
2. Name of candidate _____
3. Father's/Husband's Name _____
4. Date of Birth _____
5. Application Registration No _____ (Not to be filled by candidate)
6. Exam Centre Allowed _____ (Not to be filled by candidate)
7. Category (UR/SC/ST/OBC/EWS/PH) _____
8. Schedule of Exam _____
9. Physical/ Skill Test - _____ (Date & Time of reporting at Examination Centre)

Candidates will report for written test as applicable along with original documents. Only after verification of original documents and Biometric Attendance, candidate will be allowed to appear for test.

Signature of Candidate _____

ADMIT CARD (IN DUPLICATE)

1. Roll No _____ (Not to be filled by candidate)
2. Name of candidate _____
3. Father's/Husband's Name _____
4. Date of Birth _____
5. Application Registration No _____ (Not to be filled by candidate)
6. Exam Centre Allowed _____ (Not to be filled by candidate)
7. Category (UR/SC/ST/OBC/EWS/PH) _____
8. Schedule of Exam _____
9. Written Test - _____ (Date & Time of reporting at Examination Centre)

Candidates will report for written test as applicable along with original documents. Only after verification of original documents and Biometric Attendance, candidate will be allowed to appear for written test.

Signature of Candidate _____

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(Name and Address of the Institute / Hospital)

Certificate No _____

Date _____

Affix recent Passport
Size (3.5 cm x 4.5 cm)
photograph of the
candidate showing the
disability duly attested
by the chairperson of
the Medical Board

DISABILITY CERTIFICATE

1. This is certified that Shri/ Smt/ Kumari _____ Son/ Wife/
Daughter of Shri _____ age _____ sex _____
_____ identification mark (s) _____ is suffering from
permanent disability of following category:

A. Locomotor or Cerebral Palsy :-

- | | |
|--|----------------------|
| (i) BL - Both legs affected but not arms. | (a) Impaired reach |
| (ii) BA - Both arms affected | (b) Weakness of Grip |
| (iii) BLA- Both legs and both arms affected. | (c) Ataxic |
| (iv) CL - One leg affected (Right or left) | (a) Impaired reach |
| | (b) Weakness of Grip |
| | (c) Ataxic |
| (v) OA - One arm affected | (a) Impaired reach |
| | (b) Weakness of Grip |
| | (c) Ataxic |
| (vi) BH - Stiff back and hips (cannot sit or stoop) | |
| (vii) MW - Muscular weakness and limited physical endurance. | |

B. Blindness or Low Vision :-

C. Hearing Impairment :-

- (i) D - Deaf
- (ii) PD - Partially Deaf (Delete the category whichever is not applicable)
2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve. Re-assessment of the case is not recommended/a recommended after a period of _____ years _____ months**
3. Percentage of disability in his/ her case is _____ (%)
4. Shri/ Smt/ Kumari _____ meets the following physical requirements for discharge of his/her duties.
- | | |
|--|---------|
| (i) F - can perform work by manipulating with fingers. | Yes/ No |
| (ii) PP - can perform work by pulling and pushing. | Yes/ No |
| (iii) L - can perform work by lifting. | Yes/ No |
| (iv) KC - can perform work by kneeling and crouching. | Yes/ No |
| (v) B - can perform work by bending. | Yes/ No |
| (vi) S - can perform work by sitting. | Yes/ No |
| (vii) ST - can perform work by standing. | Yes/ No |
| (viii) W - can perform work by walking. | Yes/ No |
| (ix) SE - can perform work by seeking. | Yes/ No |
| (x) H - can perform work by hearing/ speaking. | Yes/ No |
| (xi) RW - can perform work by reading and writing. | Yes/ No |

(Dr _____)

Member
Medical Board

(Dr _____)

Member
Medical Board

(Dr _____)

Member
Medical Board
Countersigned by the
Medical superintendent/
CMO/Head of the Hospital