



**Advertisement for the Post of Deputy Director (Group A) in National Horticulture Board,  
an Autonomous Organization under Ministry of Agriculture and Farmers Welfare,  
Govt. of India**

**Conducted by:**

**NATIONAL TESTING AGENCY (NTA)**

**(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)**

**First Floor, NSICMDBP Building, NSIC Okhla, New Delhi-110020**

## CHAPTER-1

### INTRODUCTION

Online Applications are invited for filling up of the Post of Deputy Director (Group A) in National Horticulture Board, an Autonomous Organization under Ministry of Agriculture and Farmers Welfare, Govt. of India.

- 1.1** Candidate can apply for the above posts through “Online” mode only.
- 1.2** The Application Form in any other mode shall not be accepted.
- 1.3** **ONLY ONE APPLICATION** is to be submitted by a candidate for the post.
- 1.4** Only one application for one post is to be submitted by a candidate. More than one application for one post submitted by a candidate shall be rejected. In case more than one Application for one post, then the last application form submitted by such candidate shall only be taken into account.

1. Name of Post: Deputy Director (Group A)

2. Scale of Pay: Level-10 in the Pay Matrix [Rs.56100-177500]

(In addition to Pay they will also be eligible allowances as per rules in force from time to time.)

3. Important Dates:

Online Registration of Application	16 <sup>th</sup> December 2023 to 5 <sup>th</sup> January 2024 (Till 05:00 P.M.)		
<b>Fee Payable</b>			
Name of Post	SC/ST	General/OBC/EWS	PwD
Deputy Director (Group A)	Rs. 500/-	Rs. 1000/-	Nil
Note: Any tax/Bank Transaction Charges will be borne by the candidate.			
Duration for correction in the particulars of an application form (Online only)	6 <sup>th</sup> January 2024 to 8 <sup>th</sup> January 2024		
Downloading of Admit Card by the Candidate (Online only) From - <a href="http://recruitment.nta.nic.in">http://recruitment.nta.nic.in</a> and NHB website- <a href="http://www.nhb.gov.in">www.nhb.gov.in</a>	To be announced later through Public Notice on official website.		
Display of provisional answer keys on website for inviting objections	To be announced later through Public Notice on official website.		
Declaration of Result	To be announced later through Public Notice on official website.		
<b>SCHEME OF EXAMINATION</b>	<b>Stage- I:</b> Computer Based Examination <b>Stage II-</b> (Descriptive Type) * Only for those who qualify Stage-I <b>Stage-III –</b> Interview (only those who qualify stage-II)		

## CHAPTER-2

### VACANCIES

#### 2.1 The detailed Vacancies Position in the cadre of Deputy Director (Group A) as under:-

Category-wise Vacancies					Total	Horizontal Reservation				Ex-SM
UR	EWS	SC	ST	OBC-NCL		Persons with Benchmark Disability (PwBD)				
						Category-A	Category -B	Category -C	Category -D&E	
09	01	04	01	04	19	-	-	02	-	-

The vacancies may increase or decrease in numbers and categories. A reservation in vacancies is as per Govt. of India Rules.

#### 2.2 Abbreviation:

S.N.		
1	EWS	Economic Weaker Section
2	SC	Schedule Caste
3	ST	Schedule Tribe
4	OBC	Other Backward Classes
5	UR	Unreserved
6	PwBD	Persons with Benchmark Disability
7	Ex-SM	Ex-Servicemen

#### 2.3 Reservations for Persons with Benchmark Disabilities (PwBD):

##### 2.3.1 Physical Requirements and Suitable Category of Benchmark Disability

Post	Physical Requirement	Disability suitable for the job
Deputy Director	S, ST, W, L, MF, RW, SE,H, C	a) B, LV b) HH c) - OA, OL, BL, OAL, ,CP, LC, Dw, AAV, SD (without N/L Df), SI (without N/L Df) d) –ASD(M), SLD, MI e) - MD involving (a) to (d) above.

##### 2.3.2 Abbreviations used for Physical Requirement :

S= Sitting, ST = Standing, W= Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF= Manipulation by Fingers, RW= Reading & Writing, SE= Seeing, H=Hearing, C= Communication.

### 2.3.3 Abbreviations used for Categories:

- 2.3.3.1) B= Blind, LV= Low Vision
- 2.3.3.2) HH= Hard of Hearing,
- 2.3.3.3) OA = One Arm , OL= One Leg , BL= Both Leg , OAL= One Arm and One Leg , CP= Cerebral Palsy , LC= Leprosy Cured , Dw=Dwarfism , AAV= Acid Attack Victims, SD/SI(without N/L Df) = Spinal Deformity / Spinal Injury ( without Neurological / Limb dysfunction)
- 2.3.3.4) ASD= Autism Spectrum Disorder (M=Mild), SLD= Specific Learning Disability, MI= Mental Illness.
- 2.3.3.5) MD= Multiple Disabilities involving (a) to (d) above

## CHAPTER-3

### Educational & Other Qualifications:

- 3.1** The candidate must be Graduate in Horticulture/ Agriculture/ Post-harvest Technology/ Agriculture Economics/ Agriculture Engineering/Post-harvest Management/Food Technology/Food Science from a recognized University with 5 years' work experience in the related field in an organization of repute.

## CHAPTER-4

### Age Limits & Eligibility:

**4.1 AGE LIMIT:-** Not exceeding 40 years as on Closing Date of Online Application.

#### **4.2 Age Relaxation:-**

- SC/ST up to 5 years,
- OBC-NCL up to 3 years
- The upper age limit for Government Servant up to forty five (45) years in accordance with the instructions or orders issued by the Central Government. As per the instructions issued by Govt. of India in the prescribed format in support of claim.

General	Up to 40 years of age
SC/ST	Up to 45 years of age
OBC- NCL	Up to 43 years of age

#### **4.2.1 Persons with Benchmark Disability (PwBD)**

<b>Category</b>	<b>Relaxation in upper age limit</b>
PwBD + General	10 years
PwBD+ OBC -NCL	13 years
PwBD+ SC/ST	15 years

#### **4.3 Eligibility – Nationality/ Citizenship**

- (i) A candidate must be either:
- a. a citizen of India, or
  - b. a subject of Nepal, or
  - c. a subject of Bhutan, or
  - d. a Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
  - e. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
  - f. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.
- (ii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

## CHAPTER-5

### RESERVATIONS

#### **5.1 Vertical Reservation:**

1. This notice provides for Vertical Reservation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) Non Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible, as mentioned in the vacancy table.
2. All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters prescribed for UR candidates. However against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.
3. For availing reservation, SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities as per the format given at **Annexure-IV** (for SC/ST candidates) and **Annexure-I** (for OBC-NCL candidates) at the time of document verification.

Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer)' mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt.(Res)dated09.03.2004, O.M.No.36033/1/2013 Estt. (Res) dated 27.05.2013, 13.09.2017and further revision if any received till the closing date for ONLINE Registration. The candidate should ensure that she/he belongs to the OBC-Non Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Community Certificate (OBC),a declaration in the prescribed format as per **Annexure-I-A**, has to be furnished by the candidate during Document Verification, that she/he does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un- reserved) category, will be considered against General (UR) vacancy only.

4. Reservation for Economically Weaker Sections(EWS):

Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family has gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

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



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

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

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

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

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

5. Community/EWS status as on the closing date for ONLINE Registration of application for this notice shall only be considered for availing reservation benefits if eligible and any change in the community/EWS status of the candidate thereafter shall not be entertained.

#### **5.2 Reservations for Persons with Benchmark Disabilities (PwBD):**

- hard Hearing;
- Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, Spinal Deformity / Spinal Injury ( without Neurological / Limb dysfunction);
- ASD= Autism Spectrum Disorder (M=Mild), Specific Learning Disability and Mental Illness;
- Multiple disabilities from amongst persons under clauses (a) to (d) including deaf in the posts identified for each disabilities.

#### **Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:**

Only such persons would be eligible for relaxation in conditions/reservation in posts who suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and / or reservation and shortlisted for Document Verification have to submit **Certificate of Disability** issued by the Competent Authority as per the **form V, VI and VII** of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Annexure II, II (A) & II (B)** for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified there in.

## CHAPTER-6

### SELECTION PROCEDURE

#### 6.1 SCHEME OF EXAMINATION

The following shall be the Scheme of Examination, components of written test and its syllabus for Recruitment:

##### **(A) Scheme of Examination:**

Stage-I (MCQ Type) – Screening Stage	Time: 2 Hours	Max. Marks. 150 (150 questions)
Stage-II (Descriptive Type) * Only for those who qualify Stage-I	Time: 2 Hours	Max. Marks. 100
<b>Stage – III Interview (Only for those who qualify Stage-II (to be done at the level of National Horticulture Board itself)</b>		25 Marks

##### **NOTE**

- Each question at Stage-I shall have 1 mark each.
- There will be no negative marking.
- The candidates will be shortlisted for Stage-II in the ratio of 1:10 i.e. about 10 times the number of vacancies in each category on the basis of their performance in Stage-I.
- If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.
- The Total Marks Obtained at Stage-II will be used to determine Merit for eligibility for Interview in Stage-III.
- The candidates will be shortlisted for Stage-III in the ratio of 1:3 i.e. about 3 times the number of vacancies in each category on the basis of their performance in Stage-II.
- **Total Marks Obtained at Stage-II & Stage-III will be used to determine the final Merit for eligibility for selection to the post.**

#### 6.2 Test Components

Stage-I (MCQ Type)	Test Components	Duration 2 Hours	
		No. of Questions	Marks
1	Horticulture	50	50
2	National & International Agriculture Trade & its policies, agriculture marketing	25	25
3	General Studies	25	25
4	English Comprehension	25	25
5	Quantitative Aptitude & Mental Ability	25	25
Total		150	150

<b>Stage -II</b>	<b>Test Components</b>	<b>Duration 2 Hours</b>
		<b>Marks</b>
	Descriptive Type	100
Stage -III	Interview	25
	<b>Total</b>	<b>125</b>

**(B) Syllabus:**

**Stage-I**

**Horticulture:** Tropical and Dry Land Fruit Production, Subtropical and Temperate Fruit Production, Breeding of Fruit Crops, Post-Harvest Technology, Biotechnology of Fruit Crops, Principles and Practices of Plant Propagation, Production Technology of Cool Season Vegetable Crops, Production Technology of Warm Season Vegetable Crops, Seed Production, Hi-Tech Production Technology of Fruits, flowers & Vegetable Crops, Production Technology of Spice Crops, Statistics.

**National & International Agriculture Trade & its policies, agriculture marketing:**

Export and Agricultural marketing

**Block 1: Introduction**

UNIT I: Statistics and World Trade: National and international fruit and vegetable export and import scenario and trends; Statistics and India's position and potentiality in world trade; export promotion zones in India. Government Policies.

**Block 2: Regulations**

UNIT I: Policies, Norms and Standards: Scope, produce specifications, quality and safety standards for export of fruits viz., mango, banana, grape, litchi, pomegranate, walnut, apple and other important fruits and onion, garlic, tomato, Okra and leaf vegetables. Processed and value-added products, post-harvest management for export including packaging and cool chain; HACCP, Codex alimentarius, ISO certification; WTO and its implications, sanitary and phyto-sanitary measures.

**Block 3: Quality Assurance**

UNIT I: Infrastructure and Plant Material: Quality fruit production under protected environment; different types of structures - Automated greenhouses, glasshouse, shade net, poly tunnels - Design and development of low cost greenhouse structures. Seed and planting material; meeting export standards, implications of plant variety protection - patent regimes.

**General Studies:** Questions on General Science, Current events of National and International importance, History of India, Indian Agriculture, Indian Geography, Indian Culture & new Agri-Horti initiatives and schemes of Govt, of India i.e. PEQ, CPP, CDP, MIDH, NABARD, ICAR research institutions & Environmental studies.

**English Comprehension:** Active Passive, One-word Substitution, Unseen Passage, Fill in the blanks, Antonyms, Synonyms, Direct-Indirect, Error Detection, Sentence Improvement.

**Quantitative Aptitude & Mental Ability:** Time & Work, Average, Percentage, Ratio & Proportion, Interest, Profit & Loss, Time & Distance, Decimals, Fractions, Partnership, Analogies, Problem Solving, Judgement, Coding –Decoding, Relationship concept.

**Stage-II**

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subject detailed below:

TOPIC	MARKS ALLOCATED
Horticulture and General Agriculture	100 marks

## **Horticulture:**

### **1: Tropical and Dry Land Fruit Production**

Commercial varieties of regional, national and international importance, eco-physiological requirements. Recent trends in propagation, scion-stock relationship, planting systems, cropping systems, canopy management, nutrient management, water management, fertigation, role of bio-regulators, abiotic factors limiting fruit production, physiology of flowering, pollination, fruit set and development, honeybees in cross pollination, physiological disorders-causes and remedies, quality improvement by management practices; maturity indices, harvesting, grading, packing, storage and ripening techniques; Mechanization, industrial and export potential. Agri. Export Zones (AEZ) and industrial supports. Crops: Mango, Banana, Citrus, Papaya, Guava. Sapota, Annonas, Aonla, Bael, Wood apple, Jamun, Pomegranate, Ber and minor fruits of tropics.

### **2: Subtropical and Temperate Fruit Production**

Commercial varieties of regional, national and international importance, eco-physiological requirement; recent trends in propagation, scion-stock relationship, planting systems, cropping systems, root zone and canopy management, nutrient management, water management, fertigation, role of bio-regulators, abiotic factors limiting fruit production, physiology of flowering, pollination, fruit set and development, honeybees in cross pollination, physiological disorders-causes and remedies, quality improvement -by management practices: maturity indices, harvesting, grading, packing, storage and ripening techniques Mechanization industrial and export potential. Agri Export Zones (AEZ) and industrial supports. Crops Avocado Pineapple, Jackfruit. Mangosteen. Carambola, Fig and Rambutan. Litchi, Loquat, Apple, Pear, Quince. Grapes, Plums: Peach, Apricot. Cherries, Persimmon, Kiwifruit, Strawberry, Walnut, Almond, Pistachio, Hazelnut.

### **3: Breeding of Fruit Crops**

Origin and distribution, taxonomical status - species and cultivars, cytogenetics, genetic resources, blossom biology, breeding systems, breeding objectives, breeding constraints ideo types, approaches for crop improvement introduction, selection, hybridization, mutation breeding, polyploidy breeding. rootstock breeding, improvement of quality traits, resistance breeding for biotic and abiotic stresses, biotechnological interventions, achievements and future thrust in the following selected fruit crops. Crops: Mango. Banana, Pineapple. Citrus, Grapes, Guava, Sapota, Jackfruit, Papaya. Custard apple, Aonla Avocado, Ber. Litchi, Jamun, Phalsa, Mulberry, Raspberry, Apple, Pear, Plums, Peach. Apricot, Cherries and Strawberry.

### **4: Post-Harvest Technology**

Maturity indices, harvesting practices and grading for specific market requirements, influence of pre-harvest practices, enzymatic and textural changes, respiration, transpiration: Physiology and biochemistry Sacred fruit ripening, ethylene evolution and ethylene management, factors leading to post-harvest loss, pre- HPSC cooling: Treatment prior to shipment, viz., chlorination, waxing, chemicals, bio-control agents and natural plan: products, fungicides, hot water, vapour heat treatment, sulphur fumigation and irradiation. Methods of storage-ventilated, refrigerated, MAS, CA storage, physical injuries and disorders. Packing methods and transport, quality evaluation, principles and methods of preservation, food processing, canning, fruit juices. beverages, pickles, jam, jelly, candy: Dried and dehydrated products, nutritionally enriched products, fermented fruit beverages, packaging technology, processing waste management and food safety standards; Role of HACCP.

## **5: Biotechnology of Fruit Crops**

Harnessing bio-technology for improvement of horticultural crops, influence of plant materials, physical, chemical factors and growth regulators on growth and development of plant cell, tissue and organ culture Callus culture \_ types, cell division, differentiation, morphogenesis, organogenesis, embryogenesis; Use of bioreactors and in vitro methods for production of secondary metabolites, suspension culture, nutrition of tissues and cells, regeneration of tissues, ex vitro, establishment of tissue culture plants, physiology of hardening and field transfer, organ culture-meristem, embryo, anther, ovule culture, embryo rescue. somaclonal variation, protoplast culture and fusion; Construction and identification of somatic hybrids and cybrids, wide hybridization, in vitro pollination and fertilization, haploids, in vitro mutation, artificial seeds, cryopreservation, rapid clonal propagation, genetic engineering and transformation in horticulture crops, use of molecular markers. In vitro selection for biotic and abiotic stress, achievements of biotechnology in horticultural crops and application of gene editing tools in horticultural crops.

## **6: Principles and Practices of Plant Propagation**

Introduction, life cycle in plants, cellular basis for propagation. Sexual propagation apomixis, polyembryony, chimeras. Factors influencing seed germination, hormonal regulation of germination and seedling growth. Seed quality, treatment, packing, storage, certification and testing. Rooting of cuttings under mist and hot beds. Physiological, anatomical and biochemical aspects of root induction in cuttings Selection of elite mother plants. Establishment of bud wood bank. Stock, scion and inter stock relationship and incompatibility Physiology of dwarfing rootstocks. Rejuvenation of senile and seedling orchards progeny orchard and scion bank, nursery act and guidelines. Micropropagation In vitro clonal propagation, direct organogenesis, embryogenesis, micro grafting and meristem culture. Hardening, packing and transport of micro- propagules.

## **7: Production Technology of Cool Season Vegetable Crops**

Introduction, climatic and soil requirement, commercial varieties/hybrids, sowing/planting times and methods, seed rate and seed treatment. nutritional and irrigation requirements, intercultural operations. weed control, mulching, physiological disorders. harvesting of potato, chow chow, cole crops: cabbage. cauliflower, knolkhol, sprouting broccoli, Brussels sprout, root crops: carrot, radish, turnip, and beetroot, bulb crops: onion and garlic, Peas and beans, leafy vegetables: palak

## **8: Production Technology of Warm Season Vegetable Crops**

Introduction, climatic and soil requirements, commercial varieties hybrids, sowing, planting times and methods, seed rate and seed treatment, nutritional and irrigation requirements, intercultural .operations, weed control, mulching, physiological disorders, harvesting of: Tomato, eggplant, hot and sweet pepper, Okra, vegetable cowpea, Dolichos lablab and cluster bean, cucurbitaceous crops; and sweet potato, cassava. yams, coelocasia, moringa and amaranths.

## **9: Seed Production**

Introduction, importance and present status of vegetable industry; modes of propagation in vegetables: Seed morphology and development in vegetable seeds; Floral biology of these plant species: classification of vegetable crops based on seed dormancy pollination and reproduction behavior, steps in quality seed production; identification of suitable areas locations for seed production of these crops; methods of seed production: comparison between .different methods eg. pollination mechanisms; sex types, ratios and expression and modification of flowering pattern in cucurbits; nursery raising and transplanting stage: Seed production technology of vegetables viz solanaceous, cucurbitaceous, leguminous, malvaceae, cole crops. leafy vegetables, root, tuber and bulb crops: harvesting/picking stage and seed extraction in fruit vegetables, grading, 'storage, seed quality testing and seed certification standards; clonal propagation and

multiplication in tuber crops e.g. Potato. and sweet potato, seed-plot technique in potato, TPS (True Potato Seed); hybrid seed production technology of vegetable crops; maintenance of parental lines; use of male sterility and self-incompatibility in hybrid seed production.

### **10: Hi-tech Production Technology of Fruits, flowers & Vegetable Crops**

Importance and scope of protected cultivation of Fruits, flowers & vegetable crops, principles used in protected cultivation and greenhouse technology, effect of temperature, carbon dioxide, humidity, energy management, low cost structures, training methods) engineering aspects, classification of protected structures including low cost poly-house/green houses and other structures in vegetable production, types of cladding material, types of median Mulching, solarisation, fumigation. Drip and sprinkler irrigation. fertigation: special horticultural practices, hydroponics, Mechanization and automation, vertical farming and soilless culture for enhancing productivity and off-season of high value vegetable crops like tomato, capsicum and cucumber.

### **11: Production Technology of Spice Crops**

Introduction, importance of spice crops-historical accent, present status national and international, future prospects, botany and taxonomy, climatic and soil requirements, commercial varieties/hybrids, site selection, seed planting material production including rapid multiplication and micro propagation. sowing planting times and methods; seed rate and seed treatment, nutritional and irrigation requirements, intercropping, mixed cropping; intercultural. operations, weed control, mulching, physiological disorders. harvesting, post-harvest management and processing -practices plant protection measure precision farming, quality control of Black pepper, cardamom, clove, cinnamon, nutmeg, allspice, turmeric, ginger garlic, coriander, fenugreek, .cumin, fennel, ajwain, dill, celery, tamarind, garcinia, curry leaf, saffron, and vanilla Role of commodity boards in spices development.

### **12: Statistics**

Frequency distribution. Measures of central tendency and dispersion: mean, median. mode, standard deviation etc. Population distributions: normal, binomial and Poisson. Correlations: regression, partial and multiple. Tests of significance t, F and Chi square and randomized block, Latin square and split plot designs, their analysis and interpretation

### **13: General Agriculture:**

1. Agriculture, its importance in National economy. Factors determining agro-ecological zones and geographic distribution of crop plants. Importance of crop plants, cultural practices for cereal, pulses, oilseed, fibre, sugar, tuber and fodder crops and scientific basis for these crop-rotations, multiple and relay cropping, intercropping and mixed cropping.
2. Soil as medium of plant growth and its composition, mineral and organic constituents of the soil and their role in crop production; chemical, physical and microbiological properties of soils. Essential plant nutrients (macro and micro) their functions, occurrence, cycling in soils. Principles of soil fertility and its evaluation for judicious fertilizer use. Organic manures and bio-fertilizers, inorganic fertilizers, integrated nutrient management.
3. Principles of plant physiology with reference to plant nutrition, absorption, transactions and metabolism of nutrients.
4. Diagnosis of nutrient deficiencies and their amelioration photosynthesis and respiration, growth and development, auxins and hormones in plant growth.
5. Cell and cell organelles. Cell division. Reproductive cycle, Principles of genetics, gene interaction, sex determination, linkage and re-combination, mutation, extra chromosomal inheritance, polyploidy. Origin and domestication of crop plants. Genetic resources-conservation and utilization. Floral biology in relation to selfing and crossing.

6. Genetic basis of plant breeding pureline selection, mass selection, male sterility and incompatibility and their use in plant breeding. Pedigree selection, back-cross method of selection. Heterosis and its exploitation. Development of hybrids, composites and synthetic, important varieties, hybrids, composites and synthetic of major crops. Seeds and seed production techniques.
7. Important fruit and vegetable crops of India, method of Propagation-Sexual and asexual. Package and practices and their scientific basis. Crop rotation, intercropping, companion crops, role of fruits and vegetables in human nutrition, post-harvest handling and processing of fruits and vegetables. Landscaping and ornamental horticulture, commercial floriculture. Medicinal and aromatic plants. Serious pests and diseases affecting major crops. Principles of control of crop pests, and diseases, integrated management. Proper use and maintenance of plant protection equipment.
8. Principles of economics as applied to agriculture. Farm planning and optimum resource-use efficiency and maximizing income and employment. Farm systems and their spatial distribution, their significant roles in regional economic development.

### **6.3 Stage-III**

#### **Interview:**

The candidates who are shortlisted in the Stage-II Examination will be required to appear for Interview. Time, Date and Venue will be announced later through Public Notice on official website of National Horticulture Board i.e. [www.nhb.gov.in](http://www.nhb.gov.in) (link: vacancies).

**6.4 Qualifying Marks:** - Qualifying Marks in Stage-I and II (Main Exam.) will be decided as per standard norms.

### **6.5 Process for Arriving at Scores-**

#### **Note: -**

Cut-offs are applied in two stages: on scores in Main Test and for interview.

### **6.6 RESOLUTION OF TIE CASES**

In cases where more than one candidate secures the equal aggregates marks in **Stage-I**, tie will be resolved by applying the following methods one after another:

- i) Date of Birth, with older candidates placed higher.
- ii) Alphabetical order in which names of the candidates appear.

## CHAPTER-7

### ANSWER KEY CHALLENGE

- 7.1** The Provisional Answer Keys of the Multiple Choice Questions as asked in **Stage-I** of the Examination shall be displayed online on the NTA Website <https://recruitment.nta.nic.in/> and NHB website [www.nhb.gov.in](http://www.nhb.gov.in) giving an opportunity to the interested candidates (after the conduct of the exam) to challenge any answer key of any question online.
- 7.2** The provisional Answer Keys along with the question paper and recorded responses thereon shall be displayed to the respective candidates on aforesaid websites for a period of 02 (two) to 03 (three) days.
- 7.3** The Candidates shall be informed about the process through a Public Notice to be issued on the NTA Website <https://recruitment.nta.nic.in/> and NHB website [www.nhb.gov.in](http://www.nhb.gov.in) only.
- 7.4** The Candidates shall be required to pay online an amount of Rs. 200/- (Rupees Two Hundred Only) per answer key challenged, in **Stage-I** as non-refundable processing fee.
- 7.5** The following category of challenges SHALL NOT be entertained: -
- i. Any challenge submitted through email or in hard copy by post or by hand;
  - ii. Any challenge submitted without payment of requisite fee;
  - iii. Any challenge submitted before/after specified period that to be specified in the public notice to be issued regarding Answer Key Challenge.
- 7.6** Challenges made by the candidates to any answer key will be verified by the NTA with the help of a panel of subject experts. If the challenge to any Answer Key is found correct, the Answer Key will be revised accordingly. Based on the revised Final Answer Key, the result will be prepared and declared.
- 7.7** The Answer Keys after the challenges, as settled by the panel of experts, will be treated as final and no further grievances shall be entertained after the declaration of result.
- 7.8** There shall be no intimation to any candidate in response to his/ her answer key challenge, if the same has been accepted/ rejected by the Subject Expert(s). The Final Answer Keys will be published on the official website(s).



## Chapter 8

### DECLARATION OF RESULT

- 8.1.1** The result of examination shall be displayed only on the NTA website <https://recruitment.nta.nic.in> and NHB website [www.nhb.gov.in](http://www.nhb.gov.in) and any information whatsoever shall be made available on the official website. **Candidates are advised to go through the website** NHB website [www.nhb.gov.in](http://www.nhb.gov.in) or NTA <https://recruitment.nta.nic.in> **regularly for latest updated information.**
- 8.1.2** Merely appearing and passing in examination, does not confer any right to the candidate for appointment. Selection in the examination does not confer upon candidates any right of appointment in the NHB. The function of the examination conducting agency is to recommend names of suitable candidates to the concerned authorities of the NHB who in turn will issue the offer of appointment letter subject to availability of vacancies and satisfying all other eligibility criteria including antecedents and character.
- 8.1.3** The selection is subject to fulfilling the eligibility, rank in merit list, medical fitness, verification of original documents and such other criteria as may be prescribed by the NHB.

**Chapter-9**  
**GENERAL INSTRUCTIONS**

- 9.1** The NTA/NHB reserves right to alter the number of vacancies, modify Examination process and fix the minimum cut off marks without assigning any reason thereof. Vacancies calculated and indicated in advertisement are subject to change. All instructions are to be complied with strictly by the candidates in the Examination.
- 9.2** Candidates should have their own Mobile Number and valid & active e-mail ID as NTA/NHB shall send all recruitment related communications only through SMS and e-mail. Candidates are advised to keep their personal email ID and mobile number active as all correspondence pertaining to examination will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
- 9.3** The decision of NHB shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/ candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination Centers, Selection & Appointment to the post and etc.
- 9.4** Candidates are advised to go through the NTA website <https://recruitment.nta.nic.in> and NHB website [www.nhb.gov.in](http://www.nhb.gov.in) regularly for latest updated information and other references.
- 9.5** Candidate must carefully read the Instructions for filling Application Form on line given in the advertisement. Candidates not complying with the Instructions shall be summarily disqualified.
- 9.6** Information such as his/her Name, Contact details/Address, Email ID, Category, PH Status, Educational Qualification details, Date of Birth, etc. provided by the candidate in the Online Application Form shall be treated as FINAL. The Candidates shall fill their complete postal address with PIN Code for further correspondence.
- 9.7** Any request for change in such particulars after the closure of correction period shall not be considered either by NTA or by the NHB.
- 9.8** Center/City allocation will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States.
- 9.9** The examination is conducted on All India basis. The shortlisted candidate can be posted anywhere in India.
- 9.10 Examination Centers**
- I. A candidate needs to give his/her preferences for examination centers, however centers shall be allocated taking into account logistical considerations.
  - II. The examination will be conducted online in centers given in the respective admit cards.
  - III. No request for change of centre/venue/date/session for Examination shall be entertained.
  - IV. NTA/NHB, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
  - V. NTA/NHB also reserves the right to allot the candidate to any centre even other than the preferences given by him/her.

- VI. Candidate will appear for the examination at an Examination Centre at her / his own risks and expenses and NTA/NHB will not be responsible for any injury or losses etc. of any nature.
- VII. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the examinations.

- 9.11** In case it is found at any time in future that the Candidate has used / uploaded the photograph and signature of someone else in his/ her Application Form /Admit Card or he/she has tampered his/her Admit Card /result, these acts of the candidate shall be treated as Unfair Means (UFM).
- 9.12** In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed/twisted or truncated any material facts or any other grounds which the NTA/NHB consider to be sufficient clause, his/her candidature shall stand cancelled without giving any reasons and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, their services may be liable to be terminated and he/she may be liable for criminal proceedings.
- 9.13** A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment). Visually Disabled candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise decided of examination. Candidates who are eligible to use scribe or are eligible to have compensatory time will also be eligible for compensatory time for stage-II exam (descriptive exam) including those who are allowed use of scribe but do not avail the facility. Compensatory time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act2016 but not covered under definition of Section 2(r) of the Act
- 9.14** No request for refund of fee once remitted by the candidate will be entertained either by NTA or by the NHB under any circumstances. Candidates shall appear in the examination at their own cost at the allotted Examination Centre on the Date / Shift and time indicated in their respective Admit Cards, which would be issued in due course through official Websites.
- 9.15** Online Application Form cannot be withdrawn, once it is submitted successfully. The Confirmation Page is not required to be sent. However, candidates must keep print out of Confirmation Page, On-line Application Form, E-Admit Card and at least 08(eight) colored passport size photograph identical with the photograph uploaded in Online Application Form.
- 9.16** In case of multiple applications submitted by the candidate, the last application correct in all respect shall be accepted and fee deposited with earlier applications shall not be adjusted in any circumstances.

- 9.17** No hard copies of certificates/mark sheets are required to be submitted along with 'On-line Application Form'. Candidates shall have to produce all required documents pertaining to eligibility for verification as and when asked for by NHB, failing which he/she shall be disqualified.
- 9.18** Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- 9.19** Selection of a candidate in the Examination is provisional, subject to being found otherwise eligible for selection. Candidates are required to keep with them at least one identity proof (Photo-Identity Card viz Adhaar Card /print out of E-Aadhar card, Voter I.D. Card, Permanent Driving License, Passport, PAN Card, Bank's Passbook copy with photograph thereon) along with the admit card issued to the candidate and shall produce the same on demand at the time of examination at the center.
- 9.20** No Objection Certificate (NOC) for serving employees:  
Candidates serving (including those undergoing induction training /probation) in any Government Department including Public Sector Undertakings may apply to their respective department. Shortlisted candidates should produce **NOC from the employer at the time of Document Verification** failing which their candidature will be cancelled.
- 9.21** In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate may face penal action as per the law applicable.
- 9.22** No recommendation for selection either written or oral, other than those for whom required as per Rules applicable will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for appointment.
- 9.23** The candidates are required to fill in the Online Application Form with correct and complete information carefully. If any incomplete or false information is given, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection without giving any reasons/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, NTA/NHB may reject the candidature at any stage of the selection and may take all necessary action.
- 9.24** Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination or in midway of process, neither any application under Right To Information Act, 2005 shall be entertained nor information shall be provided. Factual

Information under R.T.I., Act shall be provided only after declaration of final result. Inferential questions or Speculative questions shall not be answered in RTI.

- 9.25** It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of Application Form.
- 9.26** Furnishing of false, wrong or inaccurate information may lead to cancellation of the candidature of the Applicant and/or his/her Result, forfeiture of the certificate and even prosecution in appropriate cases.
- 9.27** Mobile Phones, Pagers, Bluetooth devices or any other communication device is not allowed inside the premises where the examination is being conducted. Any infringement of these instructions may entail suitable actions/restrictions as NTA/NHB may deem fit and proper including ban from future examinations.
- 9.28** Canvassing in any form and use of unfair means (U.F.M.) during the examinations shall disqualify the candidature of the applicant.
- 9.29** Selection of the candidates shall be purely on the merit basis in a transparent way. Hence, the Candidate has to be careful of touts and job racketeers, who promise to get them selected unlawfully on illegal considerations/means. **NTA/NHB has not appointed any agent(s) or coaching advertisement for action on its behalf.** Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence NHB directly or indirectly shall be disqualified and legal action can be initiated against them. **Candidates are advised to visit only the official website of NTA/NHB and beware of FAKE websites put up by unscrupulous elements/touts.**
- 9.30** Candidate must disclose the details to the recruiting agency, if any criminal proceeding has been initiated against him/her or First Information Report (FIR) is lodged against him/her. Concealment of any fact(s) may disqualify and entail cancellation of his/her candidature.
- 9.31** The Result of the Candidates who indulge in Unfair Means (UFM) Practices shall not be declared (and may be cancelled).
- 9.32** (i) The NTA/NHB reserves right to alter the number of vacancies modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.

(ii) The decision of NTA/NHB shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment on the posts etc.

(iii) The NTA/NHB will not be responsible for any inadvertent error and reserves the right to correct such errors that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.

(iv) In the event of any dispute about interpretation, the English version of the notice as published in NTA/NHB's official website will be treated as final.

(v) Selected candidates will have to undergo training wherever prescribed.

(vi) **NTA/NHB reserves the right to conduct additional examination (as applicable) at any stage without assigning any reason;** and NHB also reserve the right to cancel any part or whole of the recruitment process at any stage for any or all of the categories notified in this notice without assigning any reason thereof.

(vii) Selected candidates have to execute Security and/or Indemnity Bond wherever necessary at the time of joining in NHB.

(viii) NTA/NHB reserves the right to incorporate any subsequent changes/modifications/additions in the terms & conditions of recruitment under the notice as necessitated and applicable by issuing necessary addendum/corrigendum to this Employment Notification.

(IX) There will be a probationary period of 2 years. The service condition including Transfer shall be regulated as per NHB's conditions of Service.

**9.33** The vacancies calculated and indicated in the advertisement are subject to change.

**9.34** In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms and/or that they have suppressed/twisted or truncated any material facts, their candidature shall stand cancelled without giving any notice to the candidate. If any of these shortcomings is detected even after appointment, their services shall be liable to be terminated and he/she shall be liable for criminal proceedings.

**9.35** The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.

**9.36** No person shall be recruited unless he/she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment, he shall be required to produce a medical certificate of physical fitness

**9.37** No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.

**9.38** The decision of the NHB in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**9.39** Following person(s) shall not be eligible:

- a)** Who has entered into or contracted a marriage with a person having spouse living or
- b)** Who, having a spouse living, has entered into or contracted a marriage with any person.

Provided that the Competent Authority of NHB may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

#### **9.40 GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

##### **9.41.1**

(a) The facility of Scribe would be allowed to any persons with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by her/him.

**(b)** The facility of Scribe and /or compensatory time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act 2016 but not covered under definition of Section 2(r) of the Act. The facility of scribe under this provision shall be granted subject to production of certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his /her behalf from the concerned Medical Authority of a Government healthcare institution as per the Performa at **Annexure-III.**

(c ) The medical authority for the purpose of certification as mentioned in point (b) above should be a multi-member authority comprising the following:-

- i. Chief Medical Officer/Civil Surgeon/ District Medical Officer..... Chairperson.
- ii. Orthopedic/PMR specialist
- iii. Neurologist, if available\*
- iv. Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator
- v. Occupational therapist, if available\*
- vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

(\* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)

**9.41.2** In case of persons with benchmark disabilities in the category of blindness, loco motor disability (both arm affected-BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person.

**9.41.3** In case of other category of persons with benchmark disabilities in the category, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of Government health care institution as per proforma at **Annexure-II(C)**.

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

**9.41.5** Engagement of scribe will be subject to the following conditions:-

- (i) The candidate will have to arrange her / his own scribe at her /his own cost or they may make a request in the online application for providing of scribe.
- (ii) In case the candidate arranges her/his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates have to bring the letter of undertaking of using scribe in **Annexure-II(C)/Annexure-III** as applicable attached with this notice on the day of **Stage-I** examinations respectively.
- (iii) In case, NTA/NHB provides the scribe, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should be matriculate or above.
- (iv) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of the candidate will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- (v) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (vi) The scribe may be from any academic stream.
- (vii) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that she/he did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- (viii) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for



every hour of the examination or as otherwise decided. Scribe should not answer on her / his own. Any such behavior observed will result in cancellation of candidature.

- (ix) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if she / he is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- (x) The change of scribe may be allowed in emergency duly recording reasons and filling the relevant details including pasting of photograph of the new scribe as per **Annexure-II/Annexure-III** as applicable.
- (xi) The candidates shall be responsible for any misconduct on the part of the scribe brought her/him during the examination.
- (xii) The PwBD [Section 2(r)]/Person with disability [Section 2 (s)] candidates who have availed the facility of Scribe and compensatory time must produce relevant documents for the eligibility of scribe compensatory time at the time of Examination and Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.
- (xiii) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

#### **9.41 GUIDELINES FOR CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY**

A compensatory time of 20 minutes per hour or otherwise decided shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

#### **9.42 GUIDELINES FOR VISUALLY DISABLED CANDIDATES**

**9.43.1** Visually Disabled candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise decided by the examination conducting authority.

**9.43.2** The facility of viewing the contents of the test in magnifying font will not be available to Visually Disabled candidates who use the services of a Scribe for the examination

**9.43.3** These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

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### REGISTRATION AND APPLICATION PROCESS

#### 10.1. Instructions for filling Online Application Form

Candidates have to apply “**ONLINE**” only for the post of Deputy Director by accessing the website: NTA <https://recruitment.nta.nic.in>. The Applications other than online mode will not be accepted in any case. Only one application for one post is to be submitted by a candidate. More than one application for one post submitted by a candidate shall be rejected. In case more than one Application for one post, then the last application form submitted by such candidate shall only be taken into account.

**10.2.** It is suggested that the candidate should keep the following ready before filling of the online Application Form:

- A computer/Laptop with proper internet connectivity,
- The particulars of a valid Government ID proof,
- The Date of Birth (as mentioned in Class X Board Certificate),
- Govt. Identity Details like Aadhar Number (last 4 digits)/ Election Card (EPIC No.) / Passport number Bank Account Number /PAN Number/ Other valid Govt. IDs,
- Educational Qualification details,
- Actual category viz. General (UR) / OBC / SC / ST/EWS/PwD as the case may be, correctly mentioned in the relevant column,
- Scanned clear passport photograph in JPG format (size between 10 kb–200 kb) either in colour or black and white with 80% face (without mask) clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles.
- Scanned clear signature in JPG/JPEG format (size between 4kb–30kb),
- A valid e-mail ID as important communications will be made in this e-mail ID,
- A valid mobile number as important information via SMS will be sent to this number

**10.2.1** Advertisement may be downloaded and read carefully by the candidate that to be sure about his/her eligibility and to acquaint with requirements for submission of Online Application Form.

**10.2.2** Whether they fulfill the eligibility conditions for the Examinations as prescribed.

**10.2.3** In order to avoid correction in the particulars at a later stage, the candidate should **exercise utmost caution while filling up the details in the Application Form.**

**10.3.** Following **Steps** maybe followed to Apply Online:

**Step-1:** Register for Online Registration using your own Email ID and Mobile No. and note down system generated Registration Number.

**Step-2:** Complete the Online Application Form and note down the system generated Registration Number.

Upload legible scanned images of:

- (i) a recent photograph (in jpg/ jpeg file, size 10Kb–200Kb);
- (ii) candidate's signature (file size: 4kb-30kb);
- (iii) Category Certificate (file size: 10 kb to 300 kb);

**Step-3:** Pay prescribed fee online through Net Banking/Debit Card/Credit Card (There is no provision for payment through e-challan/cash.

All the 3 Steps can be done together or at separate timings.

- 10.4.** Applications will be accepted only when fee is deposited in the Bank upto prescribed last date for fee submission. If the fee is deposited in Bank after prescribed last date for fee submission, the candidature of the candidate will be rejected on the ground of non-payment of examination fee. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted in anyway.
- 10.5.** After the submission of Online Application Form (i.e. successful completion of Step-3), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**
- 10.6.** In case the Confirmation Page is not generated after payment of Prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in Chapter 11.4 of this detailed Advertisement), for ensuring the successful payment.
- 10.7.** In spite of above, if successful transaction is not reflected on the Portal, it means transaction is not complete and candidate may pay second time and ensure OK status. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded (in the same payment mode through which the duplicate payment is received), after fee reconciliation by NTA.

**Notes:**

- i. The final submission of Online Application Form will remain incomplete if Step – 2 and Step–3 are not completed, such Application Forms will stand rejected and no correspondence on this account will be entertained
- ii. No request for refund of fee once remitted by the candidate will be entertained.
- iii. The entire application process is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.

- iv. Candidates are advised to keep visiting the official websites regularly for latest updates and to check their e-mails.
- v. All the candidates who have submitted the online Application and paid the Examination fee till last date will be allowed to appear for the examination and their admit cards will be uploaded on the website as per schedule.
- vi. NTA neither verifies the information filled by the candidates in the Application Form nor verifies any certificate of Category/Educational Qualification for deciding the eligibility of candidates.
- vii. The certificates of educational qualification and category (if applied under reserved category) will be verified by the competent authority at the time of joining the services. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category).
- viii. Either NTA or NHB will, in no way, be responsible for any wrong/ in correct information furnished by the candidate(s) in his/her Online Application Form. The letter/ e-mails/ WhatsApp Message/ Public Grievance in this regard will not be entertained by the NTA or the NHB.

**10.8.** The Candidates are not required to send/submit the confirmation page of Online Application Form to the NTA. However, he/she is advised to retain the following documents with them as reference for future correspondence:

- **At least four print outs of the Confirmation Page of Online Application Form.**
- **Proof of fee paid.**
  - **Photographs (same as uploaded on the Online Application Form)–6 to 8 passport size photographs need to be kept aside.**
- **The name on the photo identification card must match with the name as shown in the Admit Card. If the name has been changed due to events such as marriage or etc., candidate must show the relevant document at the time of examination. Marriage Certificate / Divorce / Decree / Legal Name Change Document must be produced in original compulsorily.**

#### **10.9. Procedure for Filling Application Form**

<b>Part I :Registration Page</b>
<p><b>Fill in the basic information and note down the system generated Application No.</b></p> <p><b>Candidate's Name/ Mother's Name/ Father's Name:</b></p> <ul style="list-style-type: none"> <li>➤ Provide Candidate's Name, Mother's Name, and Father's Name as given in the Secondary School Examination or equivalent Board / University Certificate in CAPITAL letters. No prefix in the name of the candidate is allowed.</li> </ul> <p><b>Date of Birth: dd/mm/yyyy:</b></p> <ul style="list-style-type: none"> <li>➤ Provide Candidate's date of birth as recorded in Secondary School Examination (10th) or equivalent Board/ University Certificate.</li> </ul> <p><b>Mobile Number and e-mail Address:</b></p> <ul style="list-style-type: none"> <li>➤ Candidates must provide own Mobile Number and e-mail address.</li> </ul> <p><b>Note: Only one e-mail address and one Mobile number are valid for one application.</b></p>

## Part II: Fill in the complete Application form

### Fill in the complete application form Notes:

- (i) NTA/NHB shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form. Therefore, the candidate has to ensure that he/she mentions his/her complete correspondence address, including Pin Code, in his/her Online Form.
- (ii) The Candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are their own (which cannot be changed later) as communication may be sent by NTA through e-mail or SMS.
- (iii) The Candidate should not give the postal address, Mobile Number or e-mail ID of any Coaching Centre or of any other third party or institution in the Online Application Form

### Uploading of scanned images

#### (i) Candidate's Photograph : to be uploaded

- Photograph should not be with cap or goggles. Photograph should cover 80% face (without mask) visible including ears against white background.
- Spectacles are allowed if being used regularly.
- **Polaroid and Computer generated photos are not acceptable.**
- **Applications not complying with these instructions or with unclear photographs are liable to be rejected.**
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**
- Application without photograph shall be rejected. The photograph need not be attested.
- Candidates are advised to take 6 to 8 passport size coloured photographs with white background.

**Note:** Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the Examination Centre.

- The candidate should scan his/her passport size photograph for uploading. File size must be between **10 kb to 200 kb.**

#### (ii) Candidate's Signature: to be uploaded

- The candidates are required to upload the full signature in running hand writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application form would be rejected.

Further, unsigned Online Application Forms will also be rejected.

- The candidate should put his full signature on white paper with Blue/Black Pen and scan for uploading.
- File size must be between **04 kb to 30 kb.**

#### (iii) Candidate's Category: to be uploaded

- The candidates are required to upload the category certificate and PwD Certificate. Format of Category Certificate is given at Annexure.
- File size must be between 10 kb to 300 kb

- 10.10** NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. **Request for corrections made by any candidates through Post/ Fax/WhatsApp/Email/by hand will not be entertained by NTA/NHB.**
- 10.11** NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.
- 10.12** The entire application process for the aforementioned post is online including uploading of scanned images, payment of fees and printing of confirmation page, admit card etc.
- 10.13** Usage of Data and Information: NTA/NHB can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

\*\*\*\*\*

## CHAPTER 11

### APPLICATION FEE AND PROCEDURE FOR PAYMENT

#### 11.1. Application Fee/Procedure for Payment /Service Charges of Banks

<b>Fee Payable</b>			
Name of Post	SC/ST	General/ OBC/EWS	PwD
<b>Deputy Director (Group A)</b>	Rs. 500/-	Rs. 1000/-	Nil
Note: Any tax/Bank Transaction Charges will be borne by the candidate. Fees shall be accepted through ONLINE mode ONLY			

#### 11.2 Mode of Payment and Service Charges

S. No	Mode of Payment	HDFC BANK		
1	<b>Net Banking</b>	HDFC	NIL Charge	
		Other Banks	NIL Charge	
2	<b>Debit Cards</b>	HDFC or Other Banks	Transaction upto Rs 2000/-	0 %
			Transaction above Rs 2000/-	0 %
3	<b>Credit Cards</b>	Domestic	Nil Charge	
		International	Nil Charge	
4	<b>Unified Payment Interface (UPI)</b>	Nil Charge		

#### 11.3. Procedure to raise payment related Grievance:

**11.3.1** After (successful completion of Step-3, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

**11.3.2** In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Chapter 11.4.** of this detailed Advertisement), for ensuring the successful payment.

**11.3.3** In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

**11.3.4** However, any duplicate payment received from the candidate in course of said transaction will be refunded (in the same payment mode through which the duplicate payment is received) after fee reconciliation, approximately within 30 (thirty) days from the last date for the submission of application fee online.

**11.3.5** Any grievance/ query relating to payment of application fee or refund of duplicate application fee, as received through QRS/Email/Helplines , could be addressed, if the following information are made available by the candidate concerned in his/her query through QRS /Email/ Call at Help lines :-

- i. Name of the Bank and/or payment Gateway.*
- ii. Date and time of the transaction*
- iii. Transaction Number*
- iv. Bank Reference Number*
- v. Proof of transaction*

#### **11.4 Helpdesks/Help lines for attending the Payment Related Queries/Grievances**

<b>Level</b>	<b>Name</b>	<b>Email ID</b>	<b>Contact Number</b>
1	Ecom Support	Ecomsupport.delhi@hdfcbank.com	
2.	Pradeep Yadav	<a href="mailto:Pradeep.yadav10@hdfcbank.com">Pradeep.yadav10@hdfcbank.com</a>	9625622301
3	Vikram Singh	<a href="mailto:Vikram.singh4@hdfcbank.com">Vikram.singh4@hdfcbank.com</a>	9799810080

\*\*\*\*\*



## Chapter-12

### MISCELLANEOUS PROVISIONS

#### 12.1 Caution Notice

- 12.1.1** Candidates are advised to refer to NTA website: <https://recruitment.nta.nic.in> or website of NHB [www.nhb.gov.in](http://www.nhb.gov.in) for authentic information and periodic updates made thereon.
- 12.1.2** Candidates are advised not to be allured by various claims of any party or person for qualifying the Recruitment Examination Candidates are advised to bring any such information to the notice to NTA by e-mail.

#### 12.2 Correspondence with NTA

- 12.2.1** Relevant correspondences shall be addressed by **E-mail only**.
- 12.2.2** Any query which is ambiguous, anonymous, frivolous, vague, repetitive and irrelevant shall not be entertained.
- 12.2.3** Any query from any person claiming to be a representative, associate or assignee of the applicant/candidate shall not be entertained.
- 12.2.4** The following information shall not be revealed by phone or email:
- 12.2.4.1** Internal documentation/status.
  - 12.2.4.2** Internal decision making process of NTA or of NHB. Any claim or counter claim in this respect is not entertainable.
  - 12.2.4.3** Date & venue of any Internal Meeting or name of any Officer/Official dealing with it, either of NTA or NHB.
  - 12.2.4.4** Any other information which in the opinion of NTA or NHB cannot be revealed.

#### 12.3 Legal Jurisdiction

All disputes pertaining to the conduct of the examination shall fall within the jurisdiction of Delhi only.

\*\*\*\*\*

**LIST OF EXAMINATION CITIES**

<b>State</b>	<b>City</b>
New Delhi	Delhi/ Noida
Maharashtra	Mumbai
West Bengal	Kolkata
Karnataka	Bengaluru
Assam	Guwahati

**FORMAT 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./Kumar\_\_\_\_\_ son/daughter of\_\_\_\_\_ of village/ town in District/Division\_\_\_\_\_ In the State/Union Territory\_\_ Belongs to the Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\*.

Shri / Smt./ Kumari\_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt.(SCT,) dated 08.09.1993\*\*.

Date\_\_\_\_\_ District Magistrate/Deputy Commissioner etc.

Seal of Office

\*- **The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**

\*\* - As amended from time to time.

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

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

- |      |   |
|------|---|
| i.   | District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/Dy. Collector/1 <sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate. |
| ii.  | Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate  |
| iii. | Revenue Officers not below the rank of Tehsildar.   |
| iv.  | Sub-Divisional Officers of the area where the applicant and or his family normally resides.   |

**Note-I**

- a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b. The authorities competent to issue Caste Certificate are indicated below:-
  - i. District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1<sup>st</sup>Class Stipendiary Magistrate).
  - ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - iii. Revenue Officer not below the rank of Tehsildar.
  - iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

**Note-II** The closing date for receipt to application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the creamy layer.

**Note-III** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I ..... Son/ Daughter of Shri ..... resident of village/ town/ city.....District ..... State ..... here by declares 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/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M.No.36033/3/2004-Estt.(Res.) dated 9<sup>th</sup> March,2004,O.M.No.36033/5/2004-Estt.(Res.) dated14th October,2004 and OM No.36033/1/2013-Estt.(Res.),dated:27<sup>th</sup> May,2013.

Signature:.....

Full Name:.....

Address.....

**FORM-VII**

Certificate of Disability

**(In cases other than those mentioned in Forms V and VI)**

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

**[See Rule 18(1)]**

Recent PP Size  
Attested  
Photograph(Showing face  
only) of the  
person with  
disability

Certificate No.:.....Date:.....

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

Son/wife/daughter of Shri.....

Date of Birth.....(DD/MM/YYYY)Age.....years, Male/Female ..... Registration No

..... Permanent Resident of House no. ....

Ward/Village/Street.....whose photograph is affixed above and I am satisfied that He/She is a case of ..... Disability.

His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

And shown against the relevant disability in the table below:

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

In figures:.....percent In words..... Percent.

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

2. Reassessment of disability is:

i) Not necessary, Or

ii) Is recommended/ after.....Year ..... months, and therefore this certificates hall be valid till .....(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g.

Left/Right/both ears 4.The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

<i>Countersigned [(Counter signature and seal of the CMO/Medical Supdt.)Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]</i>	<i>(Authorised Signatory of notified Medical Authority)(Name and Seal)</i> <i>Signature/Thumb Impression of the person in whose favor disability certificate is issued</i>
--	---

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908(E),dated the 31<sup>st</sup>December, 1996.

**FORM-V**

**Certificate of Disability**

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

**[See Rule 18(1)]**

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

Recent  
Passport Size  
Attested  
Photograph  
(Showing face  
only) of the  
person

Certificate No ..... Date:.....

**This is to certify that I have carefully examined**

Shri/Smt/Kum..... son/ wife/ daughter of Shri..... Date of Birth ..... Age (DD/MM/YYYY)..... Years, Male/ Female .....

Registration No ..... Permanent Resident of House No .....

Ward/Village/Street ..... Post Office ..... District .....

State..... , whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

- \*Loco motor Disability
  - \*Dwarfism
  - \*Blindness
- (Please tick as applicable)

(B) The diagnosis in his/her case is.....

(1) He/She has.....%(in figure).....percent(in words) permanent loco motor disability/dwarfism/blindness in relation to his/her (part of body) as per guidelines(to Be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued

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



**FORM-VI****Certificate of Disability****(In case of multiple disabilities)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.: .....

Date: .....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
 .....son/wife/daughter of Shri..... Date of  
 Birth

(DD/MM/YYYY)Age.....

years,/Female.....Registration No. ....Permanent Resident

No.....Ward/Village/Street whose photograph is affixed above and are satisfied that:

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

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental-illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's Disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above ,his/her overall permanent physical impairment as per guidelines (to be specified), is as follows: In figures:.....percent In words..... percent.

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

3. Reassessment of disability is:

i) Not necessary, Or

ii) Is recommended/after.....Year..... months, and therefore this certificate shall be valid till

.....(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

Recent PP Size  
 Attested  
 Photograph  
 (Showing face only)  
 of the person

of House

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

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

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

**Certificate regarding physical limitation in an examination to Write**

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

Signature

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

Name & Designation

Name of Government Hospital /health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment– Ophthalmologist, Loco motor disability–orthopedic specialist /PMR).

**LETTER OF UNDERTAKING FOR USING SCRIBE**

**NOTE: Candidates Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness)are eligible for Scribe.**

**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

- 1. Name of the Candidate.....
- 2. Roll No.....
- 3. Name of Center.....
- 4. Qualification of Candidate.....
- 5. Disability Type.....
- 6. Name of the Scribe.....
- 7. Date of Birth of the Scribe .....
- 8. Father’s Name of the Scribe.....
- 9. Address of the Scribe :
  - (a) Permanent Address.....
  - (b) Present Address.....
- .....
- 10. Educational Qualification of the Scribe.....  
.....  
.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5cm (The colour photograph should not be more than 3 months old.

- 11. Relationship, if any, of the Scribe to the Candidate.....
- 12. DECLARATION:
  - i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the NTA/NHB regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.
  - ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I(the candidate) shall forfeit my right to the post and claims relating there to.
  - iii) We declare that the Scribe herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
  - iv) We declare that the scribe has not acted/will not act as Scribe To any other candidate of this examination.

(Signature of the Candidate)

**Left thumb impression of the Candidate in the box given above**

(Signature of the Scribe)

**Left thumb impression of the Scribe in the box given above**

**Signature of the Invigilator**

## FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri\*/Sri mati/Kumari\* ..... son/daughter\* of  
 .....Village/Town  
 .....District/Division\* ..... of  
 The.....State/Union Territory\* belongs  
 To the .....Caste\*/TribewhichisrecognisedasaScheduledCaste/ScheduledTribeunder:-

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories)(Part C States)Order1951;
- \*The Constitution (Scheduled Tribes)(Union Territories)(Part C States)Order1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organization Act1960,the Punjab Re-organization Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organization) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders,(Amendment)Act1976]

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

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati\* father/mother\* of Shri/Srimati/Kumari.....of Village/Town\*... ..... in District/Division\* ..... of the State/Union Territory\* ..... who belongs to the Caste\*/Tribe which Is recognized AsaScheduledCaste/ScheduledTribeintheStation/UnionTerritory\*issuedbythe..... dated .....

3. Shri/Srimati/Kumari\* and/or\*his/her\*family ordinarily resides in Village/Town\* ..... District/Division\* ..... of the State/Union Territory\*of.....

Place.....

Signature.....

.....  
Date.....

Designation.....

.....

(with seal of Office)

State/Union Territory.....

\* Please delete the words  
which are not applicable. @  
Please quote the specific  
presidential order.

% Delete the Paragraph, which is not applicable

Note:(a)The term “ordinarily reside(s)’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/1stClass Stipendiary Magistrate / Sub-Divisional Magistrate /TalukaMagistrate/ExecutiveMagistrate/ExtraAssistantCommissioner.2.ChiefPresidencyMagistrate/Addition al Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar.
- 4.Sub-Divisional Officer of the area where the candidate and/or his/herfamilynormallyreside(s).5.CertificatesissuedbyGazetteedOfficersofthe Central or of a State Government Counter signed by the District Magistrate concerned. 6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Admindiv 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./Kumari.....Son/daughter/wife of  
..... permanent resident of ..... Village/Street ..... Post Office  
.....District.....intheState/UnionTerritory.....PinCode..... Whose  
photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income\*of  
his/her ' family\*\*is below Rs.8lakh (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 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 includes 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.

**Annexure-VI**

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ..... , a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

**Signature of medical authority**

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
<b>(Signature &amp; Name)</b>				
Chief Medical Officer.....	Officer/Civil Surgeon/Chief District Medical Officer.....	Chairperson		

Name of Government Hospital/Health Care Centre with Seal

Place:  
Date:



Letter of undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing RollNo. \_\_\_\_\_ at \_\_\_\_\_ (Name of the Centre) in the District \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

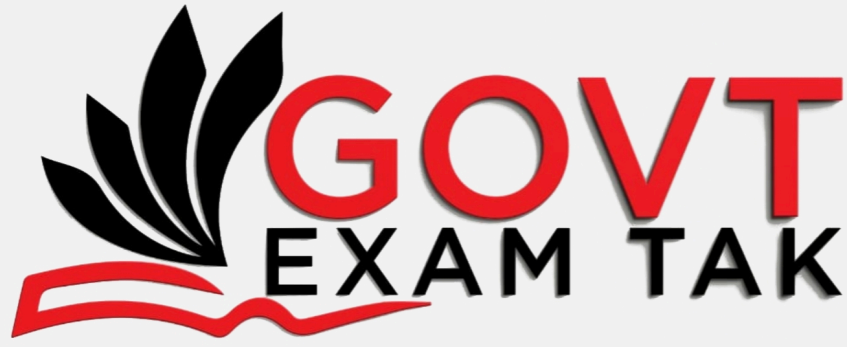
2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

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

(Signature of the candidate)

Place:

Date:



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All Education Update's 1st

Job | Exam Date | Syllabus | Admit Card | Answer Key | Result | Scheme



Telegram

<https://t.me/GovtexamtakOfficial>

