

Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)



Advt. No. 07/08/2019

RCF Ltd is a leading profit making company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having sales turnover around Rs.8965 crores. The Manufacturing units are in Maharashtra (at Thal - Dist. Raigad and at Trombay - Chembur, Mumbai) with National Level Marketing Network. Company provides excellent career growth opportunities.

The Company invites applications for the post of:

Discipline	No. Of Posts	Minimum Qualification Required
OFFICER (FINANCE) Post Code No : FINE1/082019 (Pay scale E1: Rs.40,000 - 1,40,000)	12	<p>Qualification: Chartered Accountant/Cost and Management Accountant OR B. Com (regular and full time) plus MBA (Finance as specialization or Major) /MMS (Finance as specialization or Major) PGDBM qualification shall not be considered.</p> <p>If the specialization is not mentioned in the Mark Sheet / Degree certificate, letter from college/University specifying the specialization will be required.</p> <p>Minimum Percentage: No percentage criteria for CA/CMA. 60% (aggregate) in B.Com and 60% (aggregate) in MBA/MMS.</p> <p>For SC/ST category candidates, the prescribed percentages are relaxed by 5%.</p> <p>Wherever CGPA/OGPA or letter grade is awarded in a degree, the candidate will have to indicate the equivalent percentage of marks in the application.</p> <p>Minimum Experience as on 1st June 2019 : Minimum Two years experience after acquiring the above mentioned qualification (excluding training / internship / articleship) in dealing with Accounting and financial matters including budgeting/taxation. The period of training/Internship/Articleship will not be</p>

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		counted in the requisite experience period. Knowledge of computer is essential.
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RESERVATION: -

UR	OBC	SC	ST	EWS	PWBD	TOTAL
5	3	2	1	1	1*	12

* 1 post is reserved for PWBD-Orthopedically handicapped- One Arm (OA)/ One (Leg) (This is second attempt).

The reservation for PWBD (Person with Benchmark Disabilities) is as per Govt. guidelines.

Upper Age Limit as on 01.06.2019:

- General – Maximum 30 years
- OBC Category – Maximum 33 years
- SC/ST Category- Maximum 35 years
- Candidate domiciled in Jammu and Kashmir between 01.01.1980 and 31.12.1989 – 5 years.
- Children / family members of the victims of 1984 riots – 5 years

Age relaxation for all above reserved post is as per Govt. guideline.

The number of vacancies is tentative and may increase or decrease at the discretion of RCF Ltd. and in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, RCF Ltd. reserve the right to cancel/restrict/modify / alter the requirements advertised, if need so arises, without any further notice or assigning any reason thereof. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC/EWS/PWBD category candidates are encouraged to apply.

Salary and other Benefits:

Total Monthly Gross emoluments at the minimum of the E1 scale (Rs.40000 -140000) which includes, Basic Pay plus DA, plus House Rent Allowance, and other allowances works out to Rs. 69,600/- approximately. Company accommodation, if desired, will be provided subject to availability in lieu of HRA with standard terms and conditions.

Employee is also entitled to Performance Related Pay (PRP), Free Medical Facility for self and dependents, Gratuity, Contributory Provident Fund, Accident Insurance, and Social Security Schemes as per Company rules.

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Selection: The mode of selection for above post at E 1 grade will be personal interview. In case, if the numbers of eligible candidates are more, then shortlisting shall be done on the basis of online written test. 80% weightage will be for marks obtained in online written test & 20% weightage will be for marks obtained in personal interview. The ratio of inviting candidates for personal interview will be seven times the number of category wise vacancy, if online written test is conducted.

The selected candidates may be posted at any of the Marketing Offices/ projects/offices/Units, etc. of RCF Ltd. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

The Company reserves the right to call only those candidates who according to its decision, rank high in terms of eligibility criteria from the applications received. Merely meeting the minimum eligibility criteria will not make any candidate automatically entitled for being called for interview. No correspondence will be entertained in this regard. Candidates can exercise the option of appearing in the selection process in Hindi or English language

HOW TO APPLY:

1. Candidates are required to apply online providing details regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing, respective School/College/University, work experience. Candidates are also required to upload their scanned copy of recent photograph and signature without which their application will not be accepted.
2. Candidates fulfilling the prescribed eligibility criteria should apply online through RCFL website: Candidates have to log on to website www.rcfltd.com and go to recruitment section for submitting the online application.
3. The below mentioned information should be readily available while filling up the online application form.

Since the online application form requires details of payment of processing fee (only for General OBC and EWS applicants), caste (in case of SC/ST/OBC applicants) and the percentage of marks obtained in the qualifying examination, the candidates must have the relevant documents/ details readily available with them at the time of filling the online application form.

4. Before registering their application on the website, the candidates should possess the following:

Following are the specifications for uploading the documents –

- a. Photo - Image should be in jpg/jpeg/png format and should not exceed 50 KB and not less than 20KB.
- b. Sign - Image should be in jpg/jpeg/png format and should not exceed 20 KB and not less than 10KB.

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- c. Provision to pay application fee of Rs.700 plus bank processing charges for “General”, OBC & EWS candidates. Candidates can opt to pay through internet banking/ credit/ debit card.
5. On submitting the online application, if the same is accepted, the system will generate a Unique Application Number which will get printed on the Application Form. It may be noted that mere acceptance of the Online Form by the system does not mean that the candidature is accepted. This is subject to the candidate meeting the eligibility criteria exhaustively.
6. On filling up the Online Application Form, the candidate should check the details that he/she has filled in and if any corrections are required, the same should be done. He/she has then to confirm the details by pressing the “Submit Form” button after which no changes will be possible in the details provided. Then he/she is required to take a print of the application form. The candidates can also take the print out of application form later by submitting the application number in the link on the website under recruitment section. The candidates are required to note the application number for future reference.
7. After submission of application online, candidate has to send copy of online application along with self attested photo copies of all Educational certificates and Mark sheets starting from SSC, HSC, Graduation (all years / semester wise), Post Graduation if any, (all semesters / years), Caste Certificate if applicable, Proof of Age, Experience Certificates to the office of Dy. General Manager (HR)-Corp., Rashtriya Chemicals and Fertilizers Limited, 2nd Floor, Room No.206, Administrative Building, Chembur, Mumbai – 400074. The said application should reach on or before 03.09.2019. **The post applied for & application number is to be written at the top left-hand corner of the envelope, while sending the Application Form to RCF along with required documents.**
8. No request with respect to the change in any data entered by the candidate will be entertained once the application is submitted successfully.
9. Candidates should retain a photocopy of their Application Form for future reference.
10. For any queries related to the recruitment of Officer (Finance) , please email us on officerfin2019@rcfltd.com
11. **How to submit Application Fee through payment Gateway : (only for General, OBC & EWS candidates).**

There is no application processing fee for SC / ST/PwBD candidate. General, OBC & EWS candidates are required to pay a non-refundable application processing fee of Rs. 700/- plus bank processing charges through payment gateway link available on <http://www.rcfltd.com/index.php/en/hr/recruitment>. Candidates can opt to pay through internet banking / credit / debit card.

The Application Fee is NOT REFUNDABLE in any case. Candidates are therefore requested to verify their eligibility before paying the registration fee.
12. Candidates will have to submit the acknowledgement/ receipt of online payment at the time of Interview.

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Please read all the instructions carefully before filling up the Form.

PRE-EMPLOYMENT MEDICAL EXAM

Desirous candidates seeking employment with RCF Ltd. need to be medically fit as per RCF Ltd pre-employment medical standards. If candidate referred for a medical examination does not mean final selection and his/her selection will be subject to being declared as Medically Fit by RCF Ltd. designated Physician and subject to fulfillment of other eligibility criteria w.r.t Academic Qualification, Age, valid Cast Certificate (as applicable), Income Certificate, Disability Certificate, work experience, NOC, relieving letter from previous employer etc. as may be applicable.

GENERAL INSTRUCTIONS:

1. Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and RCF Ltd. will not be responsible for any consequence of furnishing such wrong/ false information.
2. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
3. All the details given in the online form will be treated as final and no changes will be entertained.
4. The above qualifications should be acquired from a recognized University/Institute.
5. Mere meeting to the eligibility criteria will not entail a candidate to be called for interview. Management reserves the right to reject the application or raise the standard of specifications in terms of eligibility criteria so as to restrict the number of candidates to be called for the interview.
6. The candidates should specify an active e-mail id and mobile number which should be valid throughout the recruitment / selection process.
7. The eligible candidates will be intimated about the date, time and venue of interview through e-mail / by sms (on the e-mail id as provided by them in the application form).
8. For appearing personal interview all outstation eligible candidates will be reimbursed to and fro III tier AC Train / Bus Fare (restricted to III tier AC Fare). The reimbursement will be made through electronic mode only and candidate must have valid & active Bank details such as Account Number, IFSC code, MICR code & PAN number.

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9. For appearing online written test, if any, only SC /ST & PWBD outstation candidates will be reimbursed to and fro III tier AC Train / Bus fare (restricted to III tier AC fare).
10. The reimbursement will only be done on the basis of actual travel for appearing interview from the place of correspondence address mentioned by the candidate in the Application Form. It will for shortest route & documentary evidence of travel is must.
11. Candidates have to make their own arrangement for lodging and boarding while appearing for interview.
12. At the time of Online Written Test/ interview, PWBD candidate has to submit certificates issued by the Competent Authority in the prescribed format (as given in **Annexure I**). The PWBD candidates not submitting certificates in the prescribed format at the time of Online Written Test/ interview will not be considered in PwBD category.
13. Candidates belonging to OBC but coming in 'creamy layer' will not be entitled to reservation benefits and should apply as General category.
At the time of interview, candidates belonging to OBC (Non creamy layer), submitting certificates in the prescribed format and which are issued by the Competent Authority after 1st April, 2019 (as given in **Annexure II**) will only be considered in the OBC category. If the certificate is not produced or not produced in the prescribed format, the candidates will be considered in General category. If the candidate has applied for the latest Certificate, a copy of the receipt of application obtained from the Certificate issuing authority is required to be produced at the time of interview for considering them provisionally in OBC Category.
14. Candidates applying under SC/ST category, but not submitting the caste certificate in the prescribed format issued by the Competent Authority (as given in **Annexure-III**) at the time of Online Written Test/interview will not be considered in SC/ST category. The candidates have to strictly follow the instructions as regards the Caste Certificate.
15. Candidate applying under EWS category, at the time of interview has to submit Income and Asset certificate issued by the competent authority in the prescribed format (as given in **Annexure – IV**). The Income & Asset Certificate issued after 01.02.2019 shall only be accepted as proof of candidates claim as belonging to EWS.
16. Candidates presently employed in Govt. Dept. / PSUs / Semi Govt. Departments will be required to submit the No Objection Certificate from his employer at the time of interview.
17. Copy of Online Application Form along with enclosure(s) must reach at the given address latest by 03.09.2019 at 5.00 p.m.
18. RCF Ltd. will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id.
19. No communication (written/telephonic) will be entertained after the closing date for the submission of the Online Application Form, as regards the date of interview etc. the candidates should await the intimation from the Company.
20. Corrigendum/addendum etc with regard to this advertisement, if any, will be made

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available on following link. Candidates are advised to refer to the below website periodically for updates. Candidates are advised to check their Spam/Junk Folder of the email.

<http://www.rcfltd.com/index.php/en/hr/recruitment>

21. RCF Ltd. reserve the right to cancel / restrict / modify / alter the requirements advertised, if need so arises, without any further notice or assigning any reason thereof.

22. Management reserves the right to reject the application or raise the standard of specifications in terms of eligibility criteria so as to restrict the number of candidates to be called for the interview.

23. The Court of jurisdiction for any dispute will be at Mumbai.

24. IMPORTANT DATES

Activity	Date
Commencement of On-Line registration of application by candidates.	07/08/2019 at 8:00 am
Last date for on-line registration of application by candidates.	27/08/2019 at 5:00 pm
Last date for payment of fees	29/08/2019 at 5:00 pm
Last date on which copy of Online Application Form along with requisite documents must reach at the following address: The office of Dy. General Manager (HR)- Corp., Rashtriya Chemicals and Fertilizers Limited, 2 nd Floor, Room No.206, Administrative Building, Chembur, Mumbai - 400074	03/09/2019 at 5.00 pm

IMPORTANT INSTRUCTIONS

1. The Online Application shall be deemed to be submitted only upon receipt of Application Fee (wherever applicable) and upload of Self Attested Photograph and Signature within prescribed time limit.
2. Candidates are advised in their own interest to complete the registration process, pay application fee online (wherever applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.

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3. We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of RCF Ltd. circulated through e-mail, social media etc. Please rely on information hosted on our website www.rcfltd.com for any job/career related information pertaining to RCF Ltd.

Encl.: -

Annexure I- PwBD Certificate

Annexure II- OBC Certificate

Annexure III- SC/ST Certificate

Annexure IV- Income & Asset Certificate

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**FORM OF CERTIFICATE TO BE PRODUCED BY PERSON WITH DISABILITY
IN SUPPORT OF HIS CLAIM. NAME & ADDRESS OF THE
INSTITUTE/HOSPITAL**

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

Recent Photograph of
the Candidate showing the
Disability duly attested by the
Chairperson of the
Medical Board.

This is certified that Shri / Smt /Kum _____
son/wife/daughter of /Shri _____ age _____
sex _____ identification mark(s) _____ is suffering from
permanent disability of following category:

A. Locomotor or cerebral palsy:

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

B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is _____ percent.

4. Sh./Smt./Kum _____ meets the following physical requirements for discharge of his /her duties.

- i) F-can perform work by manipulating with fingers Yes/No
- ii) PP-can perform work by pulling and pushing Yes/No
- iii) L-can perform work by lifting
- iv) KC-can perform work by kneeling and crouching Yes/No
- v) B-can perform work by bending
- vi) S-can perform work by sitting
- vii) ST-can perform work by standing
- viii) W-can perform work by walking
- ix) SE-can perform work by seeing
- x) H-can perform work by hearing/speaking Yes/No
- xi) RW-can perform work by reading and writing Yes/No

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent.CMO/Head of
Hospital (with seal)

*Strike out which is not applicable.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENTS TO POSTS UNDER THE GOVERNMENT OF INDIA AND CENTRAL GOVT. PUBLIC SECTOR UNDERTAKINGS

This is to certify that to Shri / Smt. / Kumari _____ Son / daughter of _____ of village _____ District / Division _____ in the _____ State _____ belongs to the _____ Community, which is recognized as a backward Class under: -

- (i.) Government of India, Ministry of Welfare Resolution No. 12011/68/93BCC (C), dated 10th September 1993 published in the Gazette of India Extraordinary Part - 1, Section 1. dated the 13th September 1993 and
- (ii.) Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC, dated the 19th October 1994 published in the Gazette of India, Extraordinary, Part - 1, Section 1. No. 163 dated the 20th October 1994.
- (iii.) Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC, dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part - 1, Section 1. No. 88 dated the 25th May 1995.
- (iv.) Government of India, Ministry of Welfare Resolution No.12011/96/94-BCC, dated the 9th March 1996 published in the. Gazette of India, Extraordinary, Part - 1, Section 1. No.60 dated the 11th March 1996
- (v.) Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC, dated the 6th December 1996 published in the Gazette of India, Extraordinary, Part - 1, Section 1. No.210 dated the 11th December 1996.
- (vi) Resolution No.12011/13/97-BCC, dated the 3rd December 1997
- (vii) Resolution No.12011/99/94-BCC, dated the 11th December 1997
- (viii) Resolution No.12011/68/98-BCC, dated the 27th October 1999
- (ix) Resolution No.12011/88/98-BCC, dated the 6th December 1999
- (x) Resolution No.12011/36/99-BCC, dated the 4th April 2000
- (xi) Resolution No.12011/44/99-BCC, dated the 21st September 2000

Smt./Kumari _____ and/or his/her family ordinarily reside(s) 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 and Training, O.M. No. 36012/22/93 - Estt. (SCT) dated 08-09-1993.

District Magistrate, Deputy Commissioner, etc.

Website advts

Place
Date :

Seal

Strike out whichever is not applicable.

NB

- a.) The term "Ordinarily " used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- b.) Where the certificates are issue by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

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

This is to certify that Shri / Shrimati * / Kumari * _____ Son / daughter of * _____ of village / town _____ in District / Division* of the State / Union Territory * belongs to the _____ Caste / Tribe* which is recognized as a Scheduled Caste / 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 Reorganisation Act, 1960. The Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the north-eastern Areas (Reorganisation) Act, 1971 and Scheduled Tribes Orders (Amendment) Act, 1976)
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959
- The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962
- The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962
- The Constitution (Pondicherry) Scheduled Castes Order, 1964
- The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1970
- The Constitution (Sikkim) Scheduled Castes Order, 1978
- The Constitution (Sikkim) Scheduled Tribes Order, 1978
- The Constitution (Scheduled Caste) Orders (Amendment) Act, 1990
- The Constitution (Scheduled Tribes) Order, Amendment Act, 1991
- The Constitution (Scheduled Tribes) Order, Second Amendment Act, 1991

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State / Union territory:

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri / Shrimati / Kumari _____ father/ mother * of Shri / Shrimati / Kumari _____ of village / town * _____ in District /Division* _____ of the State / Union Territory* _____ who belong to the _____ Caste/Tribe which is recognised as the Scheduled Caste/Scheduled Tribe in the State / Union Territory* _____ issued by the _____ (name of the prescribed authority) vide their no. _____ dated _____

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

Signature _____

Website advts

Designation _____
(with Seal of Office)

Place : _____ State / Union Territory

Date : _____

- Please delete the words which are not applicable.
- Please quote specific presidential order
- Delete the paragraph which is not applicable.
- Note : The term "Ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

LIST OF AUTHORITIES EMPOWERED TO ISSUE SCHEDULED CASTE / SCHEDULED TRIBE CERTIFICATES:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / 1st Class Stipendary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Stipendary Magistrate).
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the candidate and / or his family normally resides.
5. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Islands)

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumar/_____ 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./Kumar/_____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of

*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.

G. Prasad