

(A Government of India Undertaking)  
Corporate Office, Speed Post Centre Building, Bhai Veer Singh Marg, New Delhi -110001

## **RECRUITMENT OF 51 CIRCLE BASED EXECUTIVES ON CONTRACT BASIS**

**Advt. No.: IPPB/CO/HR/RECT./2024-25/06**

India Post Payments Bank Limited (IPPB) has been setup under the Department of Post, Ministry of Communications with 100% equity owned by Government of India having presence all over India which aims to utilize all of India's 1,55,015 post offices as access points and 3~Lakh Postmen and Gramin Dak Sewaks (GDS) to provide doorstep banking services. IPPB is leading the next revolution of banking and financial literacy and this new model will pave the way for India's largest banking network to reach each and every corner of the nation.

In order to support our future growth and transformation challenges, we invite applications from qualified, energetic and dynamic candidates who will be appointed as Executive on contractual basis through online application mode in different disciplines of the Bank as per details given below. Interested candidates who fulfill the eligibility criteria may apply online from 01.03.2025 to 21.03.2025 by visiting our website <https://www.ippbonline.com/web/ippb/current-openings> No other mode of application will be accepted.

### **IMPORTANT DATES:**

|      |                                                          |                      |
|------|----------------------------------------------------------|----------------------|
| (i)  | Opening date for On-line Registration of Applications    | 01.03.2025: 10.00 AM |
| (ii) | Last date of On-line Submission of Applications with Fee | 21.03.2025: 11.59 PM |

**NOTE:** Detailed instructions may be referred at the time of applying online application. Candidates in their own interest are advised, not to wait till the last date & time for applying online. IPPB shall not be responsible, if candidates are not able to submit their applications due to last time rush.

**Abbreviations used:** UR: Un-reserved, OBC (NCL): Other Backward Classes (Non-Creamy Layer), EWS: Economically Weaker Section, SC: Scheduled Caste, ST: Scheduled Tribe, PWD: Persons with Disability.

### **1. Posts:**

| Post/Designation | No. of Vacancies | Age<br>(as on 01-02-2025) | Vacancy reserved for<br>(including backlog vacancies) |     |     |    |    |
|------------------|------------------|---------------------------|-------------------------------------------------------|-----|-----|----|----|
|                  |                  |                           | UR                                                    | EWS | OBC | SC | ST |
| Executive        | 51               | 21 to 35 years            | 13                                                    | 03  | 19  | 12 | 04 |

Horizontal Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms.

Note: Number of vacancies are tentative and may increase or decrease as per requirement of the Bank.

**1 (a) CIRCLE/STATE WISE BREAK-UP**

Summary of circle/state-wise break-up of 51 vacancies has been tabulated below. However, locations of these 51 banking outlets are furnished in Annexure-I.

| S.No  | Circle            | State             | No. of Vacancies |
|-------|-------------------|-------------------|------------------|
| 1     | Chhattisgarh      | Chhattisgarh      | 3                |
| 2     | Assam             | Assam             | 3                |
| 3     | Bihar             | Bihar             | 3                |
| 4     | Gujarat           | Gujarat           | 6                |
| 5     | Haryana           | Haryana           | 1                |
| 6     | Jammu And Kashmir | Jammu And Kashmir | 2                |
| 7     | Kerala            | Lakshadweep       | 1                |
| 8     | Maharashtra       | Maharashtra       | 3                |
|       |                   | Goa               | 1                |
| 9     | North East        | Arunachal Pradesh | 3                |
|       |                   | Manipur           | 2                |
|       |                   | Meghalaya         | 4                |
|       |                   | Mizoram           | 3                |
|       |                   | Nagaland          | 5                |
|       |                   | Tripura           | 3                |
| 10    | Punjab            | Punjab            | 1                |
| 11    | Rajasthan         | Rajasthan         | 1                |
| 12    | Tamil Nadu        | Tamil Nadu        | 2                |
|       |                   | Puducherry        | 1                |
| 13    | Uttar Pradesh     | Uttar Pradesh     | 1                |
| 14    | Uttarakhand       | Uttarakhand       | 2                |
| Total |                   |                   | 51               |

- i. The candidate shall apply for one vacancy only. A candidate applying against vacancy of one banking outlet will not be eligible to apply against vacancy of any other banking outlet.
- ii. Candidature of the applicant will be considered only against the vacancies in the banking outlet for which he/ she has applied/ opted. Merit list will be drawn banking outlet wise.
- iii. Selected candidates will be posted in the banking outlet for which they have applied.

## 2. Job description and Minimum Eligibility Criteria:

| Position  | Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Minimum Eligibility Criteria                                                                                                                                                                 |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Executive | <ul style="list-style-type: none"><li>• Achievement of Monthly revenue targets through direct sales of Bank's products.</li><li>• Support in organizing customer acquisition events and run campaigns in the area under Branch/ Office jurisdiction to increase financial literacy.</li><li>• Conduct periodic training and education sessions for GDS on IPPB products and services.</li><li>• Operate seamlessly with DoP Inspectors (Sub-division) and Postmasters to drive IPPB and 3rd Party sales.</li><li>• Assist GDS in acquiring new customers for IPPB and its Partner Organizations. Assist IPPB Manager in Operations.</li><li>• Acquire, grow and retain customer relationships by organizing customer events and run campaigns in the area to increase financial literacy.</li><li>• Develop and manage the strategic relationship with all channel partners to drive sales and disseminate marketing information, events, training and promotions which will facilitate meeting the Bank's business goals.</li></ul> <p>Any other duties assigned by the Bank from time to time.</p> | <p><b>Minimum Educational Qualification:</b></p> <p>Graduate in any discipline</p> <p><b>Note:</b> Preference will be given to the candidates having domicile of the state applying for.</p> |

## 3. Period of Contract:

The contract would be initially for a period of 01 year and this may be reviewed for extension on Year-to-Year basis for a further period of 02 years, subject to satisfactory performance. The Maximum duration of this contract would be three (3) years.

## 4. Selection Process:

- a) Merit will be drawn on the basis of percentage of marks obtained in the graduation followed by interview. Candidates having domicile of the state for which they are applying will be given preference over the candidates without having domicile issued by the competent authority of that state. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview. The bank reserves the right to call only the requisite number of candidates for the Assessment/Interview with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.
- b) Candidate shall fill exact percentage of marks obtained in the Graduation up to two places of decimal. The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. Rounding of percentage will not be acceptable under any circumstances.

- c) Wherever percentage (%) of marks is not awarded by the Board/ University/ Institute and only grades (e.g. GPA /CGPA/CQPI) are awarded, the same should be converted to the exact equivalent percentage (%) of marks as per the formula provided by the college/university. If any deviation is found in the application form with respect to the percentage of marks, such applications will be summarily rejected.
- d) In the event of two or more candidates having obtained the same score in selection process, merit order shall be decided as per the date of birth of the candidates.
- e) Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

## 5. Pay and allowances:

- a) The Bank shall pay a lump sum amount of ₹30,000/- (rupees thirty thousand only) per month inclusive of statutory deductions.
- b) Tax deductions will be done as per Income Tax Act, considering the amendments from time to time.
- c) Annual increment of lump-sum pay and incentives based on performance in business acquisition/sales activities as decided by the Competent Authority from time to time.
- d) Further, it is clarified that no other pay/allowances/bonus etc. shall be paid except those mentioned above.

## 6. Application Fee / Intimation Charges (Non-Refundable)

| Category of Applicant               | Application Fee                                |
|-------------------------------------|------------------------------------------------|
| SC/ST/PWD (Only Intimation charges) | INR 150.00 (Rupees One Hundred and Fifty Only) |
| For all others                      | INR 750.00 (Rupees Seven Hundred Fifty Only)   |

- a) Candidates should ensure their eligibility before paying the fees/applying online.
- b) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

## 7. Application Guidelines: A candidate can apply for **more than one post** by filling separate applications for each post. Candidates can apply online only from 01.03.2025 to 21.03.2025. No other mode of application (other than online) will be accepted.

### a) Pre-requisites for applying online

Before applying online, candidates should:

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as mentioned in this advertisement at Annexure-II.
- ii. Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
- iii. Have a valid personal email ID which should be kept active till the completion of this recruitment process. IPPB may send call letters for the Interview etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail 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 before applying on-line and must maintain that email account.

## **b) Procedure for applying online**

Candidates are advised to click here <https://ippbonline.com/web/ippb/current-openings> to open the online Application Form.

- i. To register their application candidates will be entering their basic information in the online application form. After that 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.
- ii. Candidates are required to upload their photograph and signature as per the specifications given in the Annexure I of this form.
- iii. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained.
- iv. 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. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates are responsible for carefully verifying the details filled in the online application form and ensuring that the same are correct prior to submission, as no change is possible after submission.
- v. Prescribed Formats of SC, ST, OBC, PWD certificates as applicable to be submitted at the time of interview can be found in Annexure - III, IV & V of this advertisement.

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

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/she will not only be disqualified but will be liable to be dismissed from the services of IPPB at any time, even after being selected and after joining IPPB's service. At the time of Interview, if a candidate is (or has been) found guilty of:

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview/ Group Discussion, or
- iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- (a) To be disqualified from the selection process for which he / she is a candidate;
- (b) To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by IPPB.

## **9. Reservations & Relaxations:**

- a) Reservations and relaxations for SC/ ST/ OBC (Non-Creamy Layer) / PWD (Degree of Disability 40% or above) candidates will be provided as per guidelines of Govt. of India for the purpose.
- b) Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.
- c) The upper age limit is relaxed by 5 years for SC/ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC (Non-Creamy layer) and 15 years for PWD-SC/ST candidates.
- d) The OBC candidates who belong to ‘Creamy Layer’ are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General.

## **10. General information**

- a) The minimum educational qualifications must be from the recognized University/Institute, recognized AICTE/UGC/Central or Deemed University and should be regular/full time course. In case of any dispute arising about admissibility of any particular qualification, the decision of India Post Payments Bank Limited (IPPB) shall be final and binding.
  - b) Incomplete application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
  - c) No TA/DA will be paid to any candidate for appearing for document verification/ Interview.
  - d) If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature is liable to be rejected.
  - e) If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 11.** The management reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. IPPB also reserves the right to cancel / restrict / modify / alter the recruitment process, if required.
- 12.** Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on IPPB's official website. Hence prospective applicants are advised to visit IPPB's website regularly for this purpose.
- 13.** All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. Important information regarding recruitment will be available in IPPB website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/ Interview Call Letters. Company will not be responsible for any loss of email sent, due to invalid/ wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.
- 14.** For any queries please write to email id: [careers@ippbonline.in](mailto:careers@ippbonline.in).
- 15.** Please go through the detailed instructions before filling application form.

**Sd/-  
Chief HR Officer  
HR Department**

## Annexure-I

| S.No | Circle            | State             | Banking Outlet | No. of Vacancies |
|------|-------------------|-------------------|----------------|------------------|
| 1    | Assam             | Assam             | Diphu          | 01               |
| 2    | Assam             | Assam             | Golaghat       | 01               |
| 3    | Assam             | Assam             | Halflong       | 01               |
| 4    | Bihar             | Bihar             | Banka          | 01               |
| 5    | Bihar             | Bihar             | Buxar          | 01               |
| 6    | Bihar             | Bihar             | Jamui          | 01               |
| 7    | Chhattisgarh      | Chhattisgarh      | Narayanpur     | 01               |
| 8    | Chhattisgarh      | Chhattisgarh      | Raipur         | 01               |
| 9    | Chhattisgarh      | Chhattisgarh      | Champa         | 01               |
| 10   | Gujarat           | Gujarat           | Amreli         | 01               |
| 11   | Gujarat           | Gujarat           | Dwarka         | 01               |
| 12   | Gujarat           | Gujarat           | Patan          | 01               |
| 13   | Gujarat           | Gujarat           | Porbandar      | 01               |
| 14   | Gujarat           | Gujarat           | Valsad         | 01               |
| 15   | Gujarat           | Gujarat           | Veraval        | 01               |
| 16   | Haryana           | Haryana           | Bhiwani        | 01               |
| 17   | Jammu And Kashmir | Jammu And Kashmir | Anantnag       | 01               |
| 18   | Jammu And Kashmir | Jammu And Kashmir | Rajouri        | 01               |
| 19   | Kerala            | Lakshadweep       | Kawarathi      | 01               |
| 20   | Maharashtra       | Goa               | Panaji         | 01               |
| 21   | Maharashtra       | Maharashtra       | Gadchiroli     | 01               |
| 22   | Maharashtra       | Maharashtra       | Palghar        | 01               |
| 23   | Maharashtra       | Maharashtra       | Washim         | 01               |
| 24   | North East        | Arunachal Pradesh | Along          | 01               |
| 25   | North East        | Arunachal Pradesh | Itanagar       | 01               |
| 26   | North East        | Arunachal Pradesh | Ziro           | 01               |
| 27   | North East        | Manipur           | Jiribam        | 01               |
| 28   | North East        | Manipur           | Ukhrul         | 01               |
| 29   | North East        | Meghalaya         | Khliehriat     | 01               |
| 30   | North East        | Meghalaya         | Nongpoh        | 01               |
| 31   | North East        | Meghalaya         | Nongstoin      | 01               |
| 32   | North East        | Meghalaya         | Tura           | 01               |
| 33   | North East        | Mizoram           | Aizawl         | 01               |
| 34   | North East        | Mizoram           | Champhai       | 01               |
| 35   | North East        | Mizoram           | Serchhip       | 01               |
| 36   | North East        | Nagaland          | Mokokchung     | 01               |
| 37   | North East        | Nagaland          | Phek           | 01               |
| 38   | North East        | Nagaland          | Tuensang       | 01               |

| S.No | Circle        | State         | Banking Outlet  | No. of Vacancies |
|------|---------------|---------------|-----------------|------------------|
| 39   | North East    | Nagaland      | Wokha           | 01               |
| 40   | North East    | Nagaland      | Zunheboto       | 01               |
| 41   | North East    | Tripura       | Dharmanagar     | 01               |
| 42   | North East    | Tripura       | Khowai          | 01               |
| 43   | North East    | Tripura       | Radhakishorepur | 01               |
| 44   | Punjab        | Punjab        | Tarn Taran      | 01               |
| 45   | Rajasthan     | Rajasthan     | Jodhpur         | 01               |
| 46   | Tamil Nadu    | Puducherry    | Karaikal        | 01               |
| 47   | Tamil Nadu    | Tamil Nadu    | Kovilpatti      | 01               |
| 48   | Tamil Nadu    | Tamil Nadu    | Tirupattur      | 01               |
| 49   | Uttar Pradesh | Uttar Pradesh | Mahoba          | 01               |
| 50   | Uttarakhand   | Uttarakhand   | Nainital        | 01               |
| 51   | Uttarakhand   | Uttarakhand   | Pauri           | 01               |



## DETAILED GUIDELINES/PROCEDURES FOR ONLINE APPLICATION

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

**Candidates can apply online only from 01.03.2025 to 21.03.2025 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)
- (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 recent Resume (in PDF Format) ready.
- (vii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (viii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. IPPB may send intimation about various steps/procedures 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 FEE ONLINE: 01.03.2025 to 21.03.2025.**

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 IPPB Ltd. website : <https://ippbonline.com/web/ippb/current-openings> click on the option "APPLY ONLINE" which will open a new screen.
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.
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-colored, 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.

#### Photograph Capture:

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

#### Do's and Don'ts of Photo Capture

##### Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

##### Don'ts:

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

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

- 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
- The applicant should upload the recent Resume which includes all the relevant information.
  - File type: PDF
  - File Size: 20 KB – 500 KB
- The signature, left thumb impression, the hand written declaration and the Resume 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, hand written declaration and Resume.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/ Resume"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file/ Resume 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, hand written declaration and Resume 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/ Resume in the online application form candidates should check that the images are clear and files have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration or Resume is not prominently visible, the candidate may edit his/ her application and re-

upload his/ her photograph or signature or left thumb impression or the hand written declaration or Resume, 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:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration / Resume in the online application form candidates should check that the images/files are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

After registering online candidates are advised to take a printout of their system generated online application forms.

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM**

This is to certify that Sri / Smt/ Kum\* \_\_\_\_\_, son / daughter\* of \_\_\_\_\_ of village / town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the State / Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste / Scheduled Tribe\* as under:

- \* The Constitution (Scheduled Castes) Order, 1950;
- \* The Constitution (Scheduled Tribes) Order, 1950;
- \* The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;
- \* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

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

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- \* The Constitution (Scheduled Castes) 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 Tribes Orders (Amendment) Act 2002;
- \* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- \* Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002]

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / 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  
\_\_\_\_\_[Name of the authority] vide their order No.  
\_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\*\_\_\_\_\_ and/or\* his/her\* family ordinarily  
reside(s) in village/town\*\_\_\_\_\_ of \_\_\_\_\_ District / Division\* of  
the State / Union Territory\* of \_\_\_\_\_.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place: [With seal of Office]

Date : State/Union Territory:

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation  
of the Peoples Act, 1950.

-

\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy  
Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst.  
Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists  
from time to time.

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 Sri / Smt/ Kum\* \_\_\_\_\_, son / daughter\* of \_\_\_\_\_ of village / town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the State / Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under the 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 & Training OM No.36012/22/93-Estt.[SCT], dated 8-9-1993 \*\*.

Dated : District Magistrate

Deputy Commissioner etc.

Seal

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

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.



## FORM-I

## Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested  
photograph (showing face  
only) of the person with  
disability

Certificate No. :

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.

son/wife/daughter of Shri

\_\_\_\_\_ Date  
of Birth (DD /MM / YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female  
Registration No. \_\_\_\_\_

\_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed  
above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(A) He/ She has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in  
words) permanent physical impairment/blindness in relation to his/her \_\_\_\_\_ (part of  
body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence:-

| Nature of document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|------------------------------------------|
|                    |               |                                          |

(Signature and Seal of Authorised Signatory of notified Medical Authority)

(Signature / thumb impression of the person in whose favour the disability  
certificate is issued)

FORM - II  
Disability Certificate

(In case of multiple disabilities) (Prescribed proforma subject to amendment from time to time)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
attested photograph  
(showing face only)  
of the person with  
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/  
wife/ daughter of Shri

\_\_\_\_\_ Date

of Birth (DD /MM / YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_

\_\_\_\_\_ Registration No.

\_\_\_\_\_ permanent

resident of House No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,

whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

| Sr. No. | Disability           | Affected Part of Body |  | Diagnosis | Permanent physical impairment/ mental disability (in %) |
|---------|----------------------|-----------------------|--|-----------|---------------------------------------------------------|
| 1       | Locomotor disability | @                     |  |           |                                                         |
| 2       | Low vision           | #                     |  |           |                                                         |
| 3       | Blindness            | Both Eyes             |  |           |                                                         |
| 4       | Hearing impairment   | £                     |  |           |                                                         |
| 5       | Mental retardation   | X                     |  |           |                                                         |
| 6       | Mental-illness       | X                     |  |           |                                                         |

(A) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: \_\_\_\_\_ percent

In words:

\_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs# -

e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|------------------------------------------|
|                    |               |                                          |

5. Signature and Seal of the Medical Authority

| Name and seal of Member | Name and seal of Member | Name and seal of Chairperson |
|-------------------------|-------------------------|------------------------------|
|                         |                         |                              |

(Signature / thumb impression of the person in whose favour the disability certificate is issued)

FORM - III  
Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested  
photograph(showing face  
only)of the person with  
disability

Certificate No. :

Date:

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_

son/ wife/ daughter of Shri \_\_\_\_\_

Date of Birth (DD /

MM / YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No.

\_\_\_\_\_ permanent resident of House No.

Ward/Village/Street \_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,

whose photograph is affixed above, and are satisfied that he/she is a Case of

\_\_\_\_\_ disability. His/her extent of percentage physical

impairment/ disability has been evaluated as per guidelines (to be specified) and is shown

against the relevant disability in the table below:

| Sr. No. | Disability           | Affected Part of Body | Diagnosis | Permanent physical impairment/ mental disability (in %) |
|---------|----------------------|-----------------------|-----------|---------------------------------------------------------|
| 1       | Locomotor disability | @                     |           |                                                         |
| 2       | Low vision           | #                     |           |                                                         |
| 3       | Blindness            | Both Eyes             |           |                                                         |
| 4       | Hearing impairment   | £                     |           |                                                         |
| 5       | Mental retardation   | X                     |           |                                                         |
| 6       | Mental-illness       | X                     |           |                                                         |

(Please strike out the disabilities which are not applicable.)

1. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

2. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY)\_\_\_\_\_.

@ - e.g. Left/Right/both arms/legs# -

e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

3. The applicant has submitted the following documents as proof of residence :-

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|------------------------------------------|
|                    |               |                                          |

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital,  
in case the certificate is issued by a medical authority who is not a governmentservant (with  
seal)}

(Signature / thump impression of the person in whose favour the disability certificate is issued)