

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

**SECURITY ASSISTANT/MOTOR TRANSPORT & MULTI-TASKING STAFF (GENERAL) EXAM-2023**

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

**TABLE 'A'**

| SN  | Subsidiary Intelligence Bureau/SIB | Rank    | Vacancies with reservation break-up |           |    |    |     | Total |
|-----|------------------------------------|---------|-------------------------------------|-----------|----|----|-----|-------|
|     |                                    |         | UR                                  | OBC (NCL) | SC | ST | EWS |       |
| 1.  | Agartala                           | SA/MT   | 4                                   | 0         | 1  | 1  | 0   | 6     |
|     |                                    | MTS/Gen | 1                                   | 0         | 0  | 0  | 0   | 1     |
| 2.  | Ahmedabad                          | SA/MT   | 6                                   | 2         | 0  | 1  | 0   | 9     |
|     |                                    | MTS/Gen | 9                                   | 4         | 0  | 1  | 0   | 14    |
| 3.  | Aizawl                             | SA/MT   | 2                                   | 0         | 0  | 1  | 0   | 3     |
|     |                                    | MTS/Gen | 3                                   | 0         | 0  | 2  | 1   | 6     |
| 4.  | Amritsar                           | SA/MT   | 3                                   | 0         | 0  | 0  | 0   | 3     |
|     |                                    | MTS/Gen | 1                                   | 0         | 0  | 0  | 1   | 2     |
| 5.  | Bengaluru                          | SA/MT   | 5                                   | 2         | 1  | 0  | 0   | 8     |
|     |                                    | MTS/Gen | 6                                   | 4         | 0  | 2  | 2   | 14    |
| 6.  | Bhopal                             | SA/MT   | 6                                   | 1         | 1  | 2  | 1   | 11    |
|     |                                    | MTS/Gen | 5                                   | 0         | 0  | 0  | 0   | 5     |
| 7.  | Bhubaneswar                        | SA/MT   | 6                                   | 1         | 1  | 1  | 0   | 9     |
|     |                                    | MTS/Gen | 0                                   | 0         | 0  | 0  | 0   | 0     |
| 8.  | Chandigarh                         | SA/MT   | 5                                   | 2         | 1  | 0  | 1   | 9     |
|     |                                    | MTS/Gen | 6                                   | 0         | 0  | 0  | 1   | 7     |
| 9.  | Chennai                            | SA/MT   | 6                                   | 2         | 1  | 0  | 0   | 9     |
|     |                                    | MTS/Gen | 8                                   | 4         | 0  | 0  | 2   | 14    |
| 10. | Dehradun                           | SA/MT   | 6                                   | 0         | 1  | 0  | 0   | 7     |
|     |                                    | MTS/Gen | 1                                   | 0         | 0  | 0  | 1   | 2     |
| 11. | Delhi/IB Hqrs.                     | SA/MT   | 42                                  | 24        | 13 | 6  | 8   | 93    |
|     |                                    | MTS/Gen | 48                                  | 25        | 0  | 7  | 18  | 98    |
| 12. | Gangtok                            | SA/MT   | 3                                   | 1         | 0  | 1  | 0   | 5     |
|     |                                    | MTS/Gen | 4                                   | 1         | 0  | 1  | 0   | 6     |
| 13. | Guwahati                           | SA/MT   | 6                                   | 2         | 0  | 1  | 1   | 10    |
|     |                                    | MTS/Gen | 0                                   | 0         | 0  | 0  | 0   | 0     |
| 14. | Hyderabad                          | SA/MT   | 5                                   | 1         | 1  | 0  | 0   | 7     |
|     |                                    | MTS/Gen | 5                                   | 3         | 0  | 1  | 1   | 10    |
| 15. | Imphal                             | SA/MT   | 2                                   | 0         | 0  | 1  | 0   | 3     |
|     |                                    | MTS/Gen | 4                                   | 1         | 0  | 1  | 1   | 7     |
| 16. | Itanagar                           | SA/MT   | 8                                   | 0         | 0  | 5  | 0   | 13    |
|     |                                    | MTS/Gen | 7                                   | 0         | 0  | 1  | 1   | 9     |
| 17. | Jaipur                             | SA/MT   | 8                                   | 2         | 1  | 1  | 1   | 13    |
|     |                                    | MTS/Gen | 5                                   | 2         | 0  | 0  | 0   | 7     |
| 18. | Jammu                              | SA/MT   | 5                                   | 0         | 0  | 0  | 0   | 5     |
|     |                                    | MTS/Gen | 2                                   | 2         | 0  | 1  | 1   | 6     |
| 19. | Kalimpong                          | SA/MT   | 4                                   | 0         | 0  | 0  | 0   | 4     |
|     |                                    | MTS/Gen | 3                                   | 1         | 0  | 0  | 1   | 5     |
| 20. | Kohima                             | SA/MT   | 4                                   | 0         | 0  | 2  | 0   | 6     |

|                    |            |                |            |           |           |           |           |            |
|--------------------|------------|----------------|------------|-----------|-----------|-----------|-----------|------------|
|                    |            | <b>MTS/Gen</b> | 5          | 0         | 0         | 0         | 1         | 6          |
| 21.                | Kolkata    | <b>SA/MT</b>   | 10         | 3         | 4         | 0         | 1         | 18         |
|                    |            | <b>MTS/Gen</b> | 0          | 0         | 0         | 0         | 0         | 0          |
| 22.                | Leh        | <b>SA/MT</b>   | 7          | 3         | 0         | 1         | 1         | 12         |
|                    |            | <b>MTS/Gen</b> | 1          | 0         | 0         | 0         | 0         | 1          |
| 23.                | Lucknow    | <b>SA/MT</b>   | 6          | 2         | 1         | 0         | 0         | 9          |
|                    |            | <b>MTS/Gen</b> | 1          | 0         | 0         | 0         | 0         | 1          |
| 24.                | Meerut     | <b>SA/MT</b>   | 3          | 1         | 1         | 0         | 0         | 5          |
|                    |            | <b>MTS/Gen</b> | 3          | 0         | 0         | 0         | 0         | 3          |
| 25.                | Mumbai     | <b>SA/MT</b>   | 6          | 2         | 1         | 0         | 1         | 10         |
|                    |            | <b>MTS/Gen</b> | 8          | 6         | 0         | 2         | 1         | 17         |
| 26.                | Nagpur     | <b>SA/MT</b>   | 6          | 2         | 0         | 0         | 0         | 8          |
|                    |            | <b>MTS/Gen</b> | 5          | 1         | 0         | 0         | 0         | 6          |
| 27.                | Patna      | <b>SA/MT</b>   | 6          | 2         | 1         | 0         | 0         | 9          |
|                    |            | <b>MTS/Gen</b> | 5          | 0         | 0         | 0         | 1         | 6          |
| 28.                | Raipur     | <b>SA/MT</b>   | 5          | 0         | 0         | 1         | 0         | 6          |
|                    |            | <b>MTS/Gen</b> | 6          | 0         | 0         | 3         | 1         | 10         |
| 29.                | Ranchi     | <b>SA/MT</b>   | 5          | 1         | 1         | 2         | 0         | 9          |
|                    |            | <b>MTS/Gen</b> | 5          | 0         | 0         | 2         | 1         | 8          |
| 30.                | Shillong   | <b>SA/MT</b>   | 5          | 0         | 0         | 3         | 0         | 8          |
|                    |            | <b>MTS/Gen</b> | 0          | 0         | 0         | 0         | 0         | 0          |
| 31.                | Shimla     | <b>SA/MT</b>   | 2          | 0         | 0         | 0         | 0         | 2          |
|                    |            | <b>MTS/Gen</b> | 5          | 0         | 0         | 0         | 1         | 6          |
| 32.                | Siliguri   | <b>SA/MT</b>   | 2          | 0         | 0         | 0         | 0         | 2          |
|                    |            | <b>MTS/Gen</b> | 0          | 0         | 0         | 0         | 0         | 0          |
| 33.                | Srinagar   | <b>SA/MT</b>   | 6          | 2         | 0         | 0         | 0         | 8          |
|                    |            | <b>MTS/Gen</b> | 4          | 3         | 0         | 1         | 0         | 8          |
| 34.                | Trivandrum | <b>SA/MT</b>   | 7          | 1         | 1         | 0         | 1         | 10         |
|                    |            | <b>MTS/Gen</b> | 6          | 3         | 0         | 0         | 3         | 12         |
| 35.                | Varanasi   | <b>SA/MT</b>   | 6          | 1         | 1         | 0         | 0         | 8          |
|                    |            | <b>MTS/Gen</b> | 5          | 2         | 0         | 0         | 1         | 8          |
| 36.                | Vijayawada | <b>SA/MT</b>   | 3          | 0         | 1         | 0         | 1         | 5          |
|                    |            | <b>MTS/Gen</b> | 6          | 3         | 0         | 0         | 1         | 10         |
| <b>Grand Total</b> |            | <b>SA/MT</b>   | <b>221</b> | <b>60</b> | <b>34</b> | <b>30</b> | <b>17</b> | <b>362</b> |
|                    |            | <b>MTS/Gen</b> | <b>183</b> | <b>65</b> | <b>0</b>  | <b>25</b> | <b>42</b> | <b>315</b> |

Vacancies reserved for Persons with Disability (PwD) & Ex-servicemen (ESM) will be allocated on centralized basis without allocating them to a particular SIB which would allow the PwD & ESM from all the SIBx to compete against vacancies reserved for them. However, if there is no vacancy for MTS/Gen in any particular State (having one or more SIB) then the PwD & ESM candidates of that particular State could not apply. The selection would be done on merit basis and the vacancies will be allocated to the SIB to which the selected candidates belong.

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

## 1) DESCRIPTION OF THE POST:

| Name                            | Security Assistant/Motor Transport  | MTS/Gen   |
|---------------------------------|---|---|
| <b>Classification</b>           | General Central Service, (Group 'C') Non-Gazetted, Non-Ministerial  |   |
| <b>Pay scale</b>                | Level-3 (Rs. 21,700-69,100) in the pay matrix plus admissible Central Govt. allowances.   | Level-1 (Rs. 18,000-56,900) in the pay matrix plus admissible Central Govt. allowances. |
|                                 | Note:<br>i. Special Security Allowance @ 20% of basic pay in addition to other Govt. allowances.<br>ii. Cash compensation in lieu of duty performed on holidays subject to a ceiling of 30 days.  |   |
| <b>Essential Qualifications</b> | (i) Matriculation (10 <sup>th</sup> class pass) or equivalent from a recognized Board of Education, and<br>(ii) Possession of domicile certificate of that State against which candidate has applied.<br><b>Only for SA/MT-</b><br>(i) Possession of valid driving license for Motor Cars (LMV) issued by the competent authority;<br>(ii) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in the vehicle), and<br>(iii) Experience of driving a Motor Car for at least one year after obtaining valid driving license.  |   |
| <b>Desirable Qualifications</b> | Possession of valid driving license for Motorcycle issued by the competent authority.   | --  |
| <b>Age limit</b>                | <b>Not exceeding 27 years as on closing date (SA/MT)</b>  | <b>18-25 years as on closing date (MTS/Gen)</b>   |
|                                 | <ul style="list-style-type: none"> <li>➤ Upper age limit is relaxable by 5 years for SC/ST &amp; by 3 years for OBC candidates.</li> <li>➤ Upper age limit is relaxable for departmental candidates up to 40 years of age who have rendered 3 years of regular &amp; continuous service. This relaxation is applicable only to Central Govt. Civilian employees holding civil posts &amp; not applicable to personnel working in PSUs, Autonomous/Statuary bodies, etc.</li> <li>➤ The age limit is relaxable up to the age of 35 years for general candidates &amp; up to 40 years for SC/ST in case of widows, divorced women &amp; women judicially separated from their husbands &amp; not remarried.</li> <li>➤ The age limit is relaxable for ex-servicemen as well as for the children &amp; dependents of victims of riots of 2002 in Gujarat &amp; Sikh riots of 1984 as per the Govt. instructions in this regard issued from time to time.</li> <li>➤ The age limit is relaxable up to maximum 5 years to the meritorious sportspersons specified in Para 1 (a) of D.o.P. &amp; A.R., O.M. No. 14015/1/76-Estt.(D), dated 4.8.1980. The candidate claiming for age relaxation in this category must have the desired certificate in the form &amp; from the authority prescribed in OM under reference.(As per the annexure at the end of the detailed advertisement)</li> <li>➤ Age relaxation of 10 years in upper age limit is admissible for PwD subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years for the post of MTS (Gen) only.</li> <li>➤ If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to his/her will be admissible either as a person with disability or as a Central Government employee whichever is more beneficial to him/her.</li> </ul> |   |

### NOTE:

- i. The number of vacancies is provisional and liable to change.
- ii. The candidate can opt for the post of SA/MT or MTS/Gen or both. In case, a candidate opts for both the posts and fulfils the essential qualifications for SA/MT, he would appear in the Tier-II Exam of SA/MT only (subject to qualifying in Tier-I Exam). However, he would be initially considered for the post of SA/MT & then for the post of MTS/Gen. However, in case, he is finally selected for the post of SA/MT, his candidature for the post of MTS/Gen would stand cancelled.

- iii. The post of SA/MT, being an operational post, is not reserved for any category (HH, OH, VH & Autism) of PwD. Hence, they NEED NOT apply. However, there is a provision for reservation for all categories (HH, OH, VH & Autism) (except 100% blind) of PwD for the post of MTS/Gen, being a non-operational post, as per the Govt. guidelines in vogue.
- iv. The candidate can opt only for one SIB and he must be Domicile of the concerned State. He would, thus, be considered for vacancies earmarked for that SIB only. Applications received for more than one SIB from a candidate would be summarily rejected. The Domicile certificate is required to be produced at the time of document verification failing which his/her candidature would be summarily rejected.
- v. The applicant should select the SIB carefully & indicate the same correctly in his/her application. SIB, once opted, will **NOT** be changed in any circumstances.
- vi. Candidates could be accommodated in any one of the five Exam centres opted by him/her for Tier-I Exam. **However, the candidature of such candidates will be considered against the vacancies of opted SIB only.**
- vii. IB reserves the right to cancel any of the Exam centres and/or add some other centres, allot the candidates to any centre other than the one opted by them, at its discretion, depending upon the administrative feasibility.
- viii. Tier-I Exam would be common & performance /merit of the candidates in Tier- I Exam pave the way for further progression to Tier-II stage of the respective post.
- ix. Tier-I Exam may be conducted in one or more shifts at one or more Exam centres where the candidates are large in number.
- xi. Appointment to the post will be temporary. However, appointment in permanent capacity will depend on various factors governing permanent appointment in such posts in force at that time.
- xii. Successful completion of training is mandatory for confirmation to both the posts of SA/MT & MTS/Gen.
- xiii. The eligibility of candidates in terms of age, educational qualification, caste/category, domicile and driving licence (for SA/MT only) etc. will be determined on the closing date. The candidates must be in possession of the essential qualifications required for the post applied for, i.e., the final result must be out on or before the closing date, i.e. 13.11.2023 and he/she must have been declared successful in it.
- xiv. The reservation of vacancies for OBC, SC, ST, EWS, ESM & PwD is as per rules/roster. If suitable ESM candidates are not available, vacancies reserved for ESM will be filled by non-ESM candidates of respective categories.
- xv. ESM who have already secured employment in Civil side under Central Govt in Group 'C' posts on regular basis after availing of the benefits of reservation given to ESM for their re-employment are not eligible for Fee concession or for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation.
- xvi. Serving defence personnel who are due for discharge are required to obtain a certificate as per Appendix-4 at the end of this notification /advertisement. Besides, all ESM candidates are required to submit an undertaking, as & when asked for, as per Appendix-5 at the end of this notification /advertisement.
- xvii. While every care has been taken for inclusion of Gol instructions in vogue, IB reserves the right to rectify omissions, if any, noticed subsequently.

2) **SERVICE LIABILITY:** The post involves All India Transfer liability. Therefore, the candidates willing to serve anywhere in India only need to apply.

3) **CENTRE/CITY OF EXAM:** The candidate has to indicate five (5) options/choices as Exam centre for online/Tier-I Exam from the following (list to be read vertically):

|                                   |                          |                           |                   |                  |                      |                |
|-----------------------------------|--------------------------|---------------------------|-------------------|------------------|----------------------|----------------|
| <b>ANDAMAN AND NICOBAR ISLAND</b> | 41.                      | Faridabad                 | 83.               | Navi Mumbai      | 124.                 | Warangal       |
| 1. Port Blair                     |                          |                           | 84.               | Pune             | 125.                 | Warangal Urban |
| <b>ANDHRA PRADESH</b>             | <b>HIMACHAL PRADESH</b>  |                           | 85.               | Sangli           | <b>TRIPURA</b>       |                |
| 2. Anantapur                      | 42.                      | Bilaspur                  | 86.               | Satara           | 126.                 | Agartala       |
| 3. Chirala                        | 43.                      | Hamirpur                  | 87.               | Solapur          | <b>UTTARAKHAND</b>   |                |
| 4. Guntur                         | 44.                      | Kangra                    | 88.               | Thane            | 127.                 | Dehradun       |
| 5. Kadapa                         | <b>JAMMU AND KASHMIR</b> |                           | <b>MANIPUR</b>    |                  | 128.                 | Haldwani       |
| 6. Kakinada                       | 45.                      | Jammu                     | 89.               | Imphal           | 129.                 | Roorkee        |
| 7. Kurnool                        | 46.                      | Samba                     | <b>MEGHALAYA</b>  |                  | <b>UTTAR PRADESH</b> |                |
| 8. Rajahmundry                    | 47.                      | Srinagar                  | 90.               | Shillong         | 130.                 | Agra           |
| 9. Tirupathi                      | <b>JHARKHAND</b>         |                           | <b>MIZORAM</b>    |                  | 131.                 | Aligarh        |
| 10. Vijayawada                    | 48.                      | Dhanbad                   | 91.               | Aizawl           | 132.                 | Ayodhya        |
| 11. Visakhapatnam                 | 49.                      | Hazaribagh                | <b>NAGALAND</b>   |                  | 133.                 | Bareilly       |
| 12. Vizianagaram                  | 50.                      | <b>Jamshedpur</b>         | 92.               | Dimapur          | 134.                 | Ghaziabad      |
| <b>ARUNACHAL PRADESH</b>          | 51.                      | <b>Ranchi</b>             | 93.               | Kohima           | 135.                 | Greater Noida  |
| 13. Naharlagun                    | <b>KARNATAKA</b>         |                           | <b>ODISHA</b>     |                  | 136.                 | Gorakhpur      |
| <b>ASSAM</b>                      | 52.                      | Belagavi (Belgaum)        | 94.               | Balasore         | 137.                 | Jhansi         |
| 14. Dibrugarh                     | 53.                      | Bengaluru                 | 95.               | Berhampur-Ganjam | 138.                 | Kanpur         |
| 15. Guwahati                      | 54.                      | Hubballi (Hubli)          | 96.               | Bhubaneswar      | 139.                 | Lucknow        |
| 16. Jorhat                        | 55.                      | Kalaburagi (Gulbarga)     | 97.               | Cuttack          | 140.                 | Mathura        |
| 17. Silchar                       | 56.                      | Mangaluru (Mangalore)     | 98.               | Dhenkanal        | 141.                 | Meerut         |
| 18. Tezpur                        | 57.                      | Mysuru (Mysore)           | 99.               | Rourkela         | 142.                 | Moradabad      |
| <b>BIHAR</b>                      | 58.                      | Shivamogga (Shimoga)      | 100.              | Sambalpur        | 143.                 | Muzaffarnagar  |
| 19. Arrah                         | 59.                      | Udupi                     | <b>PUNJAB</b>     |                  | 144.                 | Noida          |
| 20. Bhagalpur                     | <b>KERALA</b>            |                           | 101.              | Amritsar         | 145.                 | Prayagraj      |
| 21. Darbhanga                     | 60.                      | Ernakulam                 | 102.              | Bathinda         | 146.                 | Sitapur        |
| 22. Muzaffarpur                   | 61.                      | Kannur                    | 103.              | Jalandhar        | 147.                 | Varanasi       |
| 23. Patna                         | 62.                      | Kollam                    | 104.              | Ludhiana         | <b>WEST BENGAL</b>   |                |
| 24. Purnea                        | 63.                      | Kottayam                  | 105.              | Patiala          | 148.                 | Asansol        |
| <b>CHANDIGARH</b>                 | 64.                      | Kozhikode                 | <b>RAJASTHAN</b>  |                  | 149.                 | Burdwan        |
| 25. Chandigarh/Mohali             | 65.                      | Thiruvananthapuram        | 106.              | Ajmer            | 150.                 | Durgapur       |
| <b>CHHATTISGARH</b>               | 66.                      | Thrissur                  | 107.              | Bikaner          | 151.                 | Kalyani        |
| 26. Bhilai Nagar                  | <b>LADAKH</b>            |                           | 108.              | Jaipur           | 152.                 | Kolkata        |
| 27. Bilaspur CG                   | 67.                      | Leh                       | 109.              | Jodhpur          | 153.                 | Siliguri       |
| 28. Durg                          | <b>MADHYA PRADESH</b>    |                           | 110.              | Kota             |                      |                |
| 29. Raipur                        | 68.                      | Bhopal                    | 111.              | Sikar            |                      |                |
| <b>DELHI</b>                      | 69.                      | Gwalior                   | <b>SIKKIM</b>     |                  |                      |                |
| 30. New Delhi                     | 70.                      | Indore                    | 112.              | Gangtok          |                      |                |
| <b>GOA</b>                        | 71.                      | Jabalpur                  | <b>TAMIL NADU</b> |                  |                      |                |
| 31. Panaji                        | 72.                      | Satna                     | 113.              | Chennai          |                      |                |
| <b>GUJARAT</b>                    | 73.                      | Ujjain                    | 114.              | Coimbatore       |                      |                |
| 32. Ahmedabad                     | <b>MAHARASHTRA</b>       |                           | 115.              | Madurai          |                      |                |
| 33. Anand                         | 74.                      | Amravati                  | 116.              | Salem            |                      |                |
| 34. Gandhinagar                   | 75.                      | Chatrapati Sambhaji Nagar | 117.              | Tiruchirappalli  |                      |                |
| 35. Mehsana                       | 76.                      | Jalgaon                   | 118.              | Tirunelveli      |                      |                |
| 36. Rajkot                        | 77.                      | Kolhapur                  | 119.              | Vellore          |                      |                |
| 37. Surat                         | 78.                      | Latur                     | <b>TELANGANA</b>  |                  |                      |                |
| 38. Vadodara                      | 79.                      | Mumbai                    | 120.              | Hyderabad        |                      |                |
| <b>HARYANA</b>                    | 80.                      | Nagpur                    | 121.              | Karimnagar       |                      |                |
| 39. Ambala                        | 81.                      | Nanded                    | 122.              | Khammam          |                      |                |
| 40. Gurugram                      | 82.                      | Nashik                    | 123.              | Mahabubnagar     |                      |                |

#### 4) SCHEME OF EXAM:

| Tier  | Description of Exam  | Marks in each part | Total Marks | Time |
|---|--|--------------------|-------------|------|
| Tier-I<br>(SA/MT & MTS/Gen)   | Online Exam of Objective type MCQs, divided into 4 parts containing 100 questions of 1 mark each on:   |                    | 100         | 1 hr |
|   | a) General Awareness   | 40                 |             |      |
|   | b) Quantitative Aptitude   | 20                 |             |      |
|   | c) Numerical/Analytical/Logical ability & Reasoning  | 20                 |             |      |
|   | d) English Language  | 20                 |             |      |
|   | [Negative marking of ¼ mark for each wrong answer.]  |                    |             |      |
| Tier-II<br>(SA/MT)  | <b>Motor Mechanism &amp; Driving test cum Interview</b><br>(The candidates would be required to drive a motor vehicle as instructed by the instructor. Practical knowledge of the candidates about the vehicle and removal of minor defects/snags in the vehicle, its upkeep & maintenance, etc would also be tested)<br>[There will be a minimum cut-off marks of 40% for Tier-II Exam] | 50                 | 50          | -    |
| Tier-II<br>(MTS/Gen)  | <b>Descriptive Test on English Language and Comprehension</b><br>(Basics of English Language, its vocabulary, correct grammar, sentence structure, synonyms, antonyms and its correct usage, etc., to test comprehension and paragraph writing in 150 words)<br>[Tier-II Exam will be of qualifying nature with qualifying marks - 20]   | 50                 | 50          | 1 hr |
| <b>Note:</b> Candidates 10 times the number of vacancies would be called for Tier-II Exam |  |                    |             |      |

**Note 1:** The cut-off marks (out of 100) in Tier-I Exam would be UR-35, OBC-34, SC/ST-33 & EWS-35 (all Ex-servicemen would be treated in their own category viz., UR/OBC/SC/ST/EWS).

**Note 2:** For the post of SA/MT, the merit list will be prepared on the basis of combined performance in Tier-I & Tier-II Exams.

**Note 3:** For the post of MTS/Gen, the merit list will be prepared on the basis of performance in Tier-I Exam alone, provided the candidate is qualified in Tier-II Exam.

#### 5) SELECTION OF CANDIDATES:

- The candidate has to appear in Tier-I at one of the 5 centres allotted to him/her out of his/her choice of five cities. There will be negative marking of ¼ mark for each wrong answer. No marks would be awarded for an un-attempted question. The questions marked as “Mark for Review” by the candidates will not be considered for evaluation.
- However, cut-off for Tier-I Exam in different categories may go higher depending upon the marks obtained by candidates and number of vacancies. Similarly, the criteria of 10 times the number of vacancies may also remain restricted due to said cut-off in Tier-I.
- On the basis of combined performance in Tier-I & Tier-II Exam of those candidates, who opted for SA/MT and both the posts, a final merit list of 362 candidates (subject to qualifying in Tier-II Exam for SA/MT) for the post of SA/MT would be prepared and subsequently a final merit list of 315 candidates for the post of MTS/Gen will be prepared from the combined list of candidates who opted for MTS/Gen only and who opted for both the posts but not selected for SA/MT on the basis

of their performance in Tier-I Exam (subject to qualifying in Tier-II Exam for MTS/Gen) in order of merit.

- d) The final selection to both the posts would be further subject to successful completion of Character & Antecedent verification followed by medical Exam, etc.
- e) The date, time & centre of Tier-II Exam would be intimated to the successful candidates through E-mail given by them in online application.
- f) Tier-II Exam may or may not be conducted at all centres mentioned in Para 4 above. The department reserves the right to conduct Tier-II Exam at a centre by clubbing the candidates of nearby centres.
- g) The candidates would be required to adhere to the instructions contained in Admit Card/Call Letter of Tier-I & Tier-II Exam relating to entry/exit, conduct inside the venue, frisking, etc failing which their candidature would be cancelled.
- 6) **RESOLUTION OF TIE CASES:** In the event of tie in combined scores of candidates in the Tier-I & Tier-II for SA/MT and tie in the score of candidates in Tier-I for MTS at the time of considering for final selection, such cases will be resolved by applying following criteria, one after another, till the tie is resolved:

| For SA/MT  | For MTS/Gen   |
|--|---|
| <ul style="list-style-type: none"> <li>a. Marks in Tier-I</li> <li>b. Marks in Tier-II</li> <li>c. Date of birth, with older candidates placed higher.</li> <li>d. Alphabetical order of names (starting with first name)</li> </ul> | <ul style="list-style-type: none"> <li>a. Date of birth, with older candidates placed higher.</li> <li>b. Alphabetical order of names (starting with first name)</li> </ul> |

**7) PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:**

- (i) 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 using their own Scribe at their own cost is admissible, if opted by the candidate.
- (ii) The candidate will have to arrange his/her own Scribe at his/her own cost.
- (iii) In case of remaining categories of persons with benchmark disabilities, the facility of using own Scribe will be admissible on production of a certificate at the time of Exam to the effect that the person concerned has physical limitation to write, and Scribe is essential to write Exam on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Appendix-6**.
- (iv) The facility of using own Scribe will be admissible to the PwBD candidates only if he has opted for the same in the online application form.
- (v) The qualification of the Scribe arranged by the candidate should be one step below the qualification of the candidate taking the Exam. The candidates with benchmark disabilities opting for own Scribe shall be required to submit details of the own Scribe at the time of Exam as per proforma at **Appendix-7**. In addition, the Scribe has to produce a valid ID proof (Aadhaar Card, Voter's ID Card, Driving License, PAN Card, Passport, Govt./ PSU Employer ID Card , ID Card issued by University/ College/ School, Ex-serviceman Discharge Book issued by Ministry of Defence, Any other photo bearing valid ID card issued by the Central/ State Government.) in original at the time of Exam. A photocopy of the ID proof of the Scribe signed by the candidate as well as the Scribe will be submitted along with the proforma at **Appendix-7**. If subsequently it is found that the qualification of the Scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

- (vi) Own Scribe should not be a candidate of this Exam. If a candidate is detected as assisting another PwBD candidate as Scribe in this Exam, then the candidature of both the candidates will be cancelled.
- (vii) A compensatory time of 20 minutes per hour of Exam will be provided to the persons who are allowed Scribe as per Para 7 (i) and 7 (ii) above.
- (viii) The candidates referred at Para 7 (i) and 7 (ii) above, who are eligible for Scribe but do not avail the facility of Scribes will also be given compensatory time of 20 minutes per hour of Exam.
- (ix) No attendant other than the Scribe for eligible candidates will be allowed inside the Exam hall.
- (x) One eyed candidates and candidates with very low vision who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Exam hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Exam Hall.
- (xi) The PwBD candidates who have availed the facility of Scribes and/or compensatory time must produce relevant documents for the eligibility of Scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the Exam.

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

| IMPORTANT DATES   |                            |
|---|----------------------------|
| Opening Date for On-line Registration of Application  | 14.10.2023                 |
| Closing Date of submission of Application with submission of Online Application Fee through Debit/Credit Card / Net Banking/ UPI etc.<br>(Payment of Application Fee through SBI EPAY LITE payment Gateway) | 13.11.2023 (23:59 Hrs)     |
| Last Date of submission of Application Fee through SBI challan (offline branch submission only)   | 16.11.2023 (Banking Hours) |

- a) Applications should be submitted only through ONLINE registration by logging on to MHA's website ([www.mha.gov.in](http://www.mha.gov.in)) or NCS portal ([www.ncs.gov.in](http://www.ncs.gov.in)) only. Applications will **NOT** be accepted through any other mode.
- b) Candidates can apply for either one or both the posts provided they fulfil the prescribed eligibility conditions.
- c) Registration done, prior to 14.10.2023 and after 13.11.2023 will not be accepted.
- d) Wrong information in any column may lead to the application getting rejected altogether.
- e) Candidates are advised to register well in time, since the application portal witnesses a surge in number of applications during the run up to the closing date. The closing date for receipt of online application will not be extended under any circumstances.

| GENERAL INSTRUCTIONS |   |
|----------------------|---|
| 1.                   | Read the Instructions carefully and select (√) "I Agree" and Press ' <b>Registration/Sign-up</b> ' button to proceed further.   |
| 2.                   | <ul style="list-style-type: none"> <li>For detailed Notification/Advertisement, click '<b>here</b>' and read it carefully before filling-up the on-line application.</li> <li>To view the <b>Frequently Asked Questions (FAQs)</b> click '<b>here</b>'</li> </ul> |

|    |   |
|----|---|
| 3. | Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents:<br>a) Valid e-mail ID & Mobile Number.<br>b) Scanned copy of the recent passport size colour Photograph: should be 50-100KB in jpg/jpeg format only and not older than 12 weeks. Candidates should ensure that the same photograph is used throughout this recruitment process.<br>c) Scanned signature: Should be 50-100KB in jpg/jpeg format only.<br><b>d) Valid photo ID proof issued by Central/State Govt.</b><br><b>e) Certificate/Marksheet pertaining to Class X.</b><br><b>f) Certificate(s)/Marksheet(s) pertaining to Class XII or Diploma or Graduation, if acquired.</b> |
| 4. | Category and Sub-category [General (UR)/SC/ST/OBC-NCL/EWS/Ex-Serviceman] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.  |

### HOW TO APPLY

|      |   |
|------|---|
| I.   | Candidates should have a valid personal <b>e-mail ID and mobile number</b> . It should be kept active during the entire recruitment process. Application sequence number, password, and all other important communication/alerts will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).  |
| II.  | Candidates should take utmost care in furnishing the correct details while filling in the on-line application form. <b>YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.</b>  |
| III. | The step by step process for submitting the application form is given below:<br><b>Step-I: Registration of Personal &amp; Contact details. Login Id and password will be sent to you through e-mail on your registered e-Mail Id.</b><br><b>Step-II: Re-login and select the category and fill up the Personal Details, Qualification Details, Upload photo &amp; signature and submit Exam fees, (if applicable) and "Recruitment Processing Charges (to be paid by all the candidates, irrespective of category) online via SBI EPAY LITE through net banking/debit cards/credit cards/UPI/challan etc.</b> |
| IV.  | Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.  |

### STEP-I REGISTRATION

|    |  |
|----|--|
| a. | Candidates agreeing to the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Registration/Sign-up' button.                       |
| b. | The candidate should fill up all the desired information i.e. <b>Personal Details, Contact Details</b> etc. correctly.   |
| c. | On completion of Step-I registration, a message will be received on candidate's registered email id conveying his/her login ID (Application Sequence Number) & password. |
| d. | The candidate has to log-out and log in again (for Step - II) in order to fill up other details in application form.   |

### STEP-II COMPLETION OF APPLICATION FORM

|    |  |
|----|--|
| e. | After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details, and Declaration etc.   |
| f. | <b><u>Instructions regarding scanning of Photograph and Signature:</u></b> Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only jpg/jpeg format is acceptable:<br><b><u>i. Photograph Image:</u></b> <ol style="list-style-type: none"> <li>1. Coloured photo of size 35 mm (width) x 45mm (height) not older than 12 weeks. Black &amp; white photo will not be accepted.</li> <li>2. Light background. Light grey/white is suggested. No patterns.</li> <li>3. The face should cover 70-80% of the photo. The applicant should look straight at the camera with a normal expression.</li> <li>4. Avoid uniforms of colours matching the background.</li> <li>5. If the applicant wears optical glasses, then his/her eyes should be fully visible.</li> <li>6. The size of the scanned image should be between 50-100 kb in jpg/jpeg format only.</li> </ol> |

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

- f) Candidates are advised to submit only one application. Submission of multiple applications may result in cancellation of applications altogether.
- g) **Before submitting the online application, the candidates MUST preview the application to ensure that they have provided correct information, particularly the Email Id & uploaded correct photograph & signature. It must also be ensured that the photograph & signature are visible & not hazy/blurred, otherwise the photograph & signature should be uploaded again or the page should be reloaded or refreshed. The online application should be submitted only after ensuring that the information is correct and photograph and signature have been uploaded properly. In case the photograph and signature are not uploaded by the candidate, his/her application/candidature will be rejected/cancelled.**
- h) Once the registration is over, the candidate would be provided an 'Application Sequence Number/ASN', at their registered mobile number & email ID, which may be noted for subsequent login for filling up remaining part of registration and also for use in future. Candidates may also check their junk/spam folder for the email regarding ASN.
- i) Candidates are required to possess a valid e-mail ID and furnish the same during the registration process. The admit cards/call letters for Tier-I & Tier-II Exams & other relevant information would be sent to the candidate on this e-mail ID only.
- j) The registration becomes complete only after the photograph & signature are uploaded by the candidate and after successful payment of fees. Fee once paid shall not be refundable under any circumstances nor will it be adjusted against any other Exam. The application which remain incomplete due to non-receipt of fees will be rejected and no request for consideration of such application and fee payment after the period specified in the notice of Exam shall be entertained.

- k) Candidates are advised to ensure that e-mail addresses ending with @nic.in/gov.in are directed to their inbox & not to spam folder or any other folder. They may also check the spam folder for mails sent from the helpdesk e-mail i.e. helpdesk.bharti@nic.in from time to time.
- l) The candidates should take printout of the Challan Form, if required.
- m) The candidates must also furnish one mobile number for receiving SMS alerts related to the Exam.
- n) This office will not be responsible for bouncing of any e-mail or malfunctioning/change of the mobile phone number of the candidate.
- o) Candidates are also advised in their own interest to keep checking their email (inbox as well as spam folder) and the website of MHA from time to time for updates related to the recruitment process.
- p) Applicants are NOT required to submit hard copy of their application forms.
- q) **Candidates are requested to make sufficient number of passport size coloured photographs (identical to the one uploaded) and carry identity proof in original such as Voter Card, Driving License, Aadhar Card, PAN Card, Identity Card issued by University/College etc. to the Exam centre, failing which they shall not be allowed to appear in the Exam.** The photographs would be required at subsequent stages of recruitment process and pasting/providing a photograph different from the one uploaded may result in cancellation of candidature.
- r) While every care has been taken for inclusion of GoI instructions in vogue, IB reserves the right to rectify omissions, if any, noticed subsequently.
- s) **Candidates may ensure that the signature uploaded by them are visible since they (candidates) would be required to append signature on admit cards and attendance sheets during subsequent stages of Exam and any variation in signature could render them unfit for the Exam.**

9) **EXAM FEE:**

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

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

**Note 1:** Ex-servicemen who have already secured employment in civil side under Central Govt in Group 'C' post on regular basis after availing benefits of reservation given to them are required to pay the Exam fee, i.e. Rs. 50/- also along with recruitment processing charges of Rs. 450/-.

**Note 2:** The PwD candidates applying for the post of MTS/Gen are exempted from Exam fee (Rs.50/-). However, they will have to pay the recruitment processing charges (Rs.450/-).

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

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

- a) The application form is integrated with the payment gateway & the payment process can be completed by following the instructions.
- b) Payment can be made online via SBI EPAY LITE through Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, UPI, SBI challan etc.

- c) After submitting your payment online, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- d) To ensure the security of your data, please close the browser window once your transaction is complete.
- e) There is facility to print application form containing fee details after payment of fees.
- f) Fee once paid shall not be refunded under any circumstances.
- g) Online payments can be made only till the last date of submission of online application form.
- h) Payments through SBI challan generated on the last day of closure of online application forms can be submitted in the bank till 16.11.2023 (during banking hours only).

**10) CLOSING DATE: 13.11.2023 (till 2359 hours).**

**11) GENERAL INSTRUCTIONS:**

- a) The crucial date for determining the age limit, educational qualifications, certificates/testimonials, etc., shall be the closing date for receipt of applications from the candidates.
- b) At some centres, no vacancies are reserved for OBC/SC/ST/EWS candidates, as per rules/roster. At these centres, the OBC/SC/ST/EWS candidates will be treated as UR candidate and age criteria of UR category will be applicable for them.
- c) Caste certificates would be accepted as per the govt's instructions in vogue.
- d) The date of birth as well as the name of the applicant will invariably be taken from the matriculation certificate issued by a recognized board. No other proof of date of birth and name shall be accepted.
- e) Certificates in support of qualifications must have been obtained on or before the closing date from recognized Institution/University/Board.
- f) Those candidates, who are yet to get their matriculation certificate, if called for interview, would be required to submit a proof of passing the matriculation on or before the closing date. Such proof would not be entertained if issued after the closing date on ground of late conduct of Exam, delay in declaration of result or any other ground whatsoever.
- g) Candidates must ensure before applying for the post that he/she is eligible for the post in terms of age, educational qualification and category etc. as laid down in this advertisement. If the information furnished by the candidate at the time of applying for the post is found to be incorrect at a later date, the candidate himself/herself will be solely responsible and his/her service is liable to be terminated at any time during his/her service.
- h) The admission of a candidate at various stages of Exam (Tier-I and Tier-II) will be purely provisional, subject to his/her satisfying the prescribed eligibility conditions. If on verification at any time before or after Tier-I or Tier-II, it is found that a candidate does not fulfil any of the eligibility conditions or has provided any false information or submitted any fake documents, his/her candidature for the said Exam shall be cancelled at any stage of the recruitment process and thereafter.
- i) Candidates are advised to furnish correct information regarding their age, educational qualification and caste/category (i.e. SC/ST/OBC/EWS/ESM/PwD) in the application form. None of the copies of the certificates of age, educational qualifications and caste/category etc. (attested or otherwise) is required to be attached with the application form at initial stage. However, if the candidate qualifies in the Tier-I & Tier-II Exam, the same would be required to be produced by him/her as and when it is asked for.

- j) SC/ST/OBC/EWS/ESM/PwD candidates may fill up their respective category in the application form carefully. It is made clear that category once mentioned in the form shall NOT be changed under any circumstances.
- k) Candidates seeking reservation benefits such as SC/ST/OBC/EWS/ESM/PwD or any other relaxation as per the provisions of this notice, must ensure that they are entitled to such reservation/relaxation. **They should also be in possession of the relevant Certificates in the format prescribed by Government of India (as per Appendix-1, 2, 3, 4 & 5) as on closing date of the Exam in support of their claim. As such, 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. Hence, the Certificates issued after the closing date may not be valid for this purpose.**
- l) Candidates claiming the benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central Government meant for appointment to the posts under the Government of India (and not as per the notification of the State Government) and DO NOT belong to the creamy layer. If any candidate qualifies in the written test, he/she will have to produce the OBC certificate along with the undertaking in the proforma given at Appendix-I as and when asked for. The certificate in any other proforma will not be accepted in any case. In case the candidate fails to submit the certificate in the proforma (Appendix-1) from the Competent Authority, his/her candidature for the post will be summarily rejected and no correspondence will be entertained in this regard.
- m) The candidates may refer to NCBC website for OBC central list.
- n) Any change in category will NOT be entertained in future and the candidature of such candidate shall be cancelled.
- o) Candidates will be required to produce the original certificates/testimonials when called for Document Verification.
- p) Candidates already in Government service or working with PSUs/Autonomous Bodies should inform their Employer or obtain necessary permission, as the case may be, before applying for the said post. No Objection Certificate (NOC) from the Employer is required to be furnished at the time of Interview, if called for. However, candidates working in PSUs, Autonomous/Statuary bodies etc. are not eligible for age relaxation.
- q) Candidates who have appeared in the Matriculation or other equivalent Exam and whose results have not been declared by the closing date are not eligible and as such they **NEED NOT** apply. The candidature of such candidates will NOT be entertained.
- r) Any correspondence with reference to the admission to the test will NOT be entertained.
- s) No TA or other expenses will be admissible to the candidates for appearing in the Exam except to unemployed SC/ST candidates who will be reimbursed the fares as admissible under the Rules. No cash payment will be made at the time of test or interview.
- t) Mobile Phones and other electronic gadgets are banned within the premises of the Exam centres. The arrangement for safe keeping of valuable/costly items at the venues can not be assured. Possession of such equipments, even in switched off mode, during the Exam will be considered as use of unfair means. Candidature of such candidates will be cancelled. Besides, they will be liable for further action as may be decided by this office.
- u) Candidates should verify the particulars filled in the application form, online, carefully before submitting the same. After submission, NO change in any parameters will be allowed.
- v) Candidates are advised to keep ready the following documents in original along with their attested copies soon after the declaration of the result of Tier-II Exam:

- i. Matric/Secondary School certificate or equivalent showing name and date of birth,
  - ii. Intermediate/Higher Secondary (12<sup>th</sup>) certificate or equivalent, if acquired,
  - iii. Degree or Provisional degree and mark sheet of graduation from a recognized university, if acquired,
  - iv. OBC certificate, if applicable, from competent authority in prescribed proforma, as explained in para 11 (l) above,
  - v. EWS certificate, if applicable,
  - vi. SC/ST certificate, if applicable,
  - vii. NOC from the present employer, if applicable,
  - viii. Sufficient number of photographs, identical to the one uploaded,
  - ix. Domicile Certificate
  - x. Driving Licence (if applied for the post of SA/MT or both)
  - xi. NOC from the present Employer &
  - xii. Certificate/document issued from the competent authority in support of age relaxation, if applicable. (Ex-servicemen discharge certificate/ Disability certificate for PwD/ Domicile certificate of victims of riots of Gujarat/ Sikh riots of 1984/ Widow/Divorcee certificate, Meritorious sportsperson, etc.)
- w) Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

### **WARNING**

It has been noticed that some unscrupulous elements are fraudulently inviting applications for various posts in the Intelligence Bureau. Such elements are also alluring the aspirants appearing in various written exams conducted by IB for providing assistance during the exam and are even issuing fake appointment letters to some of the candidates. The prospective candidates/job aspirants are, therefore, cautioned not to fall prey to the designs of such unscrupulous elements who try to dupe the unsuspecting aspirants/ candidates for their personal gain.

There have been several reports in the social media wherein some unknown persons claiming to be ex IB officers give false assurance to the prospective candidates that they would help them in getting through this exam by virtue of their long association with the IB. Candidates in their own interest are advised not to fall prey to such false, baseless, misleading and exaggerated claims of these persons as IB do not share any input regarding the content of question papers of any exam conducted by IB with anyone.

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

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

This is to certify that Shri/Smt./Kumari .....  
son/daughter of..... of village/town .....  
of District/Division .....in the State/Union Territory .....  
belongs to the ..... community which is recognized as a Backward Class  
under Government of India, Ministry of Social Justice and Empowerment's Resolution  
No..... dated .....\*.Shri/Smt./ Kumari  
..... and/or his/her family ordinarily reside(s) in the .....  
District/Division of the ..... State/Union Territory. This is also to certify that he/she does  
not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to  
the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-  
Estt.(SCT), dated 8-9-1993\*\*.

District Magistrate, Deputy Commissioner, etc.

Dated:

SEAL

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

\*\* As amended from time to time.

Note:

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector / Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

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

(iii) Revenue Officer not below the rank of Tehsildar; and

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

\*\*\*\*\*

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

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

Signature of the Candidate

Place:

Date:

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

\_\_\_\_\_

**Government of.....**

**(Name & Address of the authority issuing the certificate)**

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

Certificate No.....

Date:.....

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

This is to certify that Shri/Smt./Kumari.....  
son/daughter/wife of..... permanent resident of  
.....Village/Street.....Post Office.....  
District.....in the State/Union Territory.....  
Pin Code..... whose photograph is attested below belongs to Economically Weaker  
Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh  
only) for the financial year ..... His/her family does not own or possess any of the following  
assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari..... belongs to the..... caste which is not  
recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent  
Passport size  
attested  
photograph  
of the applicant

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

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY**

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

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

**FORM-1**

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

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

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

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

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

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

|        |   |       |
|--------|---|-------|
| Place: | Signature                                   | _____ |
| Date:  | Name  | _____ |
|        | Designation                                 | _____ |
|        | Name of Federation<br>/National Association | _____ |
|        | Address                                     | _____ |
|        | Seal  | _____ |

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

**FORM-2**

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

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

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

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

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

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

|        |   |       |
|--------|---|-------|
| Place: | Signature                                   | _____ |
| Date:  | Name  | _____ |
|        | Designation                                 | _____ |
|        | Name of Federation/<br>National Association | _____ |
|        | Address                                     | _____ |
|        | Seal  | _____ |

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

**FORM-3**

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

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

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

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

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

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

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

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

**FORM-4**

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

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

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

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

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

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

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

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

**FORM-5**

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

GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND SOCIAL WELFARE

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

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

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

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

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

**Form of Certificate for serving Defence Personnel**

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

Place:

Date:

Signature of the Commanding Officer

Office Seal:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

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

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ..... on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ..... on..... in the office of ..... Therefore, I am eligible for age-relaxation only;

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

Signature: .....

Name: .....

Roll Number: .....

Date: .....

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

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....

**Certificate regarding physical limitation for 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), Son/ Daughter of \_\_\_\_\_  
\_\_\_\_\_ 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**

I, \_\_\_\_\_ a candidate with  
\_\_\_\_\_ (name of the disability) appearing for the  
\_\_\_\_\_ (name of the Exam) 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 Exam.

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: