

FORMAT FOR SC/ST CERTIFICATE

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

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

This is to certify that Shri/Shrimati/Kumari* _____ son / daughter
of _____ of Village/Town/* _____
in District/Division * _____ of the State/Union Territory* _____
belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled
Tribes* under:

@The Constitution (Scheduled Castes) order, 1950 _____

@The Constitution (Scheduled Tribes) order, 1950 _____

@The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

@The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

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

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the
Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962

@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962

@The Constitution (Pondicherry) Scheduled Castes Order 1964

@The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967

@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968

@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order 1978

@The Constitution (Sikkim) Scheduled Tribes Order 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989

@The Constitution (SC) orders (Amendment) Act, 1990

@The Constitution (ST) orders (Amendment) Ordinance 1991

@The Constitution (ST) orders (Second Amendment) Act, 1991

@The Constitution (ST) orders (Amendment) Ordinance 1996

@The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002

@The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002

@The Constitution (Scheduled Caste 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 to other.

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

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

Signature _____

**Designation _____

With a Seal of Office
State/Union Territory

Place: _____

Date: _____

* Please delete the words which are not applicable @ Please quote specific presidential order % Delete the paragraph which is not applicable.

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

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

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

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

**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 _____ son/daughter of _____
of village _____ District/Division _____ In the
_____ State _____ belongs to the
_____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997. vii) Resolution No.12011/99/94-BCC dated 11th December, 1997. viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- vii) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- viii) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- ix) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- x) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xi) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June, 2003.
- xii) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xiii) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri _____ and/or his family ordinarily reside(s) in
the _____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Dept. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:

Seal:

District Magistrate or Deputy Commissioner etc.

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 Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st 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 of 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.

Government of _____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE
TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR.....

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

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

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

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport
size
Attested
photograph of the
applicant

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

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

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

NOTE:-

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

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

Form-V
CERTIFICATE OF DISABILITY
(In cases of amputation or complete permanent paralysis of limbs or dwarfism
and in case of blindness)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY)
Age _____ years, male/female _____ registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph
is affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____.

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

Form-VI
CERTIFICATE OF DISABILITY
(In cases of multiple disabilities)
[See rule 18(1)]

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

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____ Date: _____

This is to certify that 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 _____ Post Office
_____ District _____ State _____, whose photograph
is affixed above, and am satisfied that:

- (A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			

17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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

In figures: - _____ percent.

In words: - _____ percent.

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

3. Reassessment of disability is:

- i) not necessary, or
- ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till DD/MM/YYYY.

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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 certificate of disability is issued

Form-VII
CERTIFICATE OF DISABILITY
(In cases other than those mentioned in Forms V and VI)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY)
Age _____ years, male/female _____ registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph
is affixed above, and am satisfied that he/she is a case of _____
disability. His/her extent of percentage physical impairment/disability has been evaluated as per
guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the
relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			

17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

- i) not necessary, or
- ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till DD/MM/YYYY.

@ eg. Left/Right/both arms/legs

eg. Single eye/both eyes

€ eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

(Authorized Signatory of Notified Medical Authority)
(Name & Seal)

Countersigned

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

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

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

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

Place:

(Signature of Commanding Officer)

Date:

Office Seal: _____

Annexure – VI

(Letter from the appointing authority forwarding the application of Shri/Smt/Kum.....

Designation....., for the Post of on Deputation/Direct Recruitment/Transfer of Service in Central University of Karnataka, Kalaburagi)

From,
Appointing Authority

To
The Registrar.
Central University of Karnataka, Kalaburagi,
Karnataka- 585 367

Sub: Forwarding the application of Shri/Smt/Kum
Designation....., for the Post of on Deputation/Direct Recruitment/Transfer of Service in Central University of Karnataka, Kalaburagi – Reg
Ref: CUK Notification No. 30/2022 dated 21/12/2022

Adverting to the subject and reference cited, I hereby forward the application of Shri/Smt/Kum S/o/D/o/W/o Designation..... in the office of ; for recruitment to the post of On Deputation/Direct Recruitment/Transfer of services in Central University of Karnataka, Kalaburagi.

In this regard, it is to certify that,

1. I am Competent to Issue this letter being the competent authority in his/her present employment.
2. Shri/Smt/Kum S/o/D/o/W/o..... Designation is an approved probationer in the category of..... In Service. His/her probation is satisfactorily declared as completed in the post on.....
3. It is to certify that there are no charges or enquiries pending against him/her as on date.
4. It is to certify that this department has No Objection to his present application being considered by you.
5. It is to certify that the attested copies of the Annual Confidential reports of the candidate for last five years or length of service whichever is less are enclosed herewith.
6. Certified that the Length of service of the applicant in the present post is _____(Years) _____months.

Yours faithfully
Name and Designation of
the Forwarding Authority.

Enclosure: 1. Application along with attachments.
2. Copies of ACRs from to

Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

[As on 06.09.2022]

**GRANT OF RELAXATION OF UPPER AGE LIMIT TO VARIOUS CATEGORIES FOR
DIRECT RECRUITMENT TO CENTRAL CIVIL SERVICES/POSTS**

Note:-

(i) This document is a compilation of all relevant instructions on the subject of “relaxation in upper age-limit for direct recruitment to Central civil service or civil post” and therefore is intended to serve as the guide without the need, for anyone to refer to old OMs issued from time to time. The list of such OMs is given in Appendix to this document. In case any reference to the relevant OM is required, the same may be accessed from Archive Section of DOPT’s Website.

(ii) While due care has been taken to compile this document, however, if any omissions or correction are noticed, the same may be brought to the notice of the Department of Personnel & Training.

1. Instructions allowing relaxation in upper age limit for appointment to Central Civil Posts/Services for various categories of candidates have been issued from time to time. These instructions are applicable only to Central Government Civilian Employees holding Civil posts and do not suo-motu apply to other category of employees including employees of autonomous/statutory bodies, Central Public Sector Enterprises etc. The following paragraphs indicate the relaxation allowed to different categories of candidates:-

[\[para 3 of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

2. Scheduled Castes and Scheduled Tribes

2.1 5 (Five) years of age Concession is admissible to Scheduled Castes and Scheduled Tribes for all posts filled by Direct Recruitment.

[\[para 1 \(i\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974\]](#)

3. Other Backward Classes

3.1 The upper age-limit prescribed for direct recruitment shall be relaxed by 3 (three) years in respect of candidates belonging to Other Backward Classes for all posts filled by Direct Recruitment.

[\[O.M. No. 43013/2/95-Estt. \(SCT\) dated 25.01.1995 and
O.M. No. 36012/22/93-Estt.\(SCT\) dated 22.10.1993\]](#)

4. Persons with Disabilities

4.1 Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to Persons with disabilities suffering from (a) blindness or low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) Autism, intellectual disability, specific learning disability and mental illness and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in case of direct

recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

[\[para 2 \(i\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015 and Para 2.2 of O.M. No.36035/2/2017-Estt\(Res\) dated 15.01.2018\]](#)

4.2 The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability. This provision will not apply to the Civil Services Examination, in respect of which the List of Services Identified suitable for Physically Disabled Category along with the Physical Requirements and Functional Classifications is notified separately.

[\[para 2 \(ii\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

4.3 Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

[\[para 2 \(iii\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

4.4 The definitions of categories of disabilities, for the purpose of age relaxation, will be same as given in this Department's O.M. No. 36035/2/2017-Estt(Res) dated 15.01.2018.

[\[para 2 \(iv\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015 and Para 2.2 of O.M. No.36035/2/2017-Estt\(Res\) dated 15.01.2018\]](#)

4.5 If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her. This provision will not apply to the Civil Services Examination, which is governed by the Civil Services Examination Rules, published annually.

[\[para 2 \(v\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

4.6 Above Provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

[\[para 2 \(vi\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

4.7 The Ministries/Departments to ensure invariably while sending the requisition to the UPSC/SSC and other recruitment agencies for direct recruitment posts by selection that they should clearly mention in the requisition, the category of person(s) with disabilities suitable for the post(s) in question. No change or modification in identified post(s) for category of Persons with Disabilities with respect to an Examination, intimated after the Notification of that Examination, shall be accepted by UPSC/SSC etc.

[\[para 3 of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

5. Departmental Candidates (For Central Government employee)

5.1 Departmental candidates who have rendered at least three years continuous service under the Central Government are allowed the age relaxation upto the age of 40 years (45 years for SC/ST) for appointment to Group 'C' posts by direct recruitment subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the

same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts.

[[O.M. No. 15012/1/88-Estt.\(D\) dated 30.01.1980](#) and
[O.M. No. 15012/1/88-Estt.\(D\) dated 20.05.1988](#)]

5.2 Age concession of 5 years are allowed to Departmental Candidates (Central Government employee) in case of recruitment to Group A and Group B posts which are filled through UPSC (other than those filled on the basis of competitive examination) and posts which are exempted from purview of UPSC (where recruitment is made by Organization themselves). This concession is admissible to such of the Government Servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts.

[[O.M. No.15012/8/87-Estt.\(D\) dated 15.10.1987](#)
and [O.M. No.35014/4/79-Estt.\(D\) dated 24.10.1985](#)]

6. Widows, divorced women and women judicially separated from their husbands and who are not re-married

6.1 Instructions of the Department of Personnel & Training provides that for purposes of appointment to Group C and D posts under the Central Government filled through the Staff Selection Commission and the Employment Exchange, the upper age limit in the case of widows, divorced women and women judicially separated from their husbands who are not remarried shall be relaxed upto the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes) by invoking the provisions in the relevant recruitment rules, subject to production of a certified copy of the judgment/decreed of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be. There shall be no relaxation of educational qualification or method of recruitment. Further, this relaxation has been allowed for appointment to Group 'A' & 'B' posts except where recruitment is made through open competitive examination.

[[O.M. No. 15012/13/79-Estt.\(D\) dated 19.1.1980](#)
and [O.M. No. 15012/1/82-Estt.\(D\) dated 06.09.1983](#)
and para 2 of [O.M. No. 15012/1/87-Estt.\(D\) dated 05.10.1990](#)
and para 2 of [OM No. 41034/1/2014-Estt. \(D\) dated 30.01.2014](#)]

7. Meritorious Sportspersons

7.1 Relaxation in upper age limit upto a maximum of 5 years (10 years in the case of those belonging to SC/ST) is allowed to Meritorious Sportspersons for the purpose of appointment to posts as specified in instructions relating to appointment of meritorious sportspersons. This concession will be available only to those sportspersons who satisfy all other eligibility conditions relating to educational qualifications etc. and furnish a certificate in the form and from an authority prescribed in this Department's instructions relating to appointment of meritorious sportspersons.

[Para 2 of [OM No. 15012/3/84-Estt.\(D\) dated 12.11.1987](#) and Point
VII of [O.M. No. 14034/01/2013-Estt.\(D\) dated 03.10.2013](#)]

8. Ex-servicemen

8.1 For appointment to vacancies in Group B (Non-Gazetted) or Group C posts in Central Government, an ex-servicemen shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit

prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

8.2 For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment otherwise than on the results of an Open All India Competitive Examination, the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.

8.3 For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment on the results of an All India Competitive Examination, the ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released —

- i. On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- ii. on account of physical disability attributable to military service or on invalidment shall be allowed maximum relaxation of five years in the upper age limit.

[\[Para 4 of Notification No. 36034/1/06-Estt.\(SCT\) dated 4th October, 2012\]](#)

9. Disabled Defence services personnel

9.1 Disabled Defence Services personnel will get relaxation in upper age limit up to 45 years (50 years in the case belonging to SC/ST) for appointment to following categories of posts:-

- (a) Group C posts which are filled through Employment Exchange.
- (b) Group A & B posts filled otherwise than through Competitive Examination by UPSC

[\[Para 1 \(iii\) of O.M. No. 14/42/65-Estt\(D\) dated 29.03.1966 and para \(1\) & \(2\) O.M. No.13/35/71-Estt.\(C\) dated 24.12.1971 and para 1 \(Sl.No. 9\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

9.2 For all posts filled by Competitive examination, disabled Defence Services personnel would be allowed a relaxation of age limit up to 3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.

[\[Para 5 \(ii\) \(a\) of O.M. No. 39016/5/1981-Estt.\(C\) dated 21.02.1981 and para 1 \(Sl.No. 9\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

10. Whole-time Cadet Instructors in NCC

10.1 Age concession of Period of service rendered in NCC plus three years is admissible to Whole-time Cadet Instructors in NCC who were released from NCC after the expiry of their initial/ extended tenure for the purpose of appointment to the posts, recruitment to which is made through the Employment exchange.

[\[Para \(iii\) \(a\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974 and para 1 \(Sl.No. 5\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

10.2 Age concession of Period of service rendered in NCC plus three years is admissible to Whole-time Cadet Instructions in NCC who were released from NCC before the expiry of their initial/extended tenure provided they have served in NCC for a period of not less than six months prior to their release from NCC for the purpose of appointment to the posts, recruitment to which is made through the Employment exchange.

[\[Para \(iii\) \(b\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974 and para 1 \(Sl.No.5\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

11. Ex-personnel of Army Medical Corps (Short Service regular Commissioned Officer)

11.1 Age concession upto 35 years is admissible to Ex-personnel of Army Medical Corps (Short Service regular Commissioned Officer) for all posts requiring Medical qualification.

[\[O.M. No. 4/3/55-RPS dated 13.07.1956 and para 1 \(Sl.No.10\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

12. Retrenched Central Government Employee

12.1 Age concession of Period of previous service under the Govt. of India plus three years is admissible to Retrenched Central Government Employee for posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through employment exchange.

[\[para 1 \(ii\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974 and para 1 \(Sl.No.4\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

13. Ex-General Reserve Engineer Force Personnel

13.1 Age concession of Period of Service in GREF plus 3 years is admissible to Ex-General Reserve Engineer Force Personnel for posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through Employment exchange.

[\[Para 1\(iv\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974 and para 1 \(Sl.No. 6\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

14. Territorial Army Personnel who have service on the permanent staff of Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months.

14.1 Age concession of Entire Period of embodied service including broken period in the Territorial Army plus three years is admissible to Territorial Army Personnel who have service on the permanent staff of Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months for post filled otherwise than through UPSC on the basis of competitive tests i.e. for posts filled through Employment Exchange.

[\[para 1 \(xiii\) of Notification No. 2/101/1972-Estt\(D\) dated 7.3.1974 and para 1 \(Sl.No. 7\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

15. For the purposes of the above mentioned age concessions:

- (i) “a retrenched Central Government employee” means a person who was employed under the Government of India for a continuous period of not less than six months prior to this retrenchment and was discharged as a result of the recommendation of the Economy Unit or due to normal reduction in establishment”.

[\[para 2 \(i\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974\]](#)

- (ii) “a whole-time Cadet instructor in NCC” means a person who was recruited as a whole-time cadet instructor in NCC on or after 01.01.1963;

[\[para 2 \(ii\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974\]](#)

- (iii) “Ex-GREF personnel” means a person who was employed in that Force at least a continuous period for not less than six months and who was released from that Force on completion of his tenure of Service.

[\[para 2 \(iii\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974\]](#)

- (iv) “disabled ex-servicemen” means ex-serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;

[\[Para 2 \(b\) of Notification No. 39016/10/1979-Estt.\(C\) dated 15.12.1979\]](#)

- (v) An ‘ex-serviceman’ means a person-

- (i) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request of being relieved by the employer after earning his or her pension; or

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(c) who has been released from such service as a result of reduction in establishment;
or

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

or

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

or

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

or

(v) Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

[\[Para 2 \(c\) of Notification No. 36034/1/06-Estt.\(SCT\) dated 4th October, 2012\]](#)

or

(vii) Provided that Short Service Commissioned Officers released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen.

[\[Notification No. 36034/1/2019-Estt.\(Res\) dated 13.02.2020\]](#)

16. In case of recruitment through the UPSC and SSC, the crucial date for determining the age-limit shall be as advertised by UPSC/SSC. The crucial date for determining age for competitive examination held by UPSC/SSC is fixed as 1st day of January of the year in which the examination is held if the examination is held in the first half of the year; and 1st day of August of the year in which the examination is held, if the examination is held in the later half of the year.

[\[Para 2 of O.M. No. 42013/1/79-Estt.\(D\) dated 04.12.1979\]](#)

16.1 Where examinations are held in two parts on two different dates of the year, the later of two dates would be the crucial date. Where both parts of an examination are held in the first half of the year, the crucial date for determining the age limits will normally be the 1st of January. Similarly, if both parts of an examination are held in the second half of the year, the crucial date for determining the age limits would be the 1st of August.

[\[Para 2 of O.M. No. AB.14017/70/87-Estt\(RR\) dated 14.07.1988\]](#)

16.2 It may sometimes so happen that due to exigencies of circumstances an examination, which is normally held during the first half of the year, is shifted to the second half. In such a case, the date for determining the age limits would remain the 1st of January. The exact position should be clearly indicated in the rules for the respective examinations, which are notified for the purpose.

[\[Para 3 of O.M. No. AB.14017/70/87-Estt\(RR\) dated 14.07.1988\]](#)

17. A Government Servant is not allowed any relaxation of age for recruitment to Group 'A' and Group 'B' post on the basis of competitive examination held by the Commission except in cases where it has been specifically provided for in the scheme of the examinations approved in consultation with the Commission

[\[Para 4 \(i\) of O.M. No. 4/4/74-Estt.\(D\) dated 09.04.1981\]](#)

18. The upper age-limit for recruitment by the method of Direct Open Competitive to the Central Civil Services and civil posts specified in the relevant service/recruitment rules, on the date of commencement of the Central Civil Services and Civil posts (Upper Age-limit for Direct Recruitment) Rules 1998, stands increased by two years. Subsequent amendment in the relevant Service/Recruitment Rules is to reflect the enhanced upper age limits for Direct Recruitment. "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or the Staff Selection Commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through short listing or by absorption or transfer or deputation.

[\[Para 2 and 3 of Notification No. 15012/6/98-Estt.\(D\) dated 21.12.1998\]](#)

Reference Office Memorandum on relaxation in upper age-limit for direct recruitment to Central civil service or civil post

1. O.M. No. 4/3/55-RPS dated 13.07.1956
2. O.M. No. 14/42/65-Estt(D) dated 29.03.1966
3. O.M. No.13/35/71-Estt.(C) dated 24.12.1971
4. Notification No. 2/101/72-Estt(D) dated 07.03.1974
5. O.M. No. 42013/1/79-Estt.(D) dated 04.12.1979
6. Notification No. 39016/10/1979- Estt. (c) dated 15.12.1979
7. O.M. No. 15012/13/79-Estt.(D) dated 19.1.1980
8. O.M. No. 15012/1/88-Estt.(D) dated 30.01.1980
9. O.M. No. 39016/5/1981-Estt.(C) dated 21.02.1981
10. O.M. No. 4/4/74-Estt.(D) dated 09.04.1981
11. O.M. No. 15012/1/82-Estt.(D) dated 06.09.1983
12. O.M. No.35014/4/79-Estt.(D) dated 24.10.1985
13. O.M. No.15012/8/87-Estt.(D) dated 15.10.1987
14. O.M. No. 15012/3/84-Estt.(D) dated 12.11.1987
15. O.M. No. 15012/1/88-Estt.(D) dated 20.05.1988
16. O.M. No. AB.14017/70/87-Estt (RR) dated 14.07.1988
17. O.M. No. 15012/1/87-Estt.(D) dated 05.10.1990
18. O.M. No. 36012/22/93-Estt.(SCT) dated 22.10.1993
19. O.M. No. 43013/2/95-Estt. (SCT) dated 25.01.1995
20. Notification No. 15012/6/98-Estt.(D) dated 21.12.1998
21. O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012
22. Notification No. 36034/1/06-Estt.(SCT) dated 4th October, 2012
23. O.M. No. 14034/01/2013-Estt.(D) dated 03.10.2013
24. OM No. 41034/1/2014-Estt. (D) dated 30.01.2014
25. O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015
26. O.M. No.36035/2/2017-Estt (Res) dated 15.01.2018
27. Notification No. 36034/1/2019-Estt.(Res) dated 13.02.2020