



**SECURITY PRINTING PRESS**  
**(A Unit of Security Printing and Minting Corporation of India Ltd.)**  
**Wholly owned by Government of India**  
**Mint Compound: Saifabad, HYDERABAD – 500 063**  
**Ph:(+)91-40-23253606 Fax:(+)91-40-23456687 email:spp.hyd@spmcil.com**  
**Website: http://spphyderabad.spmcil.com**

SPP/HR/Recruitment/2023-24/3441

Date: 15.03.2024

**ADVERTISEMENT NO: 01/2024**

Security Printing Press, Hyderabad is one of the nine units of Security Printing and Minting Corporation of India Limited (SPMCIL), a Schedule "A" Mini-Ratna Category-I Central Public Sector Enterprise (CPSE) wholly owned by Government of India. SPMCIL started functioning as a Corporatized entity with effect from 13<sup>th</sup> January, 2006 under the Companies Act, 1956. The objective and the business of the Company is designing, manufacturing security papers, Printing Currency & Bank Notes, Passports, Non-Judicial Stamp Papers, Postage Stamps and Minting of the Coins. SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance with its registered and corporate office at 16<sup>th</sup> floor, Jawahar Vyapar Bhawan, Janpath, New Delhi -110001. The operational Units of the Company are strategically located across the Country having its four Mints at Mumbai, Kolkata, Hyderabad and Noida, four Currency/Security presses at Nasik, Dewas and Hyderabad, and a high quality Paper Manufacturing Mill at Narmadapuram.

2. Security Printing Press, Hyderabad(T.S.) invites online applications from eligible and willing candidates for filling up following vacant posts having all India transfer/posting liability.

Name of the Stream	No. of Posts	Scale of Pay (IDA Pattern)	Reservation Status					Total	Horizontal Reservation				E X S M
			UR	EWS	SC	ST	OBC		PWD#				
									A	B	C	D & E	
Supervisor(TO-Printing) at S-1 level	02	₹ 27600 - 95910/-	1	-	-	1	-	02	-	-	-	-	-
Supervisor(Tech-Control) at S-1 level	05		2	1	-	1	1	05	-	-	-	-	-
Supervisor (OL) at A-1 level	01		1	-	-	-	-	-	-	-	-	-	-
Jr.Office Assistant at B-3 level	12	₹ 21540 - 77160/-	6	1	2	-	3	12	1	-	-	-	2
Jr.Technician (Printing/Control) at W-1 level	68	₹ 18780 - 67390/-	34	6	7	3	18	68	-	2*	2*	1	6
Jr. Technician (Fitter) at W-1 level	03		2	-	-	-	1	03	-	-	-	-	1
Jr. Technician(Welder) at W-1 level	01		1	-	-	-	-	1	-	-	-	-	-
Jr.Technician(Electronics/Instrumentation) at W-1 level	03		2	-	-	1	-	03	-	-	-	-	1
Fireman at W-1 level	01		1	-	-	-	-	01	-	-	-	-	-

(\*)Out of 5 vacancies one Backlog vacancy in Printing & 2 backlog vacancies in Control.

The number of vacancies mentioned above is provisional and may slightly vary according to the actual requirement of the Company.

# As per OM No.36035/02/2017-Estt (Res) dated January 15, 2018 issued by Department of Personnel & Training (DoPT), Government of India regarding 'Reservation for the Persons with Benchmark Disabilities', the four categories of disabilities are as under:

<b>(A)</b> Blindness and low vision	<b>(B)</b> Deaf and Hard of hearing
<b>(C)</b> Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;	<b>(D&amp;E)</b> Autism, intellectual disability, specific learning disability and mental illness & Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

**FULL FORM OF ABBREVIATIONS (LEGENDS):**

UR – Un-Reserved	SC – Scheduled Caste	ST – Scheduled Tribe
OBC – NCL -Other Backward Class-Non Creamy Layer	PWD – Persons with Disability	Ex-SM – Ex-Serviceman
EWS- Economically Weaker Sections		RM- Resource Management

**3.POSTS IDENTIFIED SUITABLE FOR PERSONS WITH BENCHMARK DISABILITY (PwBD):**

(i) SPP H has identified the following post(s) as suitable for each category of PwBD along with the Physical Requirements and Functional Classifications. Only following categories of PwBD candidates are, therefore, eligible to apply for the posts.

SI No	Name of Post	Categories for which identified	Physical Requirements
1	Supervisor (TO-Printing/Tech Control)	a) D, HH b) OL, Dw, AAV c) ASD (M, MoD), ID,SLD, MI d)MD involving (a) to (c)above	S, ST, W, BN, L, KC, PP,MF, RW,SE, H
2	Supervisor (OL) and Jr. Office Assistant	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) SLD,MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C
3	Jr. Technician(Printing/Control /Fitter/Welder/Electronics/Instrumentation/) at W-1 Level	a)D, HH b)OL, Dw, AAV c)ASD (M, MoD), ID,SLD, MI d) MD involving (a) to (c) above	S, ST, W, BN, L, KC, PP,MF, RW, SE, H
4	Fireman at W-1 Level	a) D, HH b) ASD (M),SLD c) MD involving (a) to (b) above	S,ST,W,BN,L,KC,P P,MF,SE

**CATEGORY ABBREVIATIONS USED:** B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OL=One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness,

MD=Multiple Disabilities, S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

(ii) **Persons with Benchmark Disability – Persons suffering from not less than 40 % of relevant disability shall be eligible for the benefit of Reservation as permissible** to the extent of Rules.

**4. Eligibility criteria:**

Sl. No.	Name of the Post	Requisite Qualification as on 15.04.2024	Age limit as on 15.04.2024
<b>PRINTING/CONTROL</b>			
1	Supervisor(TO-Printing) at S-1Level	1 <sup>st</sup> class full time Diploma in Printing Technology from recognized Institution/University. OR 1 <sup>st</sup> class full time B. Tech/B.E/BSc (Engineering) in Printing Technology from recognized Institution/University.	18 years to 30 years Candidates should have born between 16.04.1994 to 15.04.2006 (both days Inclusive)
2	Supervisor(Technical Control) at S-1Level	1 <sup>st</sup> class full time Diploma in Printing/Mechanical/Electrical/Electronics/ Computer Science/ Information Technology from recognized Institution/University. OR 1 <sup>st</sup> class full time B. Tech /B.E/BSc (Engineering) in Printing / Mechanical / Electrical/ Electronics /Computer Science/Information Technology from recognized Institution/University.	18 years to 25 years Candidates should have born between 16.04.1999 to 15.04.2006 (both days Inclusive)
3	Jr. Technician (Printing/Control) at W-1Level	Full time ITI certificate recognized from NCVT / SCVT in Printing trade Viz. Litho Offset machine minder / Letter press machine minder/Offset Printing / Platemaking/ Electroplating / Full Time ITI in Plate maker cum imposer/ hand composing.  <b>OR</b> Full Time Diploma in Printing Technology from Government recognized institutes /polytechnics.	18 years to 25 years Candidates should have born between 16.04.1999 to 15.04.2006 (both days Inclusive)
<b>ENGINEERING</b>			
4	Jr. Technician (Fitter) at W-1 Level	Full-time I.T.I. certificate recognized from NCVT/SCVT in Fitter trade.	18 years to 25 years Candidates

5	Jr. Technician (Welder) at W-1 Level	Full-time I.T.I. certificate recognized from NCVT/SCVT in Welder trade.	should have born between 16.04.1999 to 15.04.2006 (both days Inclusive)
6	Jr. Technician (Electronics/Instrumentation) at W-1 Level	Full-time I.T.I. certificate recognized from NCVT/SCVT in Electronics/instrumentation.	
<b>RESOURCE MANAGEMENT</b>			
7	Supervisor (OL) (RM) at A-1 Level	<p>Master's Degree from a recognized university in Hindi or English with English/Hindi Subject at Graduation Level (i.e. Hindi in case the candidate is post-graduate in English &amp; vice-versa)</p> <p><b>And</b></p> <p>One year experience in translation from Hindi to English and Vice versa.</p> <p><b>Desirable:</b></p> <p>a. Knowledge of Sanskrit and/ or any other modern language.</p> <p>b. Proficiency in working on Computers in Hindi language.</p>	18 years to 30 years Candidates should have born between 16.04.1994 to 15.04.2006 (both days Inclusive)
8	Jr. Office Assistant at B-3 Level	Graduate with at least 55% marks from recognized Institution/University and computer knowledge with typing speed in English @40wpm / Hindi @ 30 wpm.	18 years to 28 years candidates should have born between 16.04.1996 to 15.04.2006 (both days Inclusive)

9	Fireman at W-1 Level	i. 10 <sup>th</sup> Class Passed ii. Certificate in Fireman training from Recognized Institution iii. Minimum height 5' 5" (165 cm) and chest 31" – 33" (79-84 cms.) iv. Each eye must have a full field vision v. Colour blindness, squint or any morbid conditions of the eye shall be deemed to be a disqualification.	18 years to 25 years candidates should have born between 16.04.1999 to 15.04.2006 (both days Inclusive)
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**Note:**

1. Posts reserved for physically handicapped and Ex-Serviceman will be adjusted by horizontal reservation i.e., the selected candidates will be adjusted against the categories of UR/EWS/SC/ST/OBC to which they belong.

2. Internal Candidates of SPMCIL who have acquired higher qualification through part time courses will be eligible for higher positions if the same has been acquired during the service in SPMCIL with the prior approval of Competent Authority, provided they have rendered minimum length of 5 years' service in SPMCIL on the closing date of application process. This exemption will not be applicable if the process of acquiring qualification was commenced or completed before joining SPMCIL.

3. Ex-Servicemen – Only those candidates shall be treated as Ex-Servicemen who fulfills the revised definition as laid down in Govt. of India, Ministry of Home Affairs. Dept. of Personnel and Administrative Reforms notification No. 36034/5/85 Estt.(SCT),dtd. 27-10-1986 as amended from time to time.

4. You are advised to apply for the post most suitable to your qualification and experience.

**5. IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS)-**

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 31<sup>st</sup> January, 2019.

2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. 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 income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 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.

3. The income and assets of the families as mentioned in Para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

4. The reservation of EWS shall be governed as per the instructions issued by the Company in this regard from time to time.

## **6. Eligibility Conditions:**

I. Nationality: 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 1<sup>st</sup> 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) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

g) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination, but the offer of appointment may be given only after the necessary eligibility certificate is issued to him/her by the Government of India.

**7.** Applicants are advised to apply online in the proforma given in the advertisement between **15.03.2024 to 15.04.2024** only through the Company's website at: <http://spphyderabad.spmcil.com> under the page "Discover SPMCIL" and go to CAREERS page. Applicants may apply after carefully going through all the instructions given in this advertisement. **No other means/mode of application will be accepted.**

8. Before applying applicants should ensure that they fulfill all eligibility criteria as mentioned in the advertisement for the respective post. Company will take up verification of eligibility with reference to the original documents only after they have qualified their online examination. If the candidates are found 'Not eligible' during the document verification process, their candidature will be summarily rejected. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in the advertisement. Applicants who do not fulfill the eligibility criteria with regard to age and the minimum educational qualification need not apply for the post.

**Note:** i) The candidates selected for Jr. Technician (Printing/Control) at W-1 level shall be placed in any of the functional areas of Printing and Control departments in the Unit as per discretion of the Management of Security Printing Press.

ii) Candidates are advised to submit only single online application for each post; however, if somehow, if he/she submits multiple Online Applications for one post, then he/she must ensure that Online Application with the higher "Registration Number" is complete in all respects including fee. The Candidates, who submit multiple Online Applications, should note that only the Online Application with higher "Registration Number" shall be entertained by the SPPH and fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number". Further it is

also informed that the fee once paid, including in case of multiple applications, shall not be refunded in any circumstances.

iii) The duties and responsibilities for the above posts are enclosed in **Annexure-A**.

**9. Important Dates:**

Opening of website link for applying Online application and Payment of fee in online mode	15-03-2024 to 15-04-2024
Closing date for receipt of online applications	15-04-2024 (upto 23:59 hrs)
Tentative date of examination which will be conducted "Online" at selected centres	May/June-2024

**10. Upper age limit will be relaxed as under:**

Sl.No	Category	Relaxation in Age
(i)	Scheduled Caste/Scheduled Tribe(SC/ST)	By 5 years
(ii)	Other Backward Classes (OBC)	By 3 years
(iii)	Persons with Disabilities(PWD)	By 10 years (UR/EWS) 13 years (OBC)15 Years (SC/ST)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years (8 years for SC/ST and 6 years for OBC candidates) subject to maximum of 50 years of age.
(v)	Widows/divorced women/ women judicially separated who are not re-married ( <b>For posts at W-1/B-3 level</b> )	Upto 35 years UR/EWS/OBC) 40 Years (SC/ST)
(vi)	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	By 3 years (UR/EWS/OBC) 8 Years (SC/ST)
(vii)	Departmental Candidates	No Age bar for the in-service SPMCIL employees who fulfill the essential qualification and experience provided they have at least three years of service left on the date of advertisement.

**Relaxation in the Upper age limit is not admissible to SC/ST/OBC candidates applying for UR vacancies.**

**Note I:-** Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of above, viz. those coming under the category of Ex-servicemen, Persons with Benchmark Disabilities etc. will be eligible for grant of cumulative age-relaxation under both the categories.

For any other category, the age relaxation as per extant Govt. rules as promulgated from time to time.

**11. EXAMINATION FEE:**

Rs.600/- (inclusive of GST) for candidates belonging to UR, EWS and OBC Categories.

Candidates belonging to SC/ST and PWD are exempted from payment of application fee. However the candidates belonging to SC/ST and PWD are required to pay only **Rs.200/-** towards Intimation charges.

The Examination fee of Rs.600/- (including GST) may be paid online as per the method explained in **para 15B**. Transaction charge (if any) levied by the bank for the payment of above application fee is to be borne by the applicants. **Payment in any other manner will not be accepted** and the applicant will be considered not eligible. Fee once paid is not refundable.

**12 Probation:** The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. If the performance of the candidate is not found suitable during the extended period of probation, his service will be terminated.

**13. Execution of Bond:** Supervisors at S-1/A-1 level who are selected shall be liable to execute a Bond of Rupees Two lakhs to serve in the Company for a minimum period of 3 years. Such Supervisors shall have to provide two sureties. In the event of their leaving the Company before completion of minimum period of 3 years, such Supervisors shall indemnify the Company by making the payment of the Bond amount. In the event they fail to do so, the sureties will have to be indemnified to the Company by making the payment of Bond amount.

**14. SELECTION PROCEDURE:**

i) Selection for the posts will be done through online examination which will be of objective type.

ii)

ii) The Objective type of online examination will consist of following tests for:

**Supervisor (TO-Printing/Tech Control):**

Sl. No	Test Name*	No. of Questions	Max. Marks	Duration of Exam for each Part	Total Duration	
PART-A						
1	General Awareness	15	15	60 Minutes	120 Minutes	
2	English Language skills	15	15			
3	Numerical Aptitude	15	15			
4	Reasoning Aptitude	15	15			
PART-B						
5	Technical Subject (Subject Pertaining to Specific Stream)	60	90	60 Minutes		
Total		120	150			

iii)The Objective type of online examination will consist of following tests for: **Junior Technician (Printing/Control/Fitter/Welder/Electronics/Instrumentation) and Fireman.**

Sl. No	Test Name*	No. of Questions	Max. Marks	Duration of Exam for each Part	Total Duration
PART-A					
1	General Awareness	15	15	60 Minutes	120 Minutes
2	Arithmetic Ability	15	15		
3	Basic English Language skills	15	15		
4	General Intelligence and Reasoning	15	15		
PART-B					
5	Technical Subject (Subject Pertaining to Specific Stream)	60	90	60 Minutes	
Total		120	150		

(iv)The Objective type of online examination will consist of following tests for: **Supervisor (OL).**

Sl. No	Test Name*	No. of Questions	Max. Marks	Duration of Exam for each Test	Total Duration
1	General Awareness (with special emphasis on Computer Knowledge)	20	20	20 Mins	120 Minutes
2	General English	20	20	20 Mins	
3	General Hindi	20	20	20 Mins	
4	Test of Domain Knowledge which includes Hindi to English and vice-versa translation Skills (Which includes Hindi & English Comprehension)	60	60	60 Mins	
Total		120	120		

**(v)The exam for Jr. Office Assistant (B-3 Level) will be conducted in 02 phases:**

**Phase-I:**

- a) First Computer based type writing test in English @ 40 wpm or in Hindi @30 wpm will be conducted.
- b) Candidates have to indicate his/her preference of Language (Hindi/English) of typing test to be conducted on computer while filling their online application form.
- c) Criteria for evaluation of typing test and other instructions are attached as **Annexure-II and Annexure-III**. Candidates can attempt the Typing Skill Test either in Hindi or in English language (as opted by Candidates in the Online Application form).

**Phase-II:**

(a) Those candidates who qualify type writing (English @ 40 wpm Hindi @30 wpm) on Computer will be called for online examination.

(b) The type writing test will be of qualifying nature and final selection will be based on the marks obtained by the candidates in Phase-II online examination.

(c)The Objective type of online examination will consist of following tests for:

**Jr. Office Assistant.**

Sl. No	Test Name*	No. of Questions	Max. Marks	Duration of Exam for each Test	Total Duration
1	General Awareness	30	30	20 Mins	120 Minutes
2	Computer Knowledge	30	30	20 Mins	
3	English Language skills	30	30	20 Mins	
4	Numerical Aptitude	30	30	30 Mins	
5	Reasoning Aptitude	30	30	30 Mins	
	Total	150	150		

(\*)Indicative Syllabus for the post wise is appended as **Annexure-I** to this Advertisement. Candidates have to take note that the syllabus mentioned is only indicative & not exhaustive and Questions may be set from other topics commensurate with the education qualification.

vi) The online test will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English and there is no Interview for the selection of the posts. The selection will be on merit basis. **There is no Negative Marking**

**Note:**

vii) **In respect of Fireman, candidates shortlisted in the online test will have to undergo essential qualifying physical test also. Candidature of those candidates who do not meet the parameters as per the eligibility criteria, their candidature will be summarily rejected, and will not be considered for further process of selection.**

viii) In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage for further process of selection. The minimum marks will be decided by the Company based on the performance of the applicants in the online examination only. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online examination will not entitle an applicant for appointment in the Company.

ix) **The final merit list will be drawn by the marks obtained in the online examination. The minimum qualifying marks i.e., cut-off marks required to consider on order of merit for different categories of candidates are as under:**

General / EWS Category	55%
OBC	50%
SC/ST Category	45%

x)The online examination will be held tentatively in the month of May /June-2024. The exact date, session, reporting time of examination will be mentioned in the call letter. The examination will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on the date and time as indicated in the call letter at their own cost. The applicants are requested to keep checking the Company's website <http://spphyderabad.spmcil.com> for any changes.

xi) **The online Examination for all posts will be conducted in Hyderabad, Mumbai, Kolkata, Chennai, Bengaluru and New Delhi/NCR and Typing Test on computer (For Jr. Office Assistant post) will be conducted at Hyderabad Test Centre only.** Applicants should select only one centre. Choice of centre once exercised by the applicant will be final. No request for change of centre/venue/date/session for online examination shall be entertained. If sufficient number of applicants do not opt for a particular centre for Online examination OR if the number of applicants is more than the capacity available for Online examination for a centre the Company reserves the right to allot any other centre to those applicants. The Company reserves the right to cancel any of the centres and/or add some other centres at its discretion, depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centres other than the one he/she has opted for either within the state or outside the state.

xii) All applicants will have to appear for the online examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.

xiii)The Resolution of Tie (in order of preference) would be done by the following:

- a) The candidate older in age will get preference.
- b) Alphabetical order of names.

xiv)The Chief General Manager, SPPH reserves the right to make changes in the Scheme/pattern of Examination if considered necessary at any stage of Recruitment process. However, the same shall be notified in the website before the conduct of the examination. Admission to the online examination will be purely provisional without verification of Age/qualification/category (SC/ST/OBC/EWS/PWD/Ex-SM) etc., of the applicants. Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is found at any stage that, an applicant does not fulfil the eligibility criteria and/or has furnished incorrect/ false information or has suppressed any material information, his/her candidature will be cancelled. If any of these short comings are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.

xv)**Download of Call letter** - Applicants who have registered Online will be allowed to download online call letters for the "Online" examination on the basis of the information furnished in the online application. No detail scrutiny of application will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Company's website <http://spphyderabad.spmcil.com>. Once the applicant clicks the relevant link, he/she can access the window for call letter download. The applicant is required to use (I) Registration Number/Roll Number,(II) Password/Date of Birth for downloading the call letter. Applicants are required to affix recent recognizable photograph on the call letter preferably the same as provided during registration. Applicants have to appear at the examination centre with Original Call Letter and Original Photo Identity Proof as specified and mentioned in call letter. Applicants are also required to bring one photocopy of the original photo identity proof. Intimation for downloading call letter will also be sent through email/SMS to

the email id and mobile number as given by them in the online application form. However, applicants should keep checking the above website for latest updates.

xvi) **Applicants reporting late for online examination**: Applicants reporting late for online examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 120 minutes for above posts at (Sl.No. 1 to 7) applicants may be required to be present at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions for online test.

xvii) The possibility of occurrence of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

xviii) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any Centre or for any applicant.

xix) In order to overcome the possibility of applicants seeking help of other applicants during the online examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the online examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Company reserves the right to cancel the candidature of the concerned applicant and the result of such applicants (disqualified) will be withheld. Hence the applicants are advised in their own interests not to indulge in any unfair practice/malpractice in the examination.

xx) Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead to disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL recruitment process in the future.

If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

## **15. HOW TO APPLY:**

Applicants are requested to follow the detailed procedures/guidelines as Indicated below:

### **A. Application Registration Procedure**

### **B. Payment of fee Procedure**

### **C. Guidelines for Photograph & Signature Scan and Upload**

### **D. Other Guidelines**

**Applicants can apply online only from 15.03.2024 to 15.04.2024 and no other mode of application will be accepted.**

## **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, applicants should Scan their:

- photograph (4.5 cm X 3.5 cm)
- Signature (with black ink)
- Left Thumb impression (on white paper with black/blue ink)
- File Type: jpg/jpeg, Dimensions: 3cm X 3cm,
- File Size: 20 KB – 50 KB.
- A Hand written declaration (on a white paper with black Ink and should not be written in CAPITAL LETTERS)
- (text given below)(10 cm X 5 cm)(50 KB – 100 KB)

The applicant should ensure that the above scan documents adhere to the required Specifications as given below:

- Signature in Capital will not be accepted.
- The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/her Right thumb for applying).
- The text for hand written declaration is as follows:
- " I, \_\_\_\_\_(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required".
- The above declaration has to be in the candidates hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for examination etc., through the registered e-mail ID. In case an applicant does not have a valid personal e-mail id, he/she should create his/her new e-mail id and mobile no. before applying on-line and must maintain that email account and mobile number. Under no circumstances, he/she should share/mention email id to/or of any other person.
- PAYMENT OF FEE ON LINE: **from 15.03.2024 to 15.04.2024**
- Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the applicant.

## **A. Application Registration Procedure**

I. Applicants to visit Company's website <http://spphyderabad.spmcil.com>. And open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.

II. To register application, choose the tab "click here for New Registration and enter Name, Contact details and Email id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An E-mail & SMS indicating the Provisional Registration number and Password will also be sent.

III. In case the applicant is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application, applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same

if required.

IV. Applicants are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.

V. The Name of the applicant or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets /Identity proof. Any change/alteration found may disqualify the candidature.

VI. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

VII. Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point – C.

VIII. Applicants can proceed to fill other details of the Application Form.

IX. Click on the *Preview* Tab to preview and verify the entire application form before „COMPLETE REGISTRATION“.

X. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled are correct.

XI. Click on 'Payment' Tab and proceed for payment.

XII. Click on 'Submit' button.

### **(B) Payment of Fees procedure (Online Mode)**

I. The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.

II. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

III. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

IV. On successful completion of the transaction, an e-Receipt will be generated.

V. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

VI. Applicants are required to take a printout of the e-Receipt and online Application Form containing fee details.

**Please note that if the same cannot be generated online transaction may not have been successful.**

VII. For Credit Card users: All charges are listed in Indian Rupee. If a non-Indian

credit card is used, the bankers will convert it to local currency based on prevailing exchange rates.

VIII. To ensure the security of your data, please close the browser window once your transaction is completed.

IX. There is facility to print application form containing fee details after payment of fees.

X. No other mode of payment of fees will be accepted.

### **C. GUIDELINES FOR SCANNING & UPLOADING OF DOCUMENTS:**

**I. PHOTOGRAPH IMAGE:** Photograph must be a recent passport size colour picture. The picture should be in colour, against a light-coloured, preferably white background. Look straight at the camera with a relaxed face. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

If you have to use flash, ensure there's no "redeye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200 x 230 pixels (preferred). Size of file should be between 20kb-50kb, Ensure that the size of the scanned Image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### **SIGNATURE IMAGE:**

The applicant has to sign on white paper with Black Ink pen. The signature must be signed only by the applicant and not by any other person. The Signature will be used to put on the call letter and whenever necessary. The applicant's signature on the call letter and attendance sheet at the time of the examination should match the uploaded Signature. In case of mismatch, the applicant may be disqualified.

#### **Dimensions**

140 x 60 pixels (preferred). Size of file should be between 10kb -20kb. Ensure that the size of the scanned Image is not more than 20KB.

#### **II. Left thumb impression:**

- The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
- File Size: 20 KB – 50 KB

#### **III. Hand-written declaration:**

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10

- cm \* 5 cm (Width \* Height)
- File Size: 50 KB – 100 KB

#### **IV. SCANNING THE PHOTOGRAPH, & SIGNATURE.**

Set the scanner resolution to a minimum of 200 dpi (dots per inch). Set Colour to True Colour, File Size as specified above.

Crop the Image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

The image file should be JPG or JPEG format. An example file name is: image 01 .jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB&20KB respectively by using MS Paint or MS Office Picture Manager, Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also. If the file size and format are not as prescribed, an error message will be displayed. While filling in the Online Application Form the candidate will be provided with a link to upload his/her **photograph, signature, left thumb impression and hand written declaration.**

#### **V. Procedure for Uploading the Photograph and Signature etc.**

There will be separate links for uploading Photograph, Signature, Left thumb Impression and Hand Written Declaration. Click on the respective link "Upload Photograph / Signature, Left thumb Impression and Hand Written Declaration". Browse & Select the location where the Scanned Photo/ Signature file has been saved. Select the file by clicking on it. Click the 'Upload' button.

An online application which is incomplete in any respect such as without photograph and signature Left thumb Impression and Hand Written Declaration uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

#### **D. Other Guidelines/Instructions:**

I. Decision of SPP in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents is to be produced for the purpose of the conduct of online test, selection and any other matter relating to recruitment will be final and binding on the candidate. Management reserves the right to fix the standard and specifications for screening and calling the number of candidates for online test.

II. Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection

/inability/failure to log on to the Company's website on account of heavy load on internet website jam. SPPH takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the SPPH.

III. Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil

consequences in case the information /details furnished by him /her are found to be false at a later stage.

IV. SPPH shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.

V. Identity Verification –In the examination hall as well as at the time of verification of certificates & Medical Examination, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card

/Passport/ Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letter head/ Photo identity proof issued by a People's Representative on official letter head/ valid recent Identity Card issued by a recognized College/University/Aadhar/E-Aadhar card with a photograph/ Employee ID card.

Identity Card with photograph should be submitted to the Invigilator for verification. The applicant's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the applicant is in doubt the applicant may not be allowed to appear for the Examination.

**Please note that Ration Card and Learner's Driving License are not valid id proof for this recruitment exercise.**

**Note:** Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Applicants must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female applicants who have changed first/last middle name post marriage must take special note of this.

If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the applicant will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original.

#### **VI) Action Against Applicants Found Guilty of Misconduct Use of Unfair means**

Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, verification of certificates or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/her candidature or obtaining support for his/her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination.
- b) To be debarred either permanently or for a specified period from any examination conducted by SPMCIL.
- c) For termination of service, if he/ she has already joined SPMCIL.

**16.** Applicants are advised to take a printout of the system generated application form, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places. Applicants are not required to send anything through post only online mode is accepted.

a) They should attach the following documents and keep ready with them at the time of documents verification.

- Self-attested copies of the certificates pertaining to age, educational qualification i.e. Copies of all the marks sheets of all semesters/ years.
- Self-attested copies of Caste for SC/ST/EWS/OBC (Non-Creamy Layer) applicants. The certificates should have been issued by the Competent Authority for claiming the benefits of reservation for these categories under the Government of India.
- A copy of the Disability Certificate issued by the Competent Authority as prescribed by Government of India from PWD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD candidates.
- Ex-Serviceman applicants should keep a copy of discharge certificate.

b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of verification or if advised to submit at any date after being shortlisted for further selection process on the basis of examination results. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. in online application, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.

c) Management reserves the right to call for any additional documentary evidence in support of educational qualification & experience of the applicant.

d) Canvassing in any form will be a disqualification.

e) An 'Information Hand-out' booklet will be made available to the applicants on the Company's website <http://spphyderabad.spmcil.com>, which may be downloaded along with the call letter for online examination.

**17. The applicants may note the following:**

I. In case of the applicants belonging to OBC Category, the Certificate to that effect should not have been obtained earlier than 6 months. Candidates should submit a photocopy of the certificate Issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes under the Government of India at the time of certificates verification or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant does not belong to the socially advanced sections/Creamy Layer.

The certificate should have been obtained from the Competent Authority. The applicant should not belong to the socially advanced sections/Creamy layer on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "GENERAL" category applicant and hence they should select their category in online application as 'GENERAL'. It may be noted that only the castes/sub-castes figuring in the Central List (Govt. of India) will be considered accordingly OBC caste/Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.

II. Community/EWS status as on the closing date for ONLINE Registration of application for this Advertisement 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.

III. Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of verification or on any date after being advised about the same. Applicants already in service of Govt./Quasi Govt. Organisations. Public Sector Banks/Undertakings and Autonomous Bodies will have to keep a photocopy of the "**No Objection Certificate**" from their employer along with the print out of the application and submit the original for verification at the time of online Test. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which he/she will not be allowed to join the Company.

IV. Persons who have been dismissed from the service of any organisation need not apply.

V. Candidates whose results are awaited as on 15-04-2024 need not apply. Applicant must have passed the essential qualification from Recognized University/College/Institute.

VI. The decision of SPPH, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by SPPH in this regard.

VII. The Selected candidates will be initially posted at Security Printing Press, Hyderabad; however they are liable for transfer to any of the Units of SPMCIL as per requirement of the Company.

VIII. The seniority of the candidates on appointment will be as decided by the Company.

IX. Record retention period for examination material (Attendance Sheet/any other records / documents etc.) will be 6 months after the declaration of final result. After that, no RTI shall be entertained by Company regarding this examination.

X. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on Company's website <http://spphyderabad.spmcil.com> shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Hyderabad.

XI. Appointments of selected candidates will be subject to his/her being declared medically fit by a Medical Officer in the rank of Civil Surgeon of a Government Hospital, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, verification of caste and class certificate (for SC,ST,OBC and EWS category

candidates) and completion of all other pre recruitment formalities to the complete satisfaction of the Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.

XII. Canvassing in any form will be treated as a disqualification.

XIII. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.

XIV. No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.

XV. Please also refer to "How to apply" and "Frequently asked question (FAQs)" section on our website in case of any difficulty in applying online or register the problem online on <http://cgrs.ibps.in>.

XVI. Any corrigendum to this advertisement will be displayed only on the Company's website <http://spphyderabad.spmcil.com> Therefore, applicants are advised to keep checking the Company's website for any update.

XVII. The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website <http://spphyderabad.spmcil.com>. It will not be intimated to the applicants individually. However, in case of cancellation, examination fees (if any) paid by the applicants will be refunded to them.

Addl. General Manager (HR) & Head of Office  
For Chief General Manager

**INDICATIVE SYLLABUS FOR ALL THE POSTS OF  
SUPERVISOR(TO-PRINTING/TECH CONTROL)**PART-A**1) General Awareness:**

- a) Current Affairs
- b) Indian Polity
- c) Modern Indian History

**2) English Language Skills Test:**

- a) Fill in the Blanks
- b) Error Recognition
- c) Articles
- d) Verbs
- e) Preposition
- f) Spelling Test
- g) Vocabulary
- h) Grammar
- i) Synonyms
- j) Sentence Structure
- k) Antonyms
- l) Sentence Completion
- m) Correct use of words
- n) Phrases and Idioms

**3) Numerical Aptitude:**

Problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.

**4) Reasoning Aptitude:**

The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Nonverbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.

**INDICATIVE SYLLABUS FOR THE POST OF SUPERVISOR (TO-PRINTING)**

[THE QUESTIONS SHALL BE COMMENSURATE TO DIPLOMA LEVEL]

**PART-B (TECHNICAL SUBJECT)**

**1. Introduction to Printing Process:-**

- (i) Basic of Print Media & Printing Techniques
- (ii) Digital Printing Technology
- (iii) Technology of offset printing
- (iv) Flexography Printing
- (v) Principle and Technology of Gravure & Screen Printing
- (vi) Printing & Technology of offset Printing (Dry-Wet)
- (vii) Principle & technology of Intaglio Printing
- (viii) Letter Press, Lithography.

**2. Basic Principles of Imaging Techniques:-**

(i) Pre-Press: –

- (a) Publishing Software i.e. Coral Draw, Photoshop illustrator etc, Film Processing, Conversion to film output- negative, CTP technology, offset, dry-wet offset, screen, gravure & flexography.
- (b) Basic concept of printing designs- Layout style, art work, Typography, Symbol & logos, layout and colour etc.

(ii) Presses:- Configuration of machine design accessories, Dry-Wet offset, flexography, gravure, intaglio, digital and screen printing machines, CPC/QPC.

**3. Technology Security Printing:-**

- (i) Introduction of security printing
- (ii) Requirement of security printing
- (iii) Counterfeiting creation graphics
- (iv) Types of security product
- (v) Overt & Covert features
- (vi) Vector images/designing for Security Printing.

**4. Security Printing Inks:-**

- (i) Type of Security Printing Inks
- (ii) Migrating Heat reactive Ink
- (iii) Erasable & Fugitive Inks
- (iv) Copy protection & Thermo chromic Ink
- (v) Penetrating Ink
- (vi) OVI & UV Curing Ink
- (vii) IR Ink
- (viii) Monochromic Ink
- (ix) Water Resistant & Invisible Phosphorescent Ink tech

**6. Print Processes used in Security Printing:-**

- (i) Printing Processes such as Gravure, Offset, Intaglio, Flexo, Letterpress, Screen, Variable Data Printing.
- (ii) Software and Digital printing equipment used for variable data printing
- (iii) Recent trends and developments in security printing
- (iv) Process of Gravure, offset, Intaglio, Flexo Image Carrier
- (v) Inking, Drying and Impression system of offset, Intaglio, Flexo etc.

**7. Printing Electronics:**

- (i) Materials in Printed Electronics
- (ii) Basic Electronic components
- (iii) Printing Process used for printing electronics
- (iv) Impact Printing Processes: Offset, Screen, Gravure, Flexography
- (v) Non-impact printing processes-Inkjet Drop on demand for production of PE, scope and limitations, Printed Electronics Applications, Advances and Future Trends.

**8. Maintenance Management of Printing Machines:**

- (i) Printing machine technology in sheet fed & Webfed Offset Printing Machines
- (ii) Flexography Digital Printing Machine
- (iii) Maintenance Management
- (iv) Preventive Maintenance
- (v) Corrective Maintenance
- (vi) Quality and Safety in Maintenance
- (vii) Predictive Maintenance Techniques
- (viii) Breakdown Maintenance and Reconditioning and Replacement Theory
- (ix) Different Precision settings required.

**INDICATIVE SYLLABUS FOR THE POST OF SUPERVISOR(TECHNICAL CONTROL)**

[THE QUESTIONS SHALL BE COMMENSURATE TO DIPLOMA LEVEL]

**PART-B (TECHNICAL SUBJECT)**

**PRINTING (10 Questions)**

1. (i) Basic of Print Media & Printing Technique (ii) Digital Printing Technology (iii) Technology of offset printing (iv) Flexography Printing (v) Principle and Technology of Gravure & Screen Printing (vi) Printing & Technology of offset Printing (Dry-Wet) (vii) Principle & technology of Intaglio Printing
2. Basic Principles of Imaging Techniques :- (i) Pre-Press: – (a) DTP, Camera Processing, Conversion to film output- negative, CTP technology, surface preparation for letterpress, lithography, dry-wet offset, screen, gravure & flexography. (b) Basic concept of printing designs-Layout style, art work, Typography, Symbol & logos, layout and colour etc. (ii) Presses:- Configuration of machine part and accessories, Dry-Wet offset, flexography, gravure, intaglio, digital and screen printing machines.
3. Technology of Security Printing:- (i) Introduction of security printing (ii) Requirement of security printing (iii) Counterfeiting creation graphics (iv) Types of security product (v) Overt & Covert features
4. Security Substrates: Security Fibers, Planchettes, Fluorescent Hi-Lites, Iridescent coating, Security threads, Holographic foil, Colour Centered paper, Chemically Void, Toner fused Paper, Visible security fibers, Invisible fluorescent fibers and Other security papers.

**ELECTRONICS (10 Questions)**

- 1) Conductors, Semi-conductors, Insulators, Magnetic, Passive components, characteristics of Resistors, Capacitors and inductors. PN Junction diode, forward and reverse bias characteristics and equivalent circuits of diode, Zener diode and applications, clipping, clamping and rectifier circuits using diodes. Bipolar Junction Transistors (BJT) Field Effect Transistor (FET) and MOSFET; Biasing and stability, Emitter follower and its applications – Negatives feed back Transistor as a switch, Multistage Amplifiers, Feedback, Oscillators, Multivibrators, Voltage regulation, Power amplifiers.
- 2) Introduction to Network Theorems: Kirchoff's laws, superposition, Thevenin's Norton's and Maximum power theorems. Voltage and Current relationship in the resistance, inductance and capacitance. Concept of reactance, susceptance, conductance, impedance and admittance in series and parallel RL, RC and RLC circuits – Three phase supply-star and delta connection diagrams – Relation between line and phase & voltages and currents, series and parallel resonance circuits – condition of resonance, resonant frequency, Q factor and bandwidth.
- 3) Digital electronics: – Logic gates, Demorgan's theorem, Boolean algebra, frequency counters, flip-flops, shift registers, Basic concepts of Digital to Analog and Analog to Digital Converters, Timing circuits, Digital logic circuits, systems & codes Combinational logic design.

**ELECTRICAL(10 Questions)**

- 1) Basic concepts : Concepts of resistance, inductance, capacitance, and various factors affecting them. Concepts of current, voltage, power, energy and their units.
- 2) Circuit law : Kirchoff's law, Simple Circuit solution using network theorems.

- 3) Magnetic Circuit : Concepts of flux, mmf, reluctance, Different kinds of magnetic materials, Magnetic calculations for conductors of different configuration e.g. straight, circular, solenoidal, etc. Electromagnetic induction, self and mutual induction.
- 4) AC Fundamentals: Instantaneous, peak, R.M.S. and average values of alternating waves, Representation of sinusoidal wave form, simple series and parallel AC Circuits consisting of R.L. and C, Resonance, Tank Circuit.
- 5) Measurement and measuring instruments: Measurement of power (1 phase and 3 phase, both active and re-active) and energy, 2 wattmeter method of 3 phase power measurement. Measurement of frequency and phase angle. Ammeter and voltmeter (both moving oil and moving iron type), extension of range wattmeter, Multimeters, Megger, Energy meter AC Bridges. Use of CRO, Signal Generator, CT, PT and their uses. Earth Fault detection.
- 6) Generation, Transmission and Distribution – Different types of power stations, Load factor, diversity factor, demand factor, cost of generation, inter-connection of power stations. Power factor improvement, types of faults, short circuit current for symmetrical faults. Switchgears – rating of circuit breakers, Cable – Different type of cables, cable rating and derating factor.

**Mechanical Engineering: (10 Questions)**

- a) Theory of Machines and Machine Design
- b) Concept of simple machine, Four bar linkage and link motion, Flywheels and fluctuation of energy, Power transmission by belts – V-belts and Flat belts, Clutches – Plate and Conical clutch, Gears – Type of gears, gear profile and gear ratio calculation, Governors – Principles and classification, Riveted joint, Cams, Bearings, Friction in collars and pivots.
- c) Engineering Mechanics and Strength of Materials
- d) Equilibrium of Forces, Law of motion, Friction, Concepts of stress and strain, Elastic limit and elastic constants, Bending moments and shear force diagram, Stress in composite bars, Torsion of circular shafts, Buckling of columns – Euler’s and Rankin’s theories, Thin walled pressure vessels.
- e) Properties of Pure Substances : p-v & P-T diagrams of pure substance like H<sub>2</sub>O, Introduction of steam table with respect to steam generation process; definition of saturation, wet & superheated status. Definition of dryness fraction of steam, degree of superheat of steam. H-s chart of steam (Mollier’s Chart).
- f) 1<sup>st</sup> Law of Thermodynamics, 2<sup>nd</sup> Law of Thermodynamics; Thermal Efficiency of Heat Engines & co-efficient of performance of Refrigerators, Kelvin – Planck & Clausius Statements of 2<sup>nd</sup> Law of Thermodynamics, Absolute or Thermodynamic Scale of temperature, Clausius Integral, Entropy, Entropy change calculation of ideal gas processes.
- g) Air standard Cycles for IC engines: Otto cycle; plot on P-V, T-S Planes; Thermal Efficiency, Diesel Cycle; Plot on P-V, T-S planes; Thermal efficiency.

**CSE/IT(10 Questions)**

- **Computer:** History of Computer and their classification, Basic Organization, Memory – RAM, ROM, EPROM, etc, Magnetic-Floppy, Hard disks, CDROM, WORM etc, Concept of Virtual Memory and Cache Memory, Number systems, binary octal, Hexadecimal, Binary Addition, Subtraction and Multiplication, Flotation, point representation and arithmetic, Arithmetic through stacks.

- **Operating systems:** Basics of different types of Operating Systems, Assemblers, Memory Management, Contiguous Allocation, Non-Contiguous Allocation, Protection, Sharing & Fragmentation.
- **Virtual Memory:** Demand Paging – Page Replacement – Page Replacement algorithms – Thrashing.
- **File System:** File Concepts – Access Methods – Directory Structures – Protection Consistency Semantics – File system Structures – Allocation Methods – Free Space Management.
- **I/O System:** Overview – I/O hardware – Application I/O Interface – Kernel I/O subsystem, Performance, Secondary Storage Structures, Protection, Goals, Domain – Access matrix.
- **Internet Technology:** Basics, topologies, layers, switching in the networks, bridges, routers and gateways, types of networks, WWW. Client/Server Applications, Internet Standards and specifications, ISP, Broad Band Technologies, Protocols, web-servers, browsers, and security, fire walls, data security, HTML, HTML, XML, Web designing.

#### **OTHER TECHNICAL ASPECTS (10 QUESTIONS)**

1. ISO standards
2. Quality Management 7QC tools.
3. SPC/SQC Techniques Calibration, Gauging, Digital Measurements
4. Safety Guidelines, Factories Act.
5. Environment Aspects , Discharge and their control
6. Industry 4.0
7. Engg Math + Engg. Drawing
8. Material handling
9. BS Standards for materials & Material testing
10. Energy Efficiency.

## **INDICATIVE SYLLABUS FOR ALL THE POSTS at W-1 level**

### **PART-A**

- 1) **General Awareness:** Questions will be aimed at testing the candidate's general awareness around him and to test knowledge of current events and of such matters of day to day importance. Questions relating to India pertaining to sports, History, Culture, Geography, economy, Polity & Indian Constitution. These Questions will be such that they do not require a special study.
- 2) **Arithmetic Ability:** Questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.
- 3) **Basic English Language Skills:** Candidates' ability to understand Basic English would be tested.
- 4) **General Intelligence and Reasoning:** Questions of both verbal and non-verbal type. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking.

**INDICATIVE SYLLABUS FOR PART-B**  
**(TECHNICAL SUBJECT) FOR THE POSTS OF**  
**Jr. Technician(Printing) & Jr. Technician(Control)**  
**at W-1 Level**

**PART-B (TECHNICAL SUBJECT)**

- 1) Brief history of printing. Comparative analysis of different printing process. Printing surfaces – outline of preparation for all processes.
- 2) Types of offset printing Dry & Wet, Various types of Off-set Web perfecter multi colour machine Setting of electronic, computerized machine controls : Electronic eye, for colour registration, Web detector, numbering, folding, trimming etc. General care and maintenance of plate making and Off-set, Equipment and materials used in retouching work, retouching desk, illuminating lighting and viewing, factors affecting colour judgment. Printing surfaces- outline screen printing processes, composing (DTP), stencils and designs. Photographic materials, plates and films, emulsions, preparation, handling and care. Use of screen sheets, tint laying and their maintenance. Equipment and materials used in preparation of jigs and frames, bolting cloth, printing table, different adhesives used, handling and care. Effect of humidity on the film coating, hardening of the film, developing of the exposed film, transferring the stencil selection of mesh for bolting cloth to be printed on different material.
- 3) Pre-Press: Introduction to Desktop Publishing, its origin Components of Desktop Publishing, traditional Publishing and Publishing under PC environment. Concept of publishing, creating publishing page. System of page folding with different options (single fold, double fold, reverse side fold), scanning photos & images Computer application in pre - press work. Composing, scanning, colour mixing, image processing etc. Equipment and materials used in retouching work, retouching desk, illuminating lighting and viewing, factors affecting colour judgment. Use of screen sheets, tint laying and their maintenance.
- 4) Concept of publishing, creating publishing page. System of page folding with different options (single fold, double fold, reverse side fold), scanning photos & images. Color: Color theory & its Principles, theory of color separation, filter, sequence of color printing, Black printer of reducer and drier General care and maintenance of plate making equipment. Temperature and humidity controls, Effects on plates. Light sources - kinds, exposure - printing - down frame use.
- 5) Plate Making & Process: Plate making - surface and deepetch plates, Nyloprint and dry offset plates, outline of chemicals and solutions used for plate making, use of Whirler. Use of Tech Nova sheets. Photographic materials, plates and film, emulsions, preparation. Equipment and material used for making various Off-set plates, photo-chemical process for plate making for use in Off-set Machines. Plates-metals used - aluminum, zinc, and copper, properties and use, per-sensitized plates, Temperature and humidity controls, Effects on plates.

6) Printing Surfaces, Ink & Measuring Tools: Printing Ink, Component of different types of inks, tints, shades, matching and mixing of ink; Tack, length, flow and use Colour: Colour theory & its Principles, theory of colour separation, filter, sequence of colour printing, Black printer of reducer and drier. Theory of dot formation: Highlight and Shadow.

7) Lithographic plate and printing machinery. Photomechanical process, classification, equipment and materials used for plate making and offset printing. Use of automatic plate processor, their care and handling. - Use of Step and Repeat machine, their care and handling. Different type of plates: Study of aluminum plates, photo polymer plates, multimeter plates. P.S. and wipe on plates - their properties and use. Lining-up table, layout sheets, imposition, punch register, use of step wedges, sensitivity guide, etc. - handling and use.

8) Plate graining equipment and type of materials used - chemical, mechanical, sand blast, electro grain, etc. - quality of the grain. Plate making - surface and depth-etch plates, outline of chemical and solutions used for plate making, coating of plate for light sensitivity - use of whirler - P.S. Plates, wipe on plates, photopolymer plates, multi metallic plates, xerographic polyester plates. Light source - kinds, exposure - printing - down frame and their effective uses. Use of photo-integrator, inverse-square law, law of reciprocation.

9) Measuring gauges, hydrometer, hygrometer, densitometer, room thermometer, etc., their handling, care and use. Proof and transfer process by proofing - kinds, mechanical and operational features, hand transferring of images. Printing machines for litho-offset printing - kinds, mechanical and operational features, inking and damping systems. Rollers - kinds, setting, cleaning, handling and storage, nap roller - preparation and treatment.

10) Paper - standard sizes, division and sub-division, kinds, qualities. Seasoning of papers and paper calculation. Ink-kinds, qualities. Problems in plate making/printing and their remedies.

11) Post Press: Various book binding methods. Styles of binding. Material used in Binding paper, board, book cloth leather, handling, care, sizing etc. Classification of various book binding methods Hand sewn, Machinery sewn, section sewn. Direct perfect binding, with or without side glue etc. Stitching & sewing, hand and machine methods. End paper, kinds and purpose. Forwarding operations, Case making and finishing Operation. Rounding and backing, tipping knocking and counting backing, case making by hand, tools required. Tipping and pasting of plates, maps etc.

## **INDICATIVE SYLLABUS FOR PART-B(TECHNICAL SUBJECT) FOR THE POST OF**

### **Jr. Technician (Fitter) at W-1 Level**

#### **PART-B (TECHNICAL SUBJECT)**

- 1) Linear measurements - its units, dividers, calipers, hermaphrodite, centre punch, dot punch, prick punch their description and uses of different types of hammers. Description, use and care of „V“ Blocks, marking off table. Measuring standards (English, Metric Units), angular measurements.
- 2) Bench vice construction, types, uses, care & maintenance, vice clamps, hacksaw frames and blades, specification, description, types and their uses, method of using hacksaws. Files - specifications, description, materials, grades, cuts, file elements, uses. Types of files, care and maintenance of files. Measuring standards (English, Metric Units), angular measurements.
- 3) Marking off and layout tools, dividers, scribing block, - description, classification, material, care & maintenance. Try square, ordinary depth gauge, protractor - description, uses and cares. Uses, care & maintenance of cold chisels - materials, types, cutting angles. Marking media, marking blue, Prussian blue, red lead, chalk and their special application & Description. Power Saw, band saw, Circular saw machines used for metal cutting.
- 4) Micrometer- principle, parts graduation, reading, use and care. Micrometer depth gauge, parts, graduation, reading, use and care. Digital micrometer. Vernier calipers, principle, , graduations, reading, use and care. Vernier bevel protractor, construction, graduations, reading, use and care, dial Vernier Caliper, Digital Vernier caliper.
- 5) Drilling processes: common type (bench type, pillar type, radial type), gang and multiple drilling machine. Marking and measuring tools, wing compass, tin man's square tools, snips, types and uses. Tin man's hammers and mallets type-sheet metal tools, types, specifications, uses. Trammel- description, parts, uses. Hand grooves specifications and uses.
- 6) Stakes-bench types, parts, their uses. Various types of metal joints, their selection and application, tolerance for various joints, their selection& application. Wired edges. Various rivets shape and form of heads, importance of correct head size. Rivets-Tin man's rivets types, sizes, and selection for various works. Riveting tools, dolly snaps description and uses. Method of riveting, The spacing of rivets. Flash riveting, use of correct tools, compare hot and cold riveting.
- 7) Counter sink, counter bore and spot facing-tools and nomenclature, Reamer material, types (Hand and machine reamer), kinds, parts and their uses, determining hole size (or reaming), Reaming procedure. Tap wrench: material, parts, types (solid & adjustable types) and their uses removal of broken tap, studs (tap stud extractor). Drill kinds: Fraction, metric, letters and numbers, grinding of drill.

8) Grinding wheel: Abrasive, grade structures, bond, specification, use, mounting and dressing. Selection of grinding wheels. Bench grinder parts and use. Gauges- Introduction, necessity, types. Limit gauge: Ring gauge, snap gauge, plug gauge, description and uses.

9) Screws: material, designation, specifications, Property classes (e.g. 9.8 on screw head), Tools for tightening/ loosening of screw or bolts, Torque wrench, screw joint calculation uses. Power tools: its constructional features, uses & maintenance. Locking device: Nuts- types (lock nut castle nut, slotted nuts, swam nut, grooved nut) Description and use. Various types of keys, allowable clearances & tapers, types, uses of key pullers.

10) Special files: types (pillar, Dread naught, Barrow, warding) description & their uses. Slip gauge: Necessity of using, classification & accuracy, set of blocks (English and Metric). Details of slip gauge. Applications of Slip Guages. Application of slip gauges for measuring, Sine Bar-Principle, application & specification.

12) Lapping: Application of lapping, material for lapping tools, lapping abrasives, charging of lapping tool. Surface finish importance, equipment for testing-terms relation to surface finish. Equipment for tasting surfaces quality – dimensional tolerances of surface finish. Honing: Application of honing, material for honing, tools shapes, grades, honing abrasives. Frosting- its aim and the methods of performance.

13) Annealing and normalizing, Case hardening and carburising and its methods, process of carburising (solid, liquid and gas). Tapers on keys and cotters permissible by various standards. Gauges and types of gauge commonly used in gauging finished product-Method of selective assembly „Go“ system of gauges, hole plug basis of standardization. Bearing-Introduction, classification (Journal and Thrust), ball bearing: Single row, double row, description of each, and advantages of double row. Roller and needle bearings: Types of roller bearing. Bearing metals – types, composition and uses.

14) Vee belts and their advantages and disadvantages, use of commercial belts, dressing and resin creep and slipping, calculation. Power transmission scoupling types-flange coupling,-Hooks coupling universal coupling and their different uses. Pulleys-types-solid, split and „V“ belt pulleys, standard calculation for determining size crowning of faces -loose and fast pulleys -jockey pulley. Types of drives -open and cross belt drives.

**INDICATIVE SYLLABUS FOR PART-B(TECHNICAL  
SUBJECT) FOR THE POST OF  
Jr. Technician (Welder) at W-1 Level**

**PART-B (TECHNICAL SUBJECT)**

1) Introduction and definition of welding. - Arc and Gas Welding Equipments, tools and accessories. - Various Welding Processes and its applications. - Arc and Gas Welding terms and definitions. Different process of metal joining methods: Bolting, riveting, soldering, brazing, seaming etc. - Types of welding joints and its applications. Edge preparation and fit up for different thickness. - Surface Cleaning.

2) Basic electricity applicable to arc welding and related electrical terms & definitions. - Heat and temperature and its terms related to welding - Principle of arc welding. Common gases used for welding & cutting. - Types of oxy-acetylene flames and uses. - Oxy-Acetylene Cutting Equipment principle, parameters and application. Arc welding power sources: Transformer, Rectifier and Inverter type welding machines and its care & maintenance.

3) Welding positions as per EN & ASME: flat, horizontal, vertical and overhead position. - Weld slope and rotation. Arc length – types – effects of arc length. Polarity: Types and applications. - Weld quality inspection, common welding mistakes and appearance of good and defective welds - Weld gauges & its uses. Calcium carbide uses and hazard. Acetylene gas properties and flash back arrestor. Oxygen gas and its properties, uses in welding. Oxy acetylene gas welding Systems (Low pressure and High pressure). Difference between gas welding blow pipe(LP &HP) and gas cutting blow pipe - Gas welding techniques. Rightward and Leftward techniques.

4) Specification of pipes, various types of pipe joints, pipe welding all positions, and procedure. - Difference between pipe welding and plate welding.

5) Gas welding filler rods, specifications and sizes. - Gas welding fluxes – types and functions. Gas Brazing & Soldering : principles, types fluxes & uses - Gas welding defects, causes and remedies Electrode : types, functions of flux, coating factor, size specifications of electrode. - Effects of moisture pick up. - Storage and baking of electrodes.

6) Weldability of metals, importance of pre heating, post heating and maintenance of inter pass temperature. Welding of low, medium and high carbon steel and alloy steels. - Induction welding, brazing of copper tubes, Cast iron and its properties types. Welding methods of cast iron. Aluminium properties and weldability, Welding methods - Arc cutting & gouging. Safety precautions in Gas Metal Arc Welding and Gas Tungsten Arc welding.

7) Introduction to GMAW - equipment – accessories. - Various other names of the process Advantages of GMAW welding over SMAW , limitations and applications -

Process variables of GMAW. Wire feed system – types – care and maintenance. - Welding wires used in GMAW, standard diameter and codification as per AWS.

8) Heat input and techniques of controlling heat input during welding. - Heat distribution and effect of faster cooling. Pre heating & Post Weld Heat Treatment - Use of temperature indicating crayons. Submerged arc welding process – principles, equipment, advantages and limitations. Thermit welding processtypes, principles, equipments, Thermit mixture types and applications. - Use of backing strips and backing bars. Plasma Arc Welding (PAW) and cutting (PAC) process – equipments and principles of operation.

9) Resistance welding process -types, principles, power sources and welding parameters. - Applications and limitations. Metalizing – types of metalizing principles. - Manual Oxy – acetylene powder coating processprinciples of operation and applications.

**INDICATIVE SYLLABUS FOR PART-B(TECHNICAL  
SUBJECT) FOR THE POST OF  
Jr. Technician (Electronics/Instrumentation) at W-  
1 Level**

**PART-B (TECHNICAL SUBJECT)**

1) Basic terms such as electric charges, Potential difference, Voltage, Current, Resistance. Basics of AC & DC. Various terms such as +ve cycle, -ve cycle, Frequency, Time period, RMS, Peak, Instantaneous value. Single phase and Three phase supply. Terms like Line and Phase voltage/ currents. Insulators, conductors and semiconductor properties. Different type of electrical cables and their Specifications.

2) Single range meters Introduction to electrical and electronic measuring instruments. Basic principle and parts of simple meters. Specifications, symbols used in dial and their meaning. Introduction to electrical measuring instruments. Importance and classification of meters. MC and MI meters. Characteristics of meters and errors in meters. Multi meter, use of meters in different circuits. Care and maintenance of meters. Use of CRO/DSO, Function generator, LCR meter.

3) Different types of soldering guns, related to Temperature and wattages, types of tips. Solder materials and their grading. Use of flux and other materials. Selection of soldering gun for specific requirement. Soldering and De-soldering stations and their specifications. Different switches, their specification and usage.

4) Ohm's law and Kirchhoff's Law. Resistors; types of resistors, their construction & specific use, color-coding, power rating. Principles of induction, inductive reactance. Types of inductors. Self and Mutual induction. Types of capacitors, construction, specifications and applications. Dielectric constant. Significance of Series parallel connection of capacitors.

5) Semiconductor materials, components, PN Junction, Forward and Reverse biasing of diodes. Forward current and Reverse voltage. Different diodes, Rectifier configurations, their efficiencies. Working principles of Zener diode, varactor diode, their specifications and applications. Working principle of a Transformer, construction, Specifications and types of cores used. Step-up, Step down and isolation transformers with applications.

5) Construction, working of a PNP and NPN Transistors, purpose of E, B & C Terminals. Transistor applications as switch and amplifier. Transistor input and output characteristics. Transistor power ratings & packaging styles and use of different heat sinks. Different types of biasing, various configurations of transistor (C-B, C-E & C-C), their characteristics.

6) Diode shunt clipper circuits, Clamping / limiting circuits and Zener diode as peak clipper, uses their applications. Heat Sink- Uses & purpose. Suitability of FET amplifiers in measuring device applications. Working of different power electronic components such as SCR, TRIAC, DIAC and UJT. MOSFET, Power MOSFET and

IGBT, their types, characteristics, switching speed, power ratings and protection  
Flip-Flop: Basic RS Flip Flop, edge triggered D Flip Flop, JK Flip Flop, T Flip Flop.  
Basic flip flop applications like data storage, data transfer and frequency division.

7) Precision Measuring Instruments, gauge blocks, sine bar, dial indicators, vernier callipers, micrometers, bevel protractor, thickness gauges. Types of tubes used for instrumentation. Basics of electrical measuring instruments Types - absolute and secondary instruments. Types of secondary instruments, DC instruments- working principle, method of working.

8) Ohm meters- measuring electrical resistance. Basic construction of Ohm meter, working method of ohmmeter. Types of Ohm meter - series and shunt type of ohm meters. Megger/insulation tester, earth tester - construction working advantages and disadvantages of various types of ohm meter. AC instruments - types of AC measuring instruments -MI, electro dynamometer type, Working principle, advantages and disadvantages of MI instruments and electro dynamometer instruments. Various applications. Induction type meters - working principle construction and operation of induction type instruments. Construction and Applications - single phase and three phase energy meter, watt meter. Watt hour meter, Ampere Hour meter, power factor meter etc. Special instruments: voltage tester, continuity tester, rotation test, phase sequence indicator, synchronizing, the synchroscope, \_ frequency meter. Thermocouple type ammeters.

11) Scope and necessity of instrumentation. Fundamentals of measurement systems. Calibration and calibration standards- basic standards, secondary standards, working standards. Fundamental units - The metric system, Base & supplementary units, Derived Units, Multiplying factors and standards of length, mass, time & frequency. Temperature & electrical units. Instrument characteristics Static characteristics- accuracy, precision, sensitivity, resolution dead zone, repeatability, reproducibility, drift, Dead band, backlash, hysteresis. Dynamic characteristics- speed response, fidelity, lag. Error, Types of errors- systematic, random & illegitimate error. Certainty/uncertainty, validity of result. Measuring system Response. Introduction, amplitude responses, Phase response, Delay, rise time & slew rate. Damping & its importanc. Stress & Strain Measurement. Introduction to Strain gauges, types of strain gauges and differences. Applications of strain gauges, load cells. LVDT, RVDT, advantages and limitations

**INDICATIVE SYLLABUS FOR PART-B(TECHNICAL  
SUBJECT) FOR THE POST OF  
FIREMAN at W-1 Level**

**PART-B (TECHNICAL SUBJECT)**

- 1) Basics of Physics & Chemistry related to Fire :Physical properties of matter, Definition of Density, Relative density, Effects of density on behaviour of gases, Vapour density, Melting & Boiling point, introduction to Heat and Combustion, Measurement of temp and conversion of their scales, Definition of Flammable liquids, Gases & vapors, sp heat, latent heat.
- 2) Anatomy of Fire : Definition of Combustion, Elements of Combustion, Products of Combustion, Flash point, Fire point, Ignition temperature and spontaneous combustion.
- 3) Classification of Fires : Classification of Fire and types of extinguishers. Techniques of fire extinction-Smothering cooling and starvation.
- 4) Extinguishing Media and Foam Making Equipment : Water as an extinguishant-its merits, demerits and modification. Introduction to all types of foam concentrate, properties of foams and techniques of extinguishment by foam, types of foams, Characteristics of good foam, foam making Equipment- Mechanical. Dry Chemical Powder- Types and application. Carbon dioxide as extinguishant.
- 5) Hose and Hose Fittings: Type of Suction & Delivery Hoses, Material used in Construction. Hose-reel, and Causes of decay, Operational use of Hose, Storage, Care & Maintenance.
- 6) Hydraulics : Introduction & Units of measuring Length, Area and Volume of regular and irregular shapes, Pressure & their conversion, Principal Characteristics of pressure.
- 7) Pump and Primers : Classification of common pumps in use in Fire Service and its types, centrifugal pump, its parts, construction & their function, different types of primers, Reciprocating and Gas Ejector primers, Care and Maintenance, introduction to Cooling Systems.
- 9) Fixed Installations: **a.** Water Based: Risers Mains- Wet riser, Dry riser, Hose reel installation, use and maintenance, Introduction to hydrants. **b.** Non Water Based : Foam Base- Foam pourer, DCP, CO<sub>2</sub>, Based installation use and maintenance.
- 10) Automatic Fire Detection cum Alarm System: Types of Detectors- Smoke, Heat, Flame/Gas Detectors, Operating principles.
- 11) **Ladders:** Introduction of Types of ladders, Extension Ladder, Hook Ladder, Use, Care and maintenance of ladders, Pitching of Ladders, Parts and Components. **Small & Special Rescue Gears :** Different types of small gears, Fireman Axe, Ceiling Hook, Crowbar, Door breaker, Padlock removers, Spreader,

Cutters, Lifting Equipment and different type of Saw used during fire fighting & rescue techniques.

12) Special Service: Introduction, Methods employed by fire Service to rescue trapped persons in lifts, Sewer, Trapped under vehicle, Debris of Collapsed building. Special reference to Industrial Units.

**INDICATIVE SYLLABUS FOR THE POST OF  
Supervisor (OL) at A-1 Level**

**1. General Awareness (with Special emphasis on computer Knowledge):**

- Current Affairs
- Indian Polity
- Modern Indian History
- MS Office & Basic Computer Skills

**2. General Hindi:**

Topics covered in Hindi Language Preparation:

- Grammatical Topics i.e. Samas, Sandhi, Kriya, Visheshan, etc.
- Hindi Synonyms
- Hindi Paragraphs
- Hindi Proverbs
- Hindi Antonyms
- Modern Hindi Literature.
- Rajbhasha Policy of Government of India, etc.

**3. General English:**

This part of the Paper-I tests the Reading and Writing Skills of the candidate in English:

Topics covered in English Language Preparation:

- Fill in the Blanks
- Error Recognition
- Articles
- Verbs
- Preposition
- Spelling Test
- Vocabulary
- Grammar
- Synonyms
- Sentence Structure
- Antonyms
- Sentence Completion
- Correct use of words
- Phrases and Idioms

**4. Test of Domain Knowledge which includes Hindi to English and vice-versa Translation Skills (Which includes Hindi & English Comprehension)**

This paper will test the candidates' translation skills and their ability to translate as well as comprehend the Hindi and English languages correctly, precisely and effectively.

**INDICATIVE SYLLABUS FOR THE POST OF  
Jr. Office Assistant at B-3 Level**

**1) General Awareness:**

- d) Current Affairs
- e) Indian Polity
- f) Modern Indian History

**2) Computer Knowledge:**

Computer Knowledge including MS Office, MS Excel, MS Power Point and MS Access.

**3) English Language Skills Test:**

- o) Fill in the Blanks
- p) Error Recognition
- q) Articles
- r) Verbs
- s) Preposition
- t) Spelling Test
- u) Vocabulary
- v) Grammar
- w) Synonyms
- x) Sentence Structure
- y) Antonyms
- z) Sentence Completion
- aa) Correct use of words
- bb) Phrases and Idioms

**4) Numerical Aptitude:**

Problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.

**5) Reasoning Aptitude:**

The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Nonverbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.

GUIDELINES FOR EVALUATION OF TYPING TEST (ENGLISH/HINDI) FOR THE POSTS OF  
**JUNIOR OFFICE ASSISTANT**

**I. Duration of typing test:** 10 minutes

**II. Speed criteria:** 40 wpm in English and 30 wpm in Hindi

**III. Nature of Mistakes:**

**A. Full Mistakes:** The following errors are treated as full mistakes :-

- For every omission of a word/figure.
- For every substitution of a wrong word/figure, except transposition of words.
- For every addition of a word/figure not found in the passage.
- For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word „spelling“ typed as seeplings; seplling; speling; seepling; spelling etc.
- For repetition of word/figure, e.g. „I shall shall be grateful .....“
- Incomplete words (half typed words will be treated as mistake).

**B. Half Mistakes :** The following errors are treated as half mistakes :-

- Spacing Errors : Where no space is provided between two words, e.g. „Ihope“, or undesired space is provided between the words or letters of a word e.g. „I have“, „I h ave“ (space left between a word).
- Wrong Capitalisation : Wrong typing of a capital letter for small letter or vice-versa.(This does not apply in respect of Hindi Typewriting scripts)
- Punctuation Errors : Where the punctuation mark is omitted or added or substituted by another.
- Transposition Errors : Where words are transposed, e.g. the words „I hope“ typed as „hope I“.
- Paragraphic Errors : Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e paragraph given manual spaces;
- without pressing the **Tab Key**, will be treated half-mistake.

**NOTE :** Any corrections made by pen or pencil will be treated as a Mistake.

**Enclosures:** Instructions to the Candidates (**Appendix - III**).

**IV. Criteria for Calculation of Typing Speed and Error :-**

**A. The Criteria for evaluation of typing speed is illustrated below as –**

Note: 1 word = 5 key strokes, 1 error = 5 key strokes.

**Net Speed (WPM)** = [(Gross Strokes - Error Hits) / 5] / Total Test Time (Min).

Duration: 10 min.

Gross Strokes = Total Stokes Typed in 10 Min. e.g. 2000.

Words Typed = (2000/5) = 400.

**Gross Speed = 400/10 = 40 WPM.**

**B. Criteria for Calculation of Error**

Mistakes / Error Stokes = 250.

Error Words = 250/5= 50.

Net Errors = 50/10 = 5 WPM.

**Net Speed = 40 – 5 = 35 WPM.**

**Percentage of Error allowed –**

- i. Relaxation of 5% error for UR Category
- ii. Relaxation of 7% error for other categories

**INSTRUCTIONS TO THE CANDIDATES**

- The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.
- The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. No credit will be given if a candidate types in the Medium not opted by him.
- Candidates are required to use **Tab Key** for beginning of any Para; rather than giving spaces manually. Every Para, where the space given without pressing the **Tab Key**, will be treated as a half-mistake.
- Candidates are **Not** required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.
- After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- Any irrelevant matter/numerical typed will be treated as a mistake.
- Any incomplete word arising due to any reason will be treated as one full mistake.

**Duties and Responsibilities**

Sl. No	Post name	Duties and Responsibilities*
1	Jr. Technician (Printing)	<ul style="list-style-type: none"><li>• Jr. Technician is an industrial workmen cadre post on shop floor.</li><li>• Production on Printing/ Post printing/ finishing/ Allied Machines.</li><li>• Involvement in all kind of work/ activities like machine pre make ready, printing, post printing, finishing, packing, basic computer operations.</li><li>• Machine cleaning as per requirement.</li><li>• Materials handling right from stores to loading on machine, production, storage of finished goods as per requirement.</li><li>• Maintain the quality of production with achievement of target output.</li><li>• Should assist supervisors and work with discipline to achieve daily, monthly target of production.</li><li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li></ul>
2	Jr. Technician (Control)	<ul style="list-style-type: none"><li>• Counting of Security products at various stages i.e. blank paper, printed sheets, perforated sheets, forms &amp; booklets.</li><li>• Piling/locking of base stock security blank paper for feeding on printing machine.</li><li>• To bundle/ pack the security/finished products in the form of reams, packets, bundles, labels as per requirement.</li><li>• To stencil serial numbers and code numbers on the corrugated boxes, packing of finished products in corrugated boxes.</li><li>• To shift security products/ raw materials from one section to other section for next operation.</li><li>• Semi-finished products are to be shifted to cutting machine for cutting operations and back to concerned section.</li></ul>

		<ul style="list-style-type: none"> <li>• Examination of Security Products.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
3	Jr. Technician (Fitter)	<ul style="list-style-type: none"> <li>• Repairing of malfunctioning mechanical systems, maintain, trouble shoot and repair of machines and auxiliary equipment like motors, cranes, AC plant, Air compressors, water pumps and material handling equipment.</li> <li>• Erection/ Installation and relocation of various machinery and equipment.</li> <li>• Repairing of Mechanical components (Hydraulics and Pneumatics) to keep machines in production.</li> <li>• Utilizing various measuring tools and power tools to manufacture machine components.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
4	Jr. Technician (Welder)	<ul style="list-style-type: none"> <li>• To perform various welding works.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
5	Jr. Technician (Electronics/Instrumentation)	<ul style="list-style-type: none"> <li>• Domestic and Industrial wiring.</li> <li>• Maintenance works at power house, LT sub stations.</li> <li>• Maintain, trouble shoot and repair of machines and auxiliary equipment like motors, starters, cranes, AC Plant, air compressors used in production and related services.</li> <li>• Installation and relocation of various machinery and equipment.</li> <li>• Repairing and Testing of Electrical and Electronic components to keep machines in working condition.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
6	Jr. Office Assistant	<ul style="list-style-type: none"> <li>• General Administration, all personnel function, discipline, maintenance of Industrial relations, Receipt and disbursement of Dak and despatch of</li> </ul>

		<p>all communications.</p> <ul style="list-style-type: none"> <li>• Processing of terminal /pension/family pension cases etc.</li> <li>• Processing of cases for procurement of all Office/Factory purchases.</li> <li>• Processing of purchase bills, Maintenance of GPF A/cs of all employees, GPF subscription, advances, recovery, withdrawal and final settlement of GPC. Medical claims and advances, CGHS, Budget proposals, control on expenditure and sanction.</li> <li>• Drawing and disbursement of Cash through cashier, maintenance of account and cash book, annual audits and settlement of audit objections etc., All preform accounts, Costing, Priced stores Ledger, Raising of bills on organisations receiving products, realisation of revenue etc.</li> <li>• Maintenance of all service books, maintenance of leave accounts grant of increments, drawl of pay bill, OTA bills LTC claim, TA/DA claims; bonus claims, court attachments; ECS system and all other establishment matters.</li> <li>• APAR/ACR initiation of all concerned employees, Assist in Processing of DPCs, recruitment, appointments, all admin. Matters coordination with audit party, Factory license-Correspondence with Inspector of Factories of Telanagana and accident report, vigilance cases, NOCs for passport, forwarding of application for outside employment.</li> <li>• To work as Time Keeper to maintain the musters through AMS(Electronically) and send the same to establishment section for further calculation of wages.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
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7	Fireman (RM)	<ul style="list-style-type: none"> <li>• Attending to fire emergencies and special service calls in round the clock shift, execute the orders of superiors while attending fire emergencies and special service</li> </ul>
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		<p>calls.</p> <ul style="list-style-type: none"> <li>• To assist in station work, maintenance of various records in fire station.</li> <li>• To attend the work of maintenance /testing of first aid fire fighting equipment, fire communication system, fire fighting equipment and systems.</li> <li>• To maintain good housekeeping and participate in fire drills, squad drills, and physical training. Handling the fire appliance to the scene of fire and operate the pumps and safety operational duties as may be required by the superiors while attending fire emergencies.</li> <li>• To Coordinate with Telangana STATE DISASTER RESPONSE AND FIRE SERVICES DEPARTMENT in taking clearances and during emergent situations.</li> <li>• To maintain fire appliances/pumps in perfect working order. Any defect should be reported to the Officer-in-Charge for getting the defects rectified.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
8	Supervisor (Printing)	<ul style="list-style-type: none"> <li>• He is entrusted with responsibility of production and other day to day duties like posting of workmen on Machines, indenting raw materials, drawing from stores, etc. and to see that the production on each machine is achieved.</li> <li>• Supervisor will be in-charge for production, its quantity and quality, reduction of wastage, maintenance of spare units, spare parts, trials and suitability of consumables and raw materials on their machines.</li> <li>• To give the annual requirement of raw material like paper reels, ink, gum, blanket, and cutter etc., required by their machines.</li> <li>• Purchase Memos for spares, re-rubberisation of rollers etc., and suitability reports and submit to their Technical Officers concerned.</li> <li>• To monitor the availability of Plates,</li> </ul>

		<p>Blankets, Ink, Gum and other consumable items of their respective machines and report to the officers concerned for immediate action.</p> <ul style="list-style-type: none"> <li>• Should be in a position to give realistic figures of yield per M.T of paper, percentage of printed spoils, process wastage paper reels handling wastage and consumption of other consumables of the respective item, whenever required.</li> <li>• Separate stock and consumption of security item like paper ink, negatives and positives (films), Plates are to be maintained as per variety in separate register.</li> <li>• The Shop-floor supervisors have to maintain the shop floors very neat and clean. To see that the shop floors under their control are kept clean.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
9	Supervisor (Tech-Control)	<ul style="list-style-type: none"> <li>• He is responsible for the correctness of all balances in his section, To maintain correct and up to date account of balances, miscellaneous item, paper and important materials from security point of view. To write / check all the sectional account books and consolidated account books for submission to the Superiors.</li> <li>• To see that duties assign to his staff and workmen are properly carried out and responsible for the keys entrusted to him and will personally bring keys from key safe and deposit it every day.</li> <li>• To see that no defectively printed material is passed out as good material and also see that there is no unnecessary cancellations of the material which could be passed.</li> <li>• To write and maintain all kinds of sectional Accounts Books and submit to Superior for checking.</li> <li>• To see that pinning, strapping, stitching, sealing, nailing, stencilling of a packed cases is done properly. To prepare invoice and weight list of the cases to be despatched and make the consignment ready well in</li> </ul>

		<p>advance.</p> <ul style="list-style-type: none"> <li>Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
10	Supervisor (OL)	<ul style="list-style-type: none"> <li>Responsible for the implementation Official Language Policy of Govt. of India in the organisation.</li> <li>Translation of day to day official letters, office orders, departmental orders, various publications of official journals, books, forms, circulars, manuals, articles etc., from English to Hindi and vice versa.</li> <li>To collect, examine and review periodical Official Language reports and to submit the consolidated reports to the competent authority.</li> <li>To motivate the employees of the organisation to work in Hindi.</li> <li>To initiate follow up action on decision taken by the Official language Implementation Committee(s).</li> <li>To assist Hindi Officer in the implementation of Official Language Policy and in various official matters. Maintenance of all records related to Official Language.</li> <li>To assist in the preparation of in house magazine and any other publication.</li> <li>To conduct regular workshops for the Official Language and use of as much as possible in the daily operations of the SPPH.</li> <li>To take action at office level in all matters related to Hindi Teaching Scheme and other training schemes.</li> <li>To conduct OLIC meeting every quarterly basic and its compliance as per instruction of competent authority.</li> <li>Any other work as per sectional requirement shall be assigned from time to time by Superiors.</li> </ul>

(\*)The duties mentioned above are only indicative in nature and detailed charter of duties assigned during the issue of Offer of Appointment.

## FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri\*/ Srimati/ Kumari\* .....  
 son/daughter\* of.....Village/Town  
 ..... District/Division\* .....of  
 the ..... State/Union Territory\* belongs to the  
 .....Caste\*/Tribe which is recognised as a Scheduled Caste /  
 Scheduled Tribe under:-

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951; [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]
- \*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 recognised as a Scheduled Caste / Scheduled Tribe in the Station/ Union Territory\* issued by the ..... 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 / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional 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 / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

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

This is to certify that Shri / Smt. / Kumari.....  
 son / daughter of ..... of Village/Town ..... in  
 District/ Division ..... in the State / Union Territory ..... belongs to the  
 ..... community which is recognised as a Backward Class under the  
 Government of India, Ministry of Social Justice and Empowerment, Resolution No.  
 ..... Dated ..... \*

Shri/Smt./Kum.\*..... 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 8.9.1993 and modified  
 vide Government of India, Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res)  
 dated 27.05.2013 and 13.09.2017\*\*.

Date:

DISTRICT MAGISTRATE /  
 DY. COMMISSIONER ETC.

**(Seal)**

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

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**DECLARATION**

**Annexure VA**

**Proforma for declaration to be submitted by Other Backward Class Candidates at the time of document verification.**

—I, ..... son/daughter of  
Shri ..... resident of Village/Town/City  
....., district..... State  
..... hereby declare that I belong to the .....

(indicate your sub caste) 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 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.03.1993 and its subsequent revision through O.M.No.36033/1/2013-Estt. (Res) dated 27 05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the candidate

Government of \_\_\_\_\_  
 (Name & Address of the authority issuing the certificate)

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

Certificate No. \_\_\_\_\_

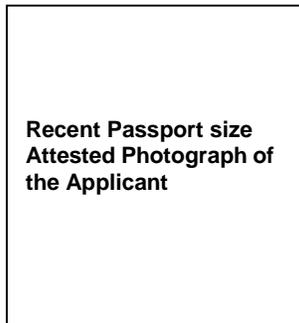
Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri / Smt./ Kumari \_\_\_\_\_  
 son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_,  
 Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
 \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).



**Recent Passport size  
 Attested Photograph of  
 the Applicant**

Signature with seal of

Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

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

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

**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  
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 .....

(1) He / She has .....% (in figure)..... percent (in words)  
permanent locomotor 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**

**ANNEXURE VI(B)**

**Certificate of Disability**  
(In case of multiple disabilities) [See Rule 18(1)]

(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, Male/Female .....Registration No. ....  
Permanent Resident of House No. .... Ward/Village/Street .....  
whose photograph is affixed above and are satisfied that:

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

(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

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

**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)**

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

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

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

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	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			

(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

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

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

Nature of Document	Date of issue	Details of authority issuing certificate

Countersigned [ (Countersignature 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)]		(Authorised Signatory of notified Medical Authority) (Name and Seal)

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

**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.