



Government of India  
Department of Atomic Energy  
Directorate of Purchase & Stores  
Vikram Sarabhai Bhavan, '0' floor, Anushaktinagar, Mumbai,  
Maharashtra – 400 094.



(Website of the Directorate: <https://dpsdae.gov.in>)

**ADVERTISEMENT NO.: 2/DPS/2023**

Duration for submission of online applications	10-12-2023 to 31-12-2023
Last date and time for receipt of online applications	31-12-2023 (23:59 hrs.)
Tentative Schedule of Level -I (OMR based) & Level-2 (Descriptive) Examinations (Exact date will be notified on website and emails / Mobile Nos. of screened-in candidates)	<b>3rd Week of January, 2024</b>

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE. WOMEN ARE ENCOURAGED TO APPLY”

Online applications are invited from eligible candidates for filling up of the posts of Junior Purchase Assistant/Junior Storekeeper in DPS, Mumbai and Regional Units of DPS all over India.

**2. DETAILS OF POST**

Sl. No.	Name of the post	Classification of post	Pay Level	Age Limit
1.	Junior Purchase Assistant / Junior Storekeeper	Group 'C'	Level 4 (Rs.25500-Rs.81100)	18 to 27 Years

**3. VACANCIES AND RESERVATION**

Category / Post	SC	ST	OBC*	EWS	UR	Total
JPA	3	6	6	2	0	17
JSK	3	0	14	3	25	45
<b>Total JPA&amp; JSK</b>	<b>6</b>	<b>6</b>	<b>20</b>	<b>5</b>	<b>25</b>	<b>62</b>

\* Includes 2 Backlog vacancies in OBC category.

**Note:** 3 Posts for PWD [Low Vision(LV), Hard of Hearing(HH), One Leg(OL), One Arm(OA), One Arm Leg(OAL), Cerebral Palsy (CP), Acid Attack Victim(AAV), Leprosy Cured(LC), Dwarfism(Dw), Muscular Dystrophy (MDy) and Multiple Disability(MD)], 6 posts for Ex-Servicemen will be filled out of total number of vacancies advertised in the grade of Jr. Purchase Assistant/ Jr. Storekeeper.

Physical deformity should not be less than 40 percent. Hard of Hearing (HH) means loss of 60 decibels or more in the better ear in the conversational range of frequencies.

4 Nationality/Citizenship: The candidate must be a Citizen of India

5 Age limit (As on last date of application):

5.1 Requirement of age for various posts is as follows:

Age Limit	Remarks
For the posts JPA/JSK age limit is 18-27 years	Candidate must have been born between 31-12-1996 and 31-12-2005 (both dates inclusive).

5.2 Permissible relaxation in upper age limit and category-codes for claiming age relaxation are as follows:

Code No	Category	Age-relaxation permissible beyond upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PwBD (Unreserved)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ST)	15 years
06	Ex-Servicemen (Ex-SM)	3 years after deduction of the military service rendered from the actual age as on the closing date.
07	Defence Personnel disabled in operation during hostilities with any foreign country or in a consequence thereof	3 years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	8 years
Additional permissible relaxation in upper age limit for Group 'C' posts		
09	Central Govt. Civilian Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	Upto 40 years of age
10	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	Upto 45 years of age
11	Widows/Divorced Women/ Women judicially separated and who are not remarried	Up to 35 years of age
12	Widows/Divorced Women/ Women judicially separated and who are not remarried (SC/ST)	Up to 40 years of age

- 5.3 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by this Directorate for determining the age and no subsequent request for change will be considered or granted.
- 5.4 Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in Ex-SM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self- declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
- 5.5 The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.
- 5.6 For any serviceman of the three Armed Forces of the Union to be treated as Ex- Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service, the status of ex-serviceman or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of applications.

5.7 Explanation: An 'ex-serviceman' means a person:

5.7.1 who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union, and

5.7.1.1 Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or

5.7.1.2 Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

5.7.1.3 Who has been released from such service as a result of reduction in establishment;

or

5.7.2 Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

or

5.7.3 Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;

or

5.7.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

5.7.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

5.7.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

5.8 A Matriculate Ex-Serviceman which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force certifying Essential Educational qualification prescribed the post, who has put in not less than 15 years of service with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for Ex-SM in Group "C" posts. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible to apply for this examination.

5.9 Age relaxation/ EX-SM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

#### 5.10 ECONOMICALLY WEAKER SECTION (EWS) RESERVATION

Candidates who are not covered under the scheme of reservation for SC/ ST/ OBC and whose family gross annual income is below Rs.8 Lakh (Rupees Eight Lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application i.e. 2022-23. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- (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 areas of notified municipalities;
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will 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.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure- H shall be only accepted as proof of candidate's claim as belonging to EWS:

- (a) District magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1<sup>st</sup> Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra-Assistant Commissioner.
- (b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar and
- (d) Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of receipt of application. These candidates need to produce valid Income and Asset Certificate during document verification. In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/ application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies only.

EWS status as on the closing date for online application for this advertisement shall only be considered for availing reservation benefits, if eligible. Any change in the community/ EWS status of the candidate thereafter shall not be entertained.

## 6 Process of Certification and Format of Certificates:

- 6.1 Candidates who wish to be considered against reserved vacancies or seek age- relaxation must submit requisite certificate from the competent authority, in the prescribed format at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ Ex-SM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.
- 6.2 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought at the time of document verification, failing which their candidature may be cancelled. If a candidate is rejected for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate may be solely responsible for the same and this Directorate will not take any responsibility.
- 6.3 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications.
- 6.4 A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.
- 6.5 Candidates may also note that in respect of the above categories, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that their candidature will be cancelled by this Directorate in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ EX-SM status or avail any other benefit.

## 7 Provision of Compensatory time and Assistance of Scribe:

In case of persons with benchmark disabilities in the category of Low Vision, locomotor disability (both arms affected- BA) and cerebral palsy, the facility of scribe is allowed, if desired by the candidate. Since the posts are not identified suitable for persons with Complete Blindness & Both Arm (BA) disability, facility of scribe will not be admissible to such candidates.

The provision of scribe will be allowed on submission of an application along with necessary certificate **in the prescribed format well in advance at least 15 days before** the date of examination to the effect that the person concerned **has physical limitation to write, and scribe is essential** to write examination on candidate's behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per Proforma at Annexure A. The above Format shall be sent to Helpdesk by mail.

For engaging the scribe, candidates will have to indicate the same while filling online application form.

Engagement of Scribe will be subject to the following conditions:

- a. Candidates will have to arrange for the scribe on their own.
- a. The scribe so arranged should not himself/herself be the candidate for post/ vacancies/ exam for which the candidate is appearing. Also same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage will render both the candidate & the Scribe disqualified.
- b. Candidates with benchmark disabilities which are not identified as eligible for concession are not allowed to have scribe.
- c. In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the essential qualification indicated in the advertisement. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at Annexure-A. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-B. If, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.
- d. Candidates opting for scribe will have to provide details of scribe as per Annexure-B which should be signed by both candidate and scribe at the time of examination also. Scribe should produce original valid ID proof at exam centre, and paste passport size photograph on Annexure-B.
- e. The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her during the examination.

## 8 Essential Educational Qualifications as on the last date of Application

QUALIFICATION	<p>(a) Graduate in Science with 60% marks. OR</p> <p>(b) Commerce graduate with 60% marks. OR</p> <p>(c) Diploma in Mechanical Engineering / Electrical Engineering/ Electronics / Computer Science with 60% marks from Government recognized universities/ institutions.</p> <p>Note: Candidates who have not acquired the educational qualification (B.Sc/B.Com/Diploma) as indicated above <u>as on the closing date for receipt of application</u> should not apply. No further correspondence or clarification will be entertained on this matter.</p>
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## 9 HOW TO APPLY:

- 9.1 Candidates are required to apply online through <https://dpsdae.formflix.in>. No other means/ mode of application will be accepted. The facility of online application will be opened on 10/12/2023 and closed on 31/12/2023.
- 9.2 Those who do not possess / acquire the prescribed eligibility qualification as on the last date of application should not apply.
- 9.3 Level 1 (forenoon) and Level 2 (afternoon) written examinations for the above mentioned posts will be conducted on the same day at various centers.
- 9.4 Applicant has to remit application fee of Rs.200/- (Rupees Two hundred only) online through [www.dpsdae.formflix.in](http://www.dpsdae.formflix.in). SC/ ST, Women candidates, Ex-Servicemen and PWD candidates are exempted from application fee. Fee once paid shall be non-refundable, non-transferable and cannot be held in reserve for any other examination under any circumstances.
- 9.5 Option to submit application form will be available only after payment of application fees, wherever applicable. Application without payment of fee will be treated as incomplete and will not be registered in the system.
- 9.6 For payment of fee, candidates should follow below mentioned steps:
  - 9.6.1 Visit the link <https://dpsdae.formflix.in>
  - 9.6.2 Click on 'New Registration' option.
  - 9.6.3 Enter the details and click submit.

- 9.6.4 On submission, login id will be created.
- 9.6.5 Go to User Action and click on 'Click here for Already Registered'.
- 9.6.6 Enter login details.
- 9.6.7 After login, complete the application details. The application details filled in can be saved as a draft.
- 9.6.8 Click 'Pay Application Fees' and make payments. A payment gateway page will get open with options for online payment such as Credit/ Debit cards/ Net Banking/ Wallets/ IMPS etc.
- 9.6.9 After successful payment submit the application. Once submitted, it cannot be modified. A copy of application must be preserved by the candidate.

9.7 Candidates are requested to go through the general instructions published in the advertisement carefully.

9.8 Candidates are required to have a valid email ID and mobile number. The email ID and mobile number should be kept active throughout the currency of this recruitment. Necessary intimation about call letters for written examination, document verification etc. will be sent through the registered Email IDs/registered mobile numbers only.

9.9 Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing day.

9.10 This Directorate will not be responsible for the candidates who are not able to submit their applications within the last date on account of any reasons.

#### 10. CENTRES OF EXAMINATION.

10.1 Level 1 and Level 2 Examinations will be conducted at various cities viz., Mumbai, Delhi, Kolkata, Chennai, Indore, Bengaluru, Hyderabad, Chandigarh, Guwahati and Nagpur. Candidates may indicate their choice of city in the order of preference (at least three cities) in their application form. Allocation of centres will be decided based on the number of candidates registering for each city. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications. Requests for change of city/centre once allotted will not be entertained. DPS reserves the right to add or delete centre (s) without assigning any reason.

#### 11. SCHEME OF EXAMINATIONS

MODE OF SELECTION	Level 1 Examination: Objective type test. Level 2 Examination: Descriptive type test.  Empanelment criteria: Marks obtained in Level 2 Examination only. Level 1 Examination will be only qualifying exam / screening test to shortlist candidates for Level 2 Examination.
INDUCTION TRAINING	After selection of successful candidates, six months induction training is mandatory.

##### Level 1 Examination – Written Examination (OMR based Objective Multiple Choice Type)

Part	Subjects	No. of questions	Max Marks/ Questions	Duration	Duration for persons with benchmark disability (with or without scribe)
A	General English	50	200	2 Hours	2 Hours 40 minutes
B*	(a) General intelligence & reasoning in science (Basic concepts 12 <sup>th</sup> Std. Level) OR (b) Basic Accounting Principles (12 <sup>th</sup> Std. Level)	60			
C	Quantitative Aptitude (Arithmetic)	50			
D	General Knowledge	20			
E	Computer Knowledge	20			

**\* Note: Candidate should opt for B(a) OR B(b) at the time of application and section opted by the candidate will only be evaluated. In case, the candidate answers the section other than the opted, such section will not be evaluated. Therefore, candidates should select the option carefully.**

### 11.1 Level 2 — Written Examination (Descriptive Type)

Subjects	Max. Marks	Duration	Duration for persons with benchmark disability (with or without scribe)
English Language and Comprehensions Part A: English Language comprising of comprehension, précis and English Grammar – 50% (To be written in English)	100	3 Hours	4 Hours
Part B Descriptive test comprising of Essay, Noting and Drafting – 50% (To be written purely either in English or in Hindi. Answers should not be written in combination of both English and Hindi)			

#### Note:

- a) All candidates who have applied and fulfilled the eligibility criteria will be called for Level 1 Examination.
- b) Questions for Level 1 Exam will be of Objective Type Multiple Choice. The questions will be in Hindi and English in respect of parts B, C, D & E. Questions for Part A will be in English.
- c) There will be negative marking of 0.25 marks for each wrong answer in Level 1 Examination (objective multiple choice Type).
- d) The qualifying standard for Level 1 Exam (Objective) is **40%** for General /EWS Candidates and **33%** for SC/OBC/PWBD/Ex-SM candidates.
- e) The qualifying standard for Level 2 Exam (Descriptive) is **50%** for General /EWS Candidates and **40%** for SC/OBC/PWBD/Ex-SM candidates.
- f) The Level 1 & Level 2 Examinations will be held on the same day. However, only those Level 2 papers (Descriptive) of candidates who have been shortlisted in Level 1 Exam will be evaluated. In case of more number of candidates qualify in Level 1 examination then the candidates will be shortlisted for Level 2 Examination upto 20 times of the vacancies indicated in each category.  
Explanation: All Level-1 qualified candidates are not shortlisted for evaluation of Level 2 papers (Descriptive). The shortlist is prepared as per the above method and it is **not** based on qualifying marks obtained in Level 1 **alone**.
- g) Empanelment criteria is based on merit in Level 2 Scores.
- h) There shall be no provision for re-evaluation/ re-checking of the scores of any stage / Level(s) of the examination. No correspondence in this regard shall be entertained.
- i) Resolutions in case of tie in empanelment criteria (Score in Level 2)
  - 1<sup>st</sup>) Total of level 1 and Level 2 marks (among the tie candidates)
  - 2<sup>nd</sup>) Date of Birth (preference will be given to elder candidates among the tie candidates)
  - 3<sup>rd</sup>) Alphabetical order of name (in the order of First Name, Middle Name and Surname)

### 11.2 INDUCTION TRAINING PROGRAMME FOR THE POST OF JPA/ JSK:

- 11.2.1 On completion of medical examination, selected candidates will be inducted as a Trainee for a period of 6 months on a consolidated stipend of Rs. 18,000/- per month + additional stipend of 25 % on actual stipend will be paid in lieu of provision of accommodation. A book allowance (one time grant) of Rs.3, 000/- will also be given.
- 11.2.2 Upon successful completion of training, trainees will be considered for appointment in the grade of JPA/ JSK. The decision of the Competent Authority on the cadre and place of posting will be final and binding on the candidates.
- 11.2.3 On appointment as JPA/JSK, entry pay of Rs.25,500/- per month in pay matrix Level-4 plus applicable allowances to the grade as per rule will be given.
- 11.2.4 The candidates will not be allowed to apply to other Government Departments during training and for one year after appointment without prior intimation and approval of the Competent Authority.

11.2.5 Bond Agreement: The selected candidates will have to execute a bond to complete the training and to serve Directorate of Purchase & Stores, if offered appointment after the training, for a period of three years after appointment. A trainee who fails to complete the training or serve this Directorate for three years after appointment, will be liable to pay to this Directorate, a sum equivalent to aggregate amount of the stipend /additional stipend and book allowance received by him/her during the period of training, along with interest thereon (on cumulative monthly balances from the date of commencement of training upto the date of refund) as applicable to GPF from time to time.

## 12. ADMISSION TO EXAMINATION:

12.1 Candidates who have not acquired the educational qualification *as indicated above* as on the closing date for receipt of application should not apply. No further correspondence or clarification will be entertained on this matter.

12.2 After validation of applications, eligible candidates will be issued with admit card which can be downloaded by the candidate to appear in the Examination(s).

12.3 Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to this Directorate. Communication from the candidate not furnishing these particulars shall not be entertained.

12.4 Facility to download Admit Card will be made available well before the examination on the website of this Directorate. Candidate must bring printout of the Admit card to the Examination Hall.

12.5 In addition to the Admit Card, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card, such as:

12.5.1 Aadhaar Card/ Printout of E-Aadhaar,

12.5.2 Voter's ID Card,

12.5.3 Driving License,

12.5.4 PAN Card,

12.5.5 Passport,

12.5.6 ID Card issued by University/ College/ School,

12.5.7 Employer ID Card (Govt./ PSU),

12.5.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,

12.5.9 Any other photo bearing ID Card issued by the Central/ State Government.

12.6 If Photo Identity Card does not have the date of birth (DD/MM/YYYY) printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admit Card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

12.7 Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.

12.8 Candidates will be subjected to Biometric and photographic data capturing during both the Examinations (Level-1 & Level-2) and will be matched at the time of Document verification and further recruitment processes. Any attempt of malpractice by the candidates will be dealt with strictly.

## 13. DOCUMENT VERIFICATION (DV):

13.1 Candidates would be required to produce the relevant certificates in original along with a copy of online application and submit attested copies of the following certificates at the time of document verification in Mumbai after the written test:

- a) Educational qualifications supported by appropriate mark sheets/certificates as proof of possessing the minimum educational qualification as on the closing date i.e. failing which the candidature of such candidate will be cancelled. In case Universities/Board award letter grades/CGPA/OGPA/SGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by that University/Board and necessary document to be produced. In the absence of the same the candidature will not be considered. Candidates should be able to produce the proof of conversion from the respective institution at the time of document verification.



- b) Valid proof of Date of birth (Matriculation / Secondary School Certificate).
- c) SC/ST candidates' caste certificate should be issued by designated authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in Annexure-F).
- d) OBC candidates' caste certificate should be of a recent valid date and issued by designated authority in the prescribed format with non-creamy layer certificate and the caste/community should have been included in the Central lists of Other Backward Classes. (as per the format given in Annexure-G)
- e) Disability Certificate from the appropriate authority regarding physical disability (as per the formats given in Annexure-I, J & K - applicable only for Persons with benchmark Disability)
- f) Certificate should be produced by candidates belonging to Economically Weaker Sections (EWS) issued by designated authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in Annexure-H).
- g) Discharge Certificate from Defence service (applicable to Ex-Servicemen only)
- h) Relevant certificate if seeking any Age relaxation
- i) A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
  - a. In case of marriage of women: Photocopy of Husband's passport showing name(s) of spouse(s) or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - b. In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing name(s) of spouse(s) or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
  - c. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll / Affidavit duly sworn before the Oath Commissioner.
  - d. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- j) Candidates working under the Central/ State Government/ Public Sector Undertakings, if called for Document Verification should submit a "NO OBJECTION CERTIFICATE" from their employer

14. Action against candidates found guilty of misconduct:

If candidates are found to indulge at any stage in any of the malpractices, impersonation etc., their candidature for this examination will be cancelled and this Directorate may also report the matter to Police/ Investigating Agencies, as deemed fit. This Directorate may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

15. Court's Jurisdiction : Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction in Mumbai only.

16. Disqualifications: No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

17. CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION - CAUTION TO ALL CANDIDATES:

In the event of any person approaching you with the assurance of selection/appointment in this Directorate through illegal gratification, you MUST NOT fall prey to such assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and re-assured that the selection process will be done on the basis of merit only and in a transparent manner.

Note: Corrigendum/ extension etc., if any, shall be published only on our website: [www.dpsdae.gov.in](http://www.dpsdae.gov.in) Please visit our website regularly. In case of difference in English and Hindi versions, English version will be taken as final.

Certificate regarding physical limitation in an examinee to write

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

Signature

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

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

Letter of Undertaking for Using Own Scribe

Paste  
passport size  
photograph  
of scribe  
here and  
sign across

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

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

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

(Signature of the candidate with Disability)

Place:

Date:

\_\_\_\_\_  
Specimen signature of Scribe

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES  
SEEKING AGE-RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central  
Government Civilian employee holding the post of  
\_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_  
with 3 years regular service in the grade as on closing date of receipt of Applications Forms for \_  
\_\_\_\_\_ (name of examination).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Official Seal \_\_\_\_\_

Place:

Date:

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

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 the (Date)\_\_\_\_\_.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

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: .....

FORMAT FOR SC/ ST CERTIFICATE

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

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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_

belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_  
 The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_  
 The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_  
 The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.  
 The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.  
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.  
 The Constitution (Pondicherry) Scheduled Castes Order 1964@  
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @  
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@  
 The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @  
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @  
 The Constitution (Sikkim) Scheduled Castes Order 1978@  
 The Constitution (Sikkim) Scheduled Tribes Order 1978@  
 The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@  
 The Constitution (SC) orders (Amendment) Act, 1990@  
 The Constitution (ST) orders (Amendment) Ordinance 1991@  
 The Constitution (ST) orders (Second Amendment) Act, 1991@  
 The Constitution (ST) orders (Amendment) Ordinance 1996@  
 The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@  
 The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@

The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother of Shri/Shrimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_

\*\* Designation \_\_\_\_\_

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Caste/Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

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

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.



(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 \_\_\_\_\_

in District/Division \_\_\_\_\_ in 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 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 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.

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST 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 \_\_\_\_\_ PostOffice \_\_\_\_\_ District \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ PinCode \_\_\_\_\_ 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.

Form-V Certificate of Disability

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

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport 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
- dwarfism
- blindness

(Please tick as applicable)

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

(C) he/she has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words)  
permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of  
body) as per guidelines (..... number and date of issue of the guidelines to be  
specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate
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Signature/thumb impression of the person  
in whose favour certificate of disability is issued

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

Form - VI Certificate of Disability  
(In cases of multiple disabilities) [See rule 18(1) Rights of Persons with Disabilities Rules, 2017]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
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 am 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 (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		

- 9. Deaf £
- 10. Hard of Hearing £
- 11. Speech and Language disability
- 12. Intellectual Disability
- 13. Specific Learning Disability
- 14. Autism Spectrum Disorder
- 15. Mental illness
- 16. Chronic Neurological Conditions
- 17. Multiple sclerosis
- 18. Parkinson's disease
- 19. Haemophilia
- 20. Thalassemia
- 21. Sickle Cell disease

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (... number and date of issue of the 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
- £ e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate
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5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson
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Signature/thumb impression of the person in whose

favour certificate of disability is issued.

Form – VII Certificate of Disability  
(In cases other than those mentioned in Forms V and VI)  
(Name and Address of the Medical Authority issuing the Certificate)  
(See rule 18(1) of Rights of Persons with Disabilities Rules, 2017)

Recent passport  
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 he/she is a  
case of \_\_\_\_\_ disability. His/her extent of percentage physical impairment/disability  
has been evaluated as per guidelines (... number and date of issue of the  
guidelines to be specified) and is shown against the  
relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			

10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above 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) \_\_\_\_\_

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a Government servant (with seal)}

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

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District