



**OIL AND NATURAL GAS CORPORATION LIMITED**  
WESTERN OFFSHORE UNIT, MUMBAI

**Advertisement No. 01/2011**

(I) Oil and Natural Gas Corporation Ltd. (ONGC) has been ranked No. 1 E&P Company in the world as per Platts 2010. A Global Energy major, it contributes to 80% of India's Domestic Oil Production. ONGC's annual net profit is in excess of ₹. 16,000 Crores currently. ONGC, through its subsidiary ONGC Videsh Ltd. (OVL), is India's biggest Transnational Corporate with overseas investment of over 10 billion USD in 16 countries.

(II) ONGC - Western Offshore Unit is looking for promising, energetic and young officials / Technicians with bright academic record to join the organization in the close ended pay scale of ₹. 11000 - 24000/- (A-I Level) & ₹. 12000 - 27000/- (A-II Level) (with an increment rate of 3% per year) as well as Field Operators (Tenure Based Posts). Besides Basic Pay, the employees at A-I and A-II Levels are entitled to allowance @ 47% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA/Company Accommodation, Contributory Provident Fund, Conveyance Maintenance, Substantial Performance Related Pay (PRP), Medical Facility for self and dependents, Gratuity, Self Contributory Post Retirement Benefit Scheme and Composite Social Security Scheme as per Company rules. Field Operators will be paid consolidated monthly wages of ₹. 17,000/- for offshore duties and ₹. 15,500 for onshore duties.

(III) The Company offers one of the best compensation packages in cost to company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

**Applications are invited from Candidates with valid registration of Name and eligible requisite essential qualification in any of the Employment Exchanges located within the State of Maharashtra.**

**The Employment Exchange certificate/card Registration should be valid during the online/manual registration process.**

Most of the Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any **Offshore/ Onshore** location within the country as demanded by the semi-mobile nature of operations.

**A. Details of the Posts, Reservations, Essential Qualification:**

A-II Level (Pay Scale of ₹. 12000 - 27000/-)							
Sl. No	Name of Post	No. of posts					Essential Qualification
		Total	GN	OBC	SC	ST	
1	Assistant Technician (Cementing)	10	07	02	01	Nil	3 years Diploma in Mechanical/ Petroleum Engineering.
2	Technical Assistant, Grade-III (Chemistry)	23	14	05	02	02	Post Graduate Degree in Chemistry.
3	Assistant Technician (Electrical)	18	11	05	Nil	02	3 years Diploma in Electrical Engineering and should have Certificate of competency as Electrical Supervisor.
4	Assistant Technician (Mechanical)	31	16	10	02	03	3 years Diploma in Mechanical Engineering.
5	Assistant Technician (Production)	38	22	13	Nil	03	3 years Diploma in Mechanical/ Chemical/ Petroleum Engineering.
6	Assistant Technician (Instrumentation)	69	39	19	06	05	3 years Diploma in Instrumentation Engineering.
7	Security Supervisor	04	03	01	Nil	Nil	Graduate with one year relevant experience. <b>Physical Standards (minimum)</b> <b>Height : 168 Cms</b> <b>Chest: Min: 81 Cms (Un expanded) and Min: 86 Cms (Expanded).</b> <b>For Tribes/ Hill men</b> <b>Height : 163 Cms</b> <b>Chest: Min: 81 Cms (Un expanded) and Min: 86 Cms (Expanded).</b> Physical Efficiency Test Apply.
<b>Total A-II Level posts</b>		<b>193</b>					

A-I Level (Pay Scale of ₹. 11000 - 24000/-)							
Sl. No	Name of Post	No. of posts					Essential Qualification
		Total	GN	OBC	SC	ST	
8	Junior Assistant Technician (Production)	31	16	08	04	03	High School or Class X equivalent Board Examinations with Science and Trade certificate in Fitting or Mechanic Trades.*
9	Junior Assistant Technician (Electrical)	19	10	05	02	02	High School or Class X equivalent Board Examinations with Science & Trade Certificate in Electrical Trade. Should have Certificate of Competency as Electrical Supervisor.
10	Junior Assistant Technician (Fitting)	20	12	05	02	01	High School or Class X equivalent Board Examinations with Science and Trade certificate in Fitting.
11	Junior Assistant Technician (Diesel)	08	06	02	Nil	Nil	High School or Class X equivalent Board Examinations with Science and Trade certificate in Diesel Mechanic.
12	Junior Technical Assistant (Geology)	02	02	Nil	Nil	Nil	B.Sc with Geology as main subject.
13	Junior Assistant Technician (Welding)	15	09	04	01	01	High School or Class X equivalent Board Examinations with Science and Trade certificate in Welding.
14	Junior Technical Assistant (Chemistry)	05	04	01	Nil	Nil	B.Sc with Chemistry as main subject.
15	Junior Fire Supervisor	05	03	02	Nil	Nil	Intermediate with 6 months experience in fire services, Driving License for Heavy Vehicles essential. <b>Physical Standards: (minimum)</b> <b>Height:</b> 168 Cms <b>Chest:</b> Min: 81 Cms (Un Expanded) and Min: 86 Cms (Expanded).

							<b>For Tribes/ Hill men</b> <b>Height:</b> 163 Cms <b>Chest:</b> Min: 81 Cms (Un expanded) and <b>Min:</b> 86 Cms (Expanded). Physical Efficiency Test Apply.
16	Junior Security Supervisor	05	04	01	Nil	Nil	Intermediate with 6 months training / experience in security. <b>Physical Standards (minimum)</b> <b>Height :</b> 168 Cms <b>Chest:</b> Min.: 81 Cms (Un expanded) and Min: 86 Cms (Expanded). <b>For Tribes/ Hill men</b> <b>Height :</b> 163 Cms <b>Chest:</b> Min: 81 Cms (Un expanded) and Min: 86 Cms (Expanded). Physical Efficiency Test Apply.
Total A-I Level posts							110
<b>Tenure Based Posts</b> (₹ 17,000/- Per Month for Offshore posting, ₹ 15,500 Per Month for Onshore posting)							
Sl. No	Name of Post	No. of posts					Essential Qualification
		Total	GN	OBC	SC	ST	
17	Field Operator (Crane Operations)	14	08	04	01	01	High School pass (Class X) with ITI in 1. Fitting (or) 2. Diesel Mechanic (or) 3. Mechanic Diesel Vehicle (or) 4. Motor Vehicle (or) 5. Turner (or) 6. Welding Trades (or) 7. Diploma in Mechanical /Production disciplines and with valid Driving License for Heavy Vehicles/ Heavy Goods Vehicles. <b>Height :</b> For Gen & OBC - Min 167 cms and for SC/ST/NE/Hill/ Tribal Areas - Min 162cms <b>Weight :</b> For Gen & OBC - Min 58 Kgs.

							<p>and for SC/ ST/ NE/ Hill/ Tribal Areas - Min 50 Kgs.</p> <p><b>Chest Without Expansion :</b> For Gen &amp; OBC - Min 81 cms. and for SC/ST/NE/Hill/ Tribal Areas - Min 79 cms.</p> <p><b>Chest With Expansion :</b> For Gen &amp; OBC - Min 86 cms. and for SC/ ST/ NE/ Hill/ Tribal Areas - Min 84 cms.</p> <p><b>Vision:</b> 6 X 6 Without glasses and without any history of night/colour blindness.</p> <p>Physical Tests Apply.</p>
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**Note:** (i) The number of posts may vary as per company's requirement. (ii) Diploma should be recognized by AICTE only those with 3 years Regular/ full time diploma qualification need to apply. (iii) \*The trades in respect of Mechanic are: Diesel/ Instrumentation/ Turner/ Machining/ Tractor/ Motor Vehicle/ Welding/ BlackSmithy/ Boiler Attendant and Machinist Grinder. (iv) ITI should be recognized by State Board of Technical Education/ NCTVT. (v) Graduate/Post Graduate degree should be from UGC recognized University.

**B. Percentage of Marks:** Minimum 60% Marks in respective essential qualifications for General /Other Backward Class (OBC) with valid non creamy layer and 50% marks for SC/ST Candidates. **(Candidate has to enter exact percentage of marks while filling the online/Physical application form i.e rounding off of percentage is strictly not allowed).** However, for TA-Gd.III Chemistry (A-II level) the prescribed qualification is Post Graduation Pass. It is clarified that for A-I level posts, only pass marks are required in class X and min 60% for Gen/ OBC & 50% marks for SC/ST are required in ITI qualification only.

**C. Age Limit:** 30 years for General candidates, 33 years for OBC and 35 years for SC/ST candidates as on **31.12.2010**.

**(As on 28.02.2011** for candidates applying for the post of Junior Security Supervisor, **as on 05.04.2011** for candidates applying for the post of Security Supervisor).

**D. Application Fee:** General /OBC candidates are required to submit **Application Fee** vide Bank draft of ₹. 250/- and **SC/ST Candidates ₹. 100/-** valid for six months, issued by any Nationalized or Scheduled Bank drawn in favour of **“ONGC Ltd., Mumbai” payable at Mumbai**. Candidate should write Name and Registration Slip number (If applied through online) on the reverse of the Demand Draft. Incase of SC/ST candidates applying for a post where there are no vacancies available for SC/ST, they need to pay Application Fee of ₹. 250/-.

**Note:**

**(a) Candidates, who are eligible and desire to apply for more than one post, should apply separately for each post along with separate application fee for each post. In such cases each application along with requisite documents and Demand Draft (if applicable) are required to be forwarded in separate envelopes.**

**(b) SC/ST/OBC Candidates, while applying for a post where there are no vacancies in their respective reserved categories will be treated as General candidates and no relaxation will be applicable to these candidates.**

**(c) Departmental candidates would also be required to deposit the applicable registration fee. However, the same would be reimbursable.**

**E. Selection Methodology:** The selection methodology will comprise (1) Written Test, (2) Physical Tests (Wherever Applicable) and (3) Personal interview. The candidates will have to qualify at each stage separately and in aggregate.

**F. Pattern for written Test:**

The Pattern of the Examination will be as under:

<b>Duration of examination 3 Hrs</b>		
For A-II Level:		
<b>Part (a)</b>		
Type of Question	Number of Question	Marks
Objective type – Subject Discipline	90	90
Objective type - General Awareness	30	30
<b>Total Marks (a)</b>	<b>120</b>	<b>120</b>

<b>Part (b)</b>			
Subjective Question (In 100 words)	Discipline Question	02	20
	General Awareness	01	10
<b>Total Marks (b)</b>		<b>03</b>	<b>30</b>
<b>Grand Total (a + b)</b>			<b>150</b>

**Note:** For A-I level and Field Operators will comprise 120 Objective type questions (100 from subject discipline and 20 from General Awareness and Aptitude, Each question carrying 1 Mark).

There will be no negative marking in the written examination.

### **G. Physical Tests:**

Physical Standard Tests (PST) and Physical Efficiency Tests (PET) will be conducted for short listed candidates (After written examination) in the following Disciplines: 1. Fire 2. Security (A-I, A-II Level) 3. Field Operators.

### **H. HOW TO APPLY:**

i) Candidates meeting the eligibility criteria, with valid registration of Name and Requisite essential qualifications in any of the Employment Exchanges located within the State of Maharashtra may apply "**Online**" or "**Manually by downloading the application format**" through the link "**Recruitment Action for A-I, A-II and Tenure Based Posts, WOU, Mumbai**" available on ONGC web site [www.ongcindia.com](http://www.ongcindia.com).

ii) **Before registering/submitting their applications on the website the candidates should possess a valid E-mail ID.**

iii) All correspondence with candidates shall be done through E-mail only. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-mail. Responsibility of receiving, downloading and printing of admit card/ call letter shall be that of the candidate. ONGC will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate or delivery of Emails to spam/bulk mail folder etc.

### **I. Choice of Test Centers for Written Test:**

The written test is scheduled to be conducted tentatively in following four cities of Maharashtra depending upon the number of applications received. Candidates are required to indicate their choice of examination centre, but the allotment will be at discretion of ONGC and no change of Test centre will be permitted at a later stage.

<b>Sr. No.</b>	<b>Test Centre</b>
<b>1</b>	<b>Mumbai</b>
<b>2</b>	<b>Thane</b>
<b>3</b>	<b>Nasik</b>
<b>4</b>	<b>Nagpur</b>

**Note: The applicants are required to keep following information in hand for applying:**

- 1.** Demand Draft number, bank name, date of issue.
- 2.** SC/ST/OBC caste certificate details like date of issue, certificate No., issuing authority, Validity date of Non creamy layer certificate of OBC for SC/ST/OBC candidates.
- 3.** Certificate of Competency as Electrical Supervisor for candidates of Electrical discipline.
- 4.** Percentage of marks in Class X/Intermediate/ITI/Diploma/Degree/Post Graduation Examination.
- 5.** Valid email ID with validity for minimum period of six months.
- 6.** Valid Employment Exchange Registration Card no. of Post Graduation/ Degree/ Diploma/ ITI / HSC/ SSC qualification issued by Employment Exchange located in Maharashtra State, Date of Registration, Valid up to /Renewal due date, Name of Employment exchange.

## **J. Admit card for written examination:**

**Exact date of the written test shall be communicated through admit card and will also be available on [www.ongcindia.com](http://www.ongcindia.com) web site.**

The admit card with details of the candidate, Roll No., date, time, venue of the examination, post applied for, category and discipline can be downloaded directly from the [www.ongcindia.com](http://www.ongcindia.com) by entering the unique registration number printed on the registration slip . The same will also be emailed to the candidate at the email address mentioned in the application form. No other communication will be sent separately.

**The candidates are therefore advised to check their email and ONGC website [www.ongcindia.com](http://www.ongcindia.com) from time to time for details of examination and admit card.**

## **H. Instructions for Applying:**

### **Steps for Applying Manually:**

1. Logon to [www.ongcindia.com](http://www.ongcindia.com) ONGC website and click on “**Recruitment Action for A-II, A-I and Tenure Based Posts**” and then click on “**Download Application Format**”.
2. Print the Application Format.
3. Fill in the application format with complete details.

Forward the following documents along with application:-

- a. Affixed recent passport size photograph on Application format attested by Gazetted officer/PSU Bank Manager or ONGC Officer at Manager Level.
- b. Two self attested recent passport size photographs (write name on reverse of photographs).
- c. Demand Draft, write your name and post applied for on reverse of Demand draft.
- d. Attested Copy of SC/ST/OBC (with valid non creamy layer certificate) Caste certificate in prescribed format.
- e. Attested Copy of valid Employment Exchange registration card/Certificate of eligible essential qualification(s) issued by any of the Employment Exchange of Maharashtra.

**Steps for Applying Online:**

1. Logon to [www.ongcindia.com](http://www ONGC india.com) ONGC website and click on **“Recruitment Action for A-II, A-I and Tenure Based Posts”** and then click on **“Apply Online”**.
2. Select the post applied for and fill in the requisite details in the online application format.
3. Preview the entered details, edit if required otherwise submit the application.
4. Once you submit your Application, the System will generate a unique user name and password. Take a printout of your Registered Application by logging in to your account using the unique user ID and Password. Registration slip consists of your basic details like name, category, post applied for and test centre opted and also an E- mail will be sent to you with same User ID and Password using which you can log in for further requirements.

**Note: To print your registered application please click on “Already Applied / Log in” and enter user ID and Password and then click on “Print/View Filled Form”.**

5. Keep a photo copy of registration slip for record.
6. Forward the following documents:-
  - a. Printed registration slip with affixed recent passport size photograph attested by Gazetted officer/ PSU Bank Manager or ONGC Officer at Manager Level.
  - b. Two self attested recent passport size photographs (write registration slip no and name on reverse of photographs).
  - c. Demand Draft - write registration slip no. and name on reverse of Demand draft.
  - d. Attested Copy of SC/ST/OBC (with valid non creamy layer certificate) Caste certificate in prescribed format.
  - e. Attested Copy of valid Employment Exchange registration card/Certificate of eligible essential qualification(s) issued by any of the Employment Exchange of Maharashtra.

Envelope containing all the above should be super scribed **‘APPLICATION FOR THE POST (DISCIPLINE) OF \_\_\_\_\_** and **sent by Ordinary Post only** so as to reach latest by **09.05.2011** to the following address.

**To:**  
**The Advertiser (ONGC, WOU),**  
**Post Box No. 8717,**  
**Bhartiya post Office, Nityanand Nagar,**  
**Andheri (East), Mumbai – 400 069.**

Additionally the Departmental Candidates are required to send the application (Original) through proper channel may be forwarded to I/c – R&P, ONGC, 4th Floor, NSE Building, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051.

**Note: Along with filled application form/ Registration Slip, Departmental Candidates must attach a certificate of experience in ONGC - issued by concerned I/c – HR/ER for claiming age relaxation, a copy of ONGC ID card duly attested by I/c – HR/ER for identification. Experience will be counted as on 31.12.2010 / 28.02.2011 / 05/04/2011 as the case may be.**

### **Important Dates:**

Online/Manual Mode Registration Starting Date: <b>09.04.2011, Time: 10:00 Hrs</b>
Online/Manual Mode Registration Closing Date: <b>18.05.2011, Time: 18:00 Hrs</b>
Last date of receipt of documents in Post Box : <b>25.05.2011, Time: 18:00 Hrs</b>

**Applications have to be forwarded to the designated address by Ordinary post only. Registered /Speed Post will not be accepted.**

For any queries, send your email to [ongcjobs@gmail.com](mailto:ongcjobs@gmail.com)

### **General Instructions:**

1. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
2. Following documents **in original** are required to be produced **at the time of Interview** (without which candidates will not be allowed to appear in the interview).
  - i) Valid Employment Exchange Registration Card/Certificate issued by Employment Exchange located in the State of Maharashtra.
  - ii) Proof of Date of Birth and Mark Sheets/Pass Certificate of Academic and Technical Qualifications.
  - iii) SC/ST/OBC (with Valid Non-creamy layer Certificate), if applicable, in the prescribed format duly signed by Competent Authority.
3. Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India, which should, among others specifically mention that person does not belong to the (creamy layer).

4. Before applying, the candidate should ensure that he fulfills eligibility criteria and other norms mentioned in the advertisement. ONGC will be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he has applied. Even if any short coming is detected after appointment, the services of such candidate are liable to be terminated. The decision of ONGC in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced at the time of examination, interview/ selection and any other matter relating to recruitment shall be final and binding on the candidate.
5. An application not accompanied by requisite fees or not signed by the candidate or incomplete in any respect will not be entertained/ liable to be rejected.
6. Candidates will have to appear for written test and/or interview at their own expense. However, SC/ST candidates attending the Written Test/Interview will be reimbursed 2<sup>nd</sup> class to and fro rail/bus fair of the shortest route. **They may download the TA form from ONGC website, fill it and bring it along with them at the time of examination.**
7. Any request for changes of address at a later stage will not be entertained.
8. Appointment of selected candidates is subject to the candidate being declared medically fit as per the requirement of the ONGC. Such appointments will also be subject to service and conduct rules of the corporation.
9. Canvassing in any form will disqualify the candidature.
10. In case large numbers of applications are received, Management reserves the right to increase the minimum percentage of cut-off marks in prescribed qualification for calling the candidates for test/interview.
11. There are no reserved vacancies for Persons belonging to Physically Challenged category, hence they need not apply. Candidates sponsored by Mumbai and Panvel Employment Exchanges have been informed by Post to apply against said vacancies.

**ANNEXURE - A**

**FORM OF CASTE CERTIFICATE  
(To be produced by a candidate belonging to Scheduled Castes / Scheduled Tribes  
in Support of His/Her Claim)**

This is to certify that Shri/Shrimathi\*/Kumari\* ..... Son/daughter\* of  
..... of village/town\* ..... in District/Division\*  
..... of the State/Union Territory\* ..... belong to the  
.....

Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\*  
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 Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

- \*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;
- \*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended; by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- \*The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990
- \*The Constitution (Scheduled Tribes) Order Amendment Act, 1991
- \*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi\* .....father/mother\* of Shri/Shrimathi/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/Shrimathi\*/Kumari\* ..... and/or\* his/her family ordinarily reside(s) in village/town\* ..... of ..... District/Division\* of the State/Union Territory of .....

Place:

Signature

Date:

State  
Union Territory

Designation.....  
(With seal of Office)

**ANNEXURE – B**

**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 .....Son/daughter of  
.....Village.....District/Di  
vision.....in.....State belongs  
to.....community which is recognized as a backward  
class under.

1. Resolution no. 12011/68/93-BCC(C) dated 10.09.1993 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 186 dated 13.09.1993.
2. Resolution no. 12011/9/94-BCC dated 10.10.1994 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 163 dated 20.10.1994.
3. Resolution no. 12011/7/95-BCC dated 24.05.1995 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 88 dated 25.05.1995.
4. Resolution no. 12011/44/96-BCC dated 06.12.1996 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 210 dated 11.12.1996.
5. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 129, dated 08.07.1997.
6. Resolution no. 12011/12/96-BCC published in the Gazette of India, Extra ordinary no. 164, dated 01.09.1997.
7. Resolution no. 12011/99/94-BCC published in the Gazette of India, Extra ordinary no. 236, dated 11.12.1997.
8. Resolution no. 12011/13/97-BCC published in the Gazette of India, Extra ordinary no. 239, dated 03.12.1997.
9. Resolution no. 12011/12/96-BCC published in the Gazette of India, Extra ordinary no. 166, dated 03.08.1998.
10. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 171, dated 06.08.1998.
11. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 241, dated 27.10.1999.
12. Resolution no. 12011/88/98-BCC published in the Gazette of India, Extra ordinary no. 270, dated 06.12.1999.
13. Resolution no. 12011/36/93-BCC published in the Gazette of India, Extra ordinary no. 71, dated 04.04.2000.

Shri..... And/or his family ordinarily resides in the  
.....District/Division of the.....State. This is also  
to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in column 3  
of the Schedule to the government of India, Department of Personnel & Training OM No.  
36012/22/93-Estt(SCT) dated 08.09.1993.

Dated:

Tahsildar  
District Magistrate/Dy Commissioner etc.,

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

**(b) The Authorities competent to issue caste certificates are indicated below:**

- (i) The District Magistrate/Additional Magistrate/Collector/  
Deputy Commissioner/Additional Deputy Commissioner/  
Deputy Collector/First Class Stipendiary Magistrate/ Sub-  
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.