



ENGAGEMENT OF APPRENTICES IN BANK OF BARODA UNDER THE APPRENTICES ACT, 1961

Bank of Baroda invites online applications from Indian citizen for engagement of apprentices under Apprentices Act 1961 (as amended from time to time).

| Online Registration of Application starts from: 19.02.2025 | Last date for Submission of Application: 11.03.2025 |
|---|---|
| <u>IMPORTANT TO NOTE</u> | |
| 1. | Candidates can apply for engagement in one State only. |
| 2. | The home district of the applicant as per address mentioned in their Aadhaar ID will be considered as the candidate's first preference of District for their place of training. In case, no training seat (as per table 2.1 below) is available in the home district of the candidate, he/she will have to provide 2 more preferences from the list of districts where training seats are available. |
| 3. | The Candidate should not have undergone Apprenticeship either with Bank of Baroda or in any other Establishment in past. |
| 4. | The Candidate should not have been terminated in between the course of Apprenticeship training with any Establishment due to the mistake of candidate himself/ herself. |
| 5. | The Candidate should not be pursuing the Apprenticeship Training with any Establishment as per the Apprentices Act 1961 as amended from time to time. |
| 6. | Candidates, who had training or job experience for a period of one year or more after completing the educational qualification, shall not be eligible for being engaged as Apprentice. |
| 7. | Detailed apprenticeship notification for the candidates interested in applying for apprenticeship with the Bank will be available on Bank's website (www.bankofbaroda.co.in) and BFSI SSC's website (https://bfsissc.com) |
| 8. | Candidates are required to first get themselves registered on the government apprenticeship portals https://www.apprenticeshipindia.gov.in and/or https://nats.education.gov.in to be eligible to apply online for the apprenticeship program of the Bank & to make payment of applicable fees through the link provided by BFSI SSC. No other mode of submission of application will be accepted by the Bank. |
| 9. | The process of Registration of application will be considered complete only when application fee is deposited with BFSI SSC. Candidates are requested to note down the acknowledgement number and keep a copy of application form for their future reference. |
| 10. | Before applying, candidates should ensure that they fulfill the eligibility criteria for the engagement as on the date of eligibility. Short-listing / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank. |
| 11. | All correspondence will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., intimation for Online Exam Dates and Language Proficiency Test, any advices etc. |
| 12. | Candidates are advised to check Bank's official website (Current Opportunities) and BFSI SSC's website (https://bfsissc.com) regularly for details and updates. All revisions/corrigendum/modifications (if any) will be hosted on the Bank's and BFSI SSC's website. |

1. Eligibility Criteria as on 01.02.2025 & Duration of the Training:

| Registration | Age | Educational Qualification | Duration of Training |
|---|---------------------------------|---|----------------------------------|
| Candidates Registered on NAPS and/or NATS portal are eligible to apply. | Min: 20 years Max: 28 years* | Graduation Degree in any Discipline from a recognized University or any equivalent qualifications recognized by the Central Government. # | 12 months of On-the Job Training |

* Relaxation in upper age limit is applicable as per Government of India guidelines for SC/ST/OBC/PwBD candidates subject to the condition that the candidates registered under National Apprenticeship Promotion Scheme (NAPS) should be less than 34 years as on the cut-off date (01.02.2025)".

#For the candidates registered under National Apprenticeship Training Scheme (NATS), the date of passing their Graduation should not be more than 4 years preceding to the cut-off date (01.02.2025).

2. Training Seats:

The details of the State/UT wise Break-up of seats for the Training:

| Sr. No. | State / UT | Vacancy | SC | ST | OBC | EWS | UR | PwBD | | | |
|---------|-----------------------------|-------------|------------|------------|------------|------------|-------------|-----------|-----------|-----------|-----------|
| | | | | | | | | OC | HI | VI | ID |
| 1 | Andhra Pradesh | 59 | 9 | 4 | 15 | 5 | 26 | 1 | 1 | 0 | 0 |
| 2 | Assam | 40 | 2 | 4 | 10 | 4 | 20 | 1 | 0 | 0 | 0 |
| 3 | Bihar | 120 | 19 | 1 | 32 | 12 | 56 | 1 | 1 | 1 | 1 |
| 4 | Chandigarh (UT) | 40 | 7 | 0 | 10 | 4 | 19 | 1 | 0 | 0 | 0 |
| 5 | Chhattisgarh | 76 | 9 | 24 | 4 | 7 | 32 | 1 | 1 | 1 | 0 |
| 6 | Dadra and Nagar Haveli (UT) | 7 | 0 | 3 | 0 | 0 | 4 | 0 | 0 | 0 | 0 |
| 7 | Delhi (UT) | 172 | 25 | 12 | 46 | 17 | 72 | 2 | 2 | 1 | 1 |
| 8 | Goa | 10 | 0 | 1 | 1 | 1 | 7 | 0 | 0 | 0 | 0 |
| 9 | Gujarat | 573 | 40 | 85 | 154 | 57 | 237 | 6 | 6 | 5 | 5 |
| 10 | Haryana | 71 | 13 | 0 | 19 | 7 | 32 | 1 | 1 | 0 | 0 |
| 11 | Jammu and Kashmir (UT) | 11 | 0 | 1 | 2 | 1 | 7 | 0 | 0 | 0 | 0 |
| 12 | Jharkhand | 30 | 3 | 7 | 3 | 3 | 14 | 1 | 0 | 0 | 0 |
| 13 | Karnataka | 537 | 85 | 37 | 144 | 53 | 218 | 6 | 5 | 5 | 5 |
| 14 | Kerala | 89 | 8 | 0 | 24 | 8 | 49 | 1 | 1 | 1 | 0 |
| 15 | Madhya Pradesh | 94 | 14 | 18 | 14 | 9 | 39 | 1 | 1 | 1 | 0 |
| 16 | Maharashtra | 388 | 38 | 34 | 104 | 38 | 174 | 4 | 4 | 4 | 3 |
| 17 | Manipur | 8 | 0 | 2 | 1 | 0 | 5 | 0 | 0 | 0 | 0 |
| 18 | Mizoram | 6 | 0 | 2 | 0 | 0 | 4 | 0 | 0 | 0 | 0 |
| 19 | Odisha | 50 | 8 | 11 | 6 | 5 | 20 | 1 | 1 | 0 | 0 |
| 20 | Puducherry (UT) | 10 | 1 | 0 | 2 | 1 | 6 | 0 | 0 | 0 | 0 |
| 21 | Punjab | 132 | 38 | 0 | 27 | 13 | 54 | 2 | 1 | 1 | 1 |
| 22 | Rajasthan | 320 | 54 | 41 | 64 | 32 | 129 | 3 | 3 | 3 | 3 |
| 23 | Tamil Nadu | 223 | 42 | 2 | 60 | 22 | 97 | 2 | 2 | 2 | 2 |
| 24 | Telangana | 193 | 30 | 13 | 52 | 19 | 79 | 2 | 2 | 2 | 1 |
| 25 | Uttar Pradesh | 558 | 117 | 5 | 150 | 55 | 231 | 6 | 6 | 5 | 5 |
| 26 | Uttarakhand | 30 | 5 | 0 | 3 | 3 | 19 | 1 | 0 | 0 | 0 |
| 27 | West Bengal | 153 | 35 | 7 | 33 | 15 | 63 | 2 | 2 | 1 | 1 |
| | | 4000 | 602 | 314 | 980 | 391 | 1713 | 46 | 40 | 33 | 28 |

* The number of training seats mentioned above is provisional and may vary according to the actual requirement of the Bank.

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Sections, UR- Unreserved, PWBD - Persons with Benchmark Disability, OC-Orthopedically Challenged, HI - Hearing Impaired, VI- Visually Impaired, ID- Intellectually Disabled.

The district wise break up of number of seats where training will be given. The home district of the applicant as per address mentioned in their Aadhaar ID will be considered as the candidate's first preference of District for their place of training. In case, no training seat (as per table 2.1 below) is available in the home district of the candidate, he/she will have to provide 2 more preferences from the list of districts where training seats are available. Mere opting of training seat by candidate at the

time of submitting application at any district of the selected state does not vest any right of final selection for the district.
Bank reserves the right to allot training seat in any district of Selected State as per administrative requirement.

2.1 District Wise/ State Wise training seats are detailed as under:

| State | Vacancy | District | Vacancy |
|----------------------|---------|---------------------|---------|
| Andhra Pradesh | 59 | Chittoor | 10 |
| | | East Godavari | 10 |
| | | Guntur | 10 |
| | | Krishna | 10 |
| | | Visakhapatnam | 10 |
| | | West Godavari | 9 |
| Assam | 40 | Jorhat | 10 |
| | | Kamrup Metropolitan | 30 |
| Bihar | 120 | Darbhanga | 10 |
| | | Gaya | 10 |
| | | Muzaffarpur | 10 |
| | | Patna | 80 |
| | | Purnia | 10 |
| Chandigarh (UT) | 40 | Chandigarh | 40 |
| Chhattisgarh | 76 | Bastar | 5 |
| | | Bilaspur | 10 |
| | | Dhamtari | 10 |
| | | Durg | 10 |
| | | Mahasamund | 5 |
| | | Raipur | 30 |
| | | Rajnandgaon | 6 |
| Dadra & Nagar Haveli | 7 | Dadra Nagar Haveli | 7 |
| Delhi (UT) | 162 | Central Delhi | 15 |
| | | New Delhi | 120 |
| | | North Delhi | 7 |
| | | North West Delhi | 8 |
| | | South Delhi | 5 |
| | | West Delhi | 7 |
| Goa | 10 | North Goa | 10 |
| Gujarat | 573 | Ahmedabad | 100 |
| | | Amreli | 12 |
| | | Anand | 10 |
| | | Aravalli | 12 |
| | | Banaskantha | 26 |
| | | Bharuch | 20 |
| | | Bhavnagar | 20 |
| | | Botad | 6 |
| | | Chhota Udaipur | 7 |
| | | Dahod | 10 |
| | | Gandhinagar | 110 |
| | | Gir Somnath | 7 |
| | | Jamnagar | 10 |
| | | Junagadh | 10 |
| | | Kheda | 10 |
| | | Kutch | 10 |
| | | Mahisagar | 15 |
| | | Mehsana | 10 |
| | | Morbi | 7 |
| | | Narmada | 6 |
| | | Navsari | 10 |
| | | Panchmahal | 10 |
| | | Patan | 7 |
| | | Rajkot | 30 |
| Sabarkantha | 10 | | |

| State | Vacancy | District | Vacancy |
|-----------------|---------|--------------------|---------|
| Gujarat | | Surat | 20 |
| | | Surendranagar | 8 |
| | | Vadodara | 50 |
| | | Valsad | 10 |
| | | | |
| Haryana | 81 | Ambala | 6 |
| | | Faridabad | 10 |
| | | Gurugram | 27 |
| | | Hisar | 10 |
| | | Karnal | 10 |
| | | Panchkula | 6 |
| | | Panipat | 5 |
| Sonapat | 7 | | |
| Jammu & Kashmir | 11 | Jammu | 11 |
| Jharkhand | 30 | East Singhbhum | 20 |
| | | Ranchi | 10 |
| | | | |
| Karnataka | 537 | Bagalkot | 12 |
| | | Bangalore Rural | 16 |
| | | Bangalore Urban | 160 |
| | | Belgaum | 16 |
| | | Bellary | 5 |
| | | Bidar | 5 |
| | | Bijapur | 8 |
| | | Chamarajanagar | 6 |
| | | Chikkaballapur | 7 |
| | | Chikkamagaluru | 16 |
| | | Chitradurga | 10 |
| | | Dakshina Kannada | 40 |
| | | Davanagere | 6 |
| | | Dharwad | 20 |
| | | Gadag | 6 |
| | | Gulbarga | 10 |
| | | Hassan | 20 |
| | | Haveri | 9 |
| | | Kodagu | 16 |
| | | Kolar | 11 |
| | | Mandya | 39 |
| | | Mysore | 20 |
| | | Raichur | 5 |
| Ramanagara | 7 | | |
| Shimoga | 10 | | |
| Tumkur | 12 | | |
| Udupi | 30 | | |
| Uttara Kannada | 15 | | |
| Kerala | 89 | Alappuzha | 5 |
| | | Ernakulam | 30 |
| | | Kannur | 5 |
| | | Kasaragod | 7 |
| | | Kozhikode | 10 |
| | | Malappuram | 5 |
| | | Palakkad | 7 |
| | | Thiruvananthapuram | 10 |
| | | Thrissur | 10 |
| | | | |
| Madhya Pradesh | 94 | Bhopal | 30 |
| | | Dhar | 6 |



| State | Vacancy | District | Vacancy |
|-----------------|---------|-----------------|---------|
| Madhya Pradesh | | Gwalior | 10 |
| | | Indore | 10 |
| | | Jabalpur | 10 |
| | | Jhabua | 6 |
| | | Ratlam | 10 |
| | | Sagar | 6 |
| | | Ujjain | 6 |
| Maharashtra | 388 | Amravati | 10 |
| | | Aurangabad | 10 |
| | | Jalgaon | 10 |
| | | Kolhapur | 10 |
| | | Mumbai | 122 |
| | | Mumbai Suburban | 103 |
| | | Nagpur | 10 |
| | | Nashik | 10 |
| | | Palghar | 6 |
| | | Pune | 40 |
| | | Raigad | 10 |
| | | Solapur | 10 |
| | | Thane | 37 |
| Manipur | 8 | West Imphal | 8 |
| Mizoram | 6 | Aizawl | 6 |
| Odisha | 50 | Cuttack | 10 |
| | | Khordha | 30 |
| | | Sambalpur | 10 |
| Puducherry (UT) | 10 | Puducherry | 10 |
| Punjab | 132 | Amritsar | 10 |
| | | Bathinda | 5 |
| | | Fatehgarh Sahib | 6 |
| | | Fazilka | 6 |
| | | Gurdaspur | 8 |
| | | Hoshiarpur | 9 |
| | | Jalandhar | 10 |
| | | Kapurthala | 10 |
| | | Ludhiana | 30 |
| | | Mohali | 21 |
| | | Patiala | 8 |
| | | Sangrur | 9 |
| | | Rajasthan | 320 |
| Alwar | 11 | | |
| Banswara | 10 | | |
| Bharatpur | 10 | | |
| Bhilwara | 10 | | |
| Bikaner | 10 | | |
| Bundi | 10 | | |
| Chittorgarh | 12 | | |
| Churu | 10 | | |
| Dausa | 6 | | |
| Dungarpur | 16 | | |
| Hanumangarh | 5 | | |
| Jaipur | 90 | | |
| Jhunjhunu | 10 | | |
| Jodhpur | 10 | | |
| Karauli | 11 | | |
| Kota | 20 | | |
| Pali | 5 | | |
| Pratapgarh | 6 | | |
| Sawai Madhopur | 14 | | |
| Sikar | 7 | | |

| State | Vacancy | District | Vacancy |
|---------------|---------|-----------------|---------|
| Rajasthan | | Sri Ganganagar | 6 |
| | | Tonk | 11 |
| | | Udaipur | 10 |
| Tamil Nadu | 223 | Chennai | 90 |
| | | Coimbatore | 20 |
| | | Cuddalore | 5 |
| | | Erode | 10 |
| | | Kanchipuram | 20 |
| | | Krishnagiri | 5 |
| | | Madurai | 10 |
| | | Namakkal | 5 |
| | | Salem | 6 |
| | | Sivaganga | 6 |
| | | Thanjavur | 5 |
| | | Tiruchirappalli | 7 |
| | | Tirunelveli | 6 |
| | | Tiruppur | 6 |
| | | Tiruvallur | 13 |
| Vellore | 9 | | |
| Telangana | 193 | Hyderabad | 150 |
| | | Medchal | 15 |
| | | Nizamabad | 7 |
| | | Ranga Reddy | 21 |
| Uttar Pradesh | 558 | Agra | 10 |
| | | Aligarh | 10 |
| | | Ambedkar Nagar | 10 |
| | | Amethi | 13 |
| | | Ayodhya | 10 |
| | | Azamgarh | 5 |
| | | Bahraich | 5 |
| | | Barabanki | 6 |
| | | Bareilly | 30 |
| | | Bhadohi | 5 |
| | | Bijnor | 9 |
| | | Budaun | 12 |
| | | Bulandshahr | 10 |
| | | Chandauli | 5 |
| | | Fatehpur | 10 |
| | | Ghazipur | 5 |
| | | Gorakhpur | 10 |
| | | Hardoi | 5 |
| | | Jaunpur | 8 |
| | | Jhansi | 5 |
| | | Kanpur Dehat | 19 |
| | | Kanpur Nagar | 20 |
| | | Kaushambi | 22 |
| | | Kheri | 8 |
| | | Lucknow | 90 |
| Mathura | 10 | | |
| Meerut | 10 | | |
| Mirzapur | 8 | | |
| Moradabad | 10 | | |
| Muzaffarnagar | 6 | | |
| Pilibhit | 10 | | |
| Pratapgarh | 25 | | |
| Prayagraj | 20 | | |
| Raebareli | 10 | | |
| Rampur | 19 | | |
| Saharanpur | 8 | | |

| State | Vacancy | District | Vacancy |
|---------------|---------|-------------------|---------|
| Uttar Pradesh | | Shahjahanpur | 40 |
| | | Sitapur | 5 |
| | | Sultanpur | 10 |
| | | Unnao | 5 |
| | | Varanasi | 20 |
| Uttarakhand | 30 | Dehradun | 10 |
| | | Nainital | 10 |
| | | Udham Singh Nagar | 10 |

| State | Vacancy | District | Vacancy |
|-------------|---------|-------------------|---------|
| West Bengal | 153 | Hooghly | 7 |
| | | Howrah | 7 |
| | | Jalpaiguri | 10 |
| | | Kolkata | 100 |
| | | North 24 Parganas | 13 |
| | | Purba Bardhaman | 10 |
| | | South 24 Parganas | 6 |

2.2 Relaxation in Upper Age Limit

The Relaxation of Upper Age is applicable as per the Reservation Points available for different States as mentioned below:

| Sl | Category | Age Relaxation (years) |
|----|--|--|
| 1. | Scheduled Caste/ Scheduled Tribe | 5 |
| 2. | Other Backward Classes (Non Creamy Layer) | 3 |
| 3. | Persons with Benchmark Disability (PwBD) – a) Visually Impairment (VI) - Blindness and Low Vision; b) Hearing Impaired (HI) - Deaf and Hard of Hearing; c) Orthopedically Challenged (OC) - Locomotor Disability (One Arm - OA, One Leg -OL, Both Legs -BL, One Arm & One Leg -OAL), Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy; d) Intellectual Disability (ID) - Intellectual Disability (Autism Spectrum Disorder, Specific Learning Disability and Mental Illness) & Multiple Disability; e) Multiple Disabilities means disability amongst clauses (a) to (d) including deaf-blindness in the posts identified for each disability. | PwBD (UR/EWS) – 10 Years PwBD (OBC) – 13 Years PwBD (SC/ST) – 15 Years |

Relaxation of age will be provided as applicable subject to the conditions mentioned in para 1 above.

NOTE:

- Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application.
- Candidates belonging to OBC category but coming in the 'creamy layer' and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI/ID) as applicable.
- Benefit of reservation under EWS category is permissible only upon production of an 'Income and Asset Certificate' issued by a Competent Authority in the format prescribed.
- Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC/EWS/PWD category, while submitting their application/s.
- The number of training vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Reservation for PWD is horizontal and within the overall training vacancies for the State.
- Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of selection process and at any subsequent stage of the selection process as required by Bank.
- Maximum age indicated is for General category candidates as on 01.02.2025. Relaxation in upper age limit will be available as detailed above.

2.3 Reservation for Persons with Benchmark Disabilities:

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- Visually Impairment (VI) - Blindness and Low Vision;
- Hearing Impaired (HI) - Deaf and Hard of Hearing;

- c) Orthopedically Challenged (OC) - Locomotor Disability (One Arm - OA, One Leg -OL, Both Legs -BL, One Arm & One Leg -OAL), Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy;
- d) Intellectual Disability (ID) - Intellectual Disability (Autism Spectrum Disorder, Specific Learning Disability and Mental Illness) & Multiple Disability;
- e) Multiple Disabilities means disability amongst clauses (a) to (d) including deaf-blindness in the posts identified for each disability.

The Definition of the above specified disabilities & allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in “The Rights of Persons with Disabilities Act, 2016” and as per the training vacancies advertised.

3. How to Apply

- i. Candidates should mandatorily first register themselves, if eligible, in the Apprenticeship portals of Government of India viz **NATS portal** <https://nats.education.gov.in> (Navigate to the “Student Register/Login” section) and **NAPS portal** <https://www.apprenticeshipindia.gov.in>

Note:

* Relaxation in upper age limit is applicable as per Government of India guidelines for SC/ST/OBC/PwBD candidates subject to the condition that the candidates registered under National Apprenticeship Promotion Scheme (NAPS) should be less than 34 years as on the cut-off date (01.02.2025)”.
For the candidates registered under National Apprenticeship Training Scheme (NATS), the date of passing their Graduation should not be more than 4 years preceding to the cut-off date (01.02.2025).

- ii. Documents required to complete the registration process on both the portals:

| S. No | Document Type | Format/Size |
|-------|---|--------------|
| 1 | Colour scan copy Aadhaar Card Front & Back Page | JPEG, < 1 MB |
| 2 | Colour scan copy of PAN Card | JPEG, < 1 MB |
| 3 | Valid Personal Email ID | N/A |
| 4 | Valid Mobile Number | N/A |
| 5 | Colour scan copy of Passport-size Photograph | JPEG, < 1 MB |
| 6 | Colour scan copy of X th Marksheet | PDF < 1 MB |
| 7 | Colour scan copy of XII th Marksheet | PDF < 1 MB |
| 8 | Colour scan copy of Degree Marksheet /Provisional Certificate | PDF < 1 MB |
| 9 | Colour Scan copy of Saving Bank Passbook / Cheque Leaf | PDF < 1 MB |
| 10 | Colour scan copy of Signature of the Candidate | JPEG, < 1 MB |

- iii. Those registered on NATS portal will have to go to https://nats.education.gov.in/student_type.php and login into the portal using their user id and password. After login into the portal the candidate has to apply for Apprenticeship as per the Advertisement published by “Bank of Baroda” by going to the section “Apply against advertised vacancies”
- iv. Those registered on NAPS portal will have to go to <https://www.apprenticeshipindia.gov.in/apprenticeship/opportunity> and type “Bank of Baroda” in the section “Search By Establishment Name”. To view the Opportunity they have to click on “View” button and later click on “Apply for this Opportunity” Button to apply for the Apprenticeship Opportunity.
- v. The candidates who are eligible as per the apprenticeship notification of Bank of Baroda would receive an email from info@bfsissc.com within 48 Hrs of making the application on NAPS/NATS portal, inviting them to fill the final “**Application cum Examination Form**” wherein the candidate will have to provide his/her personal data, choice of district, category, PWBD status and make online payment of the requisite examination fee.
- vi. It is very IMPORTANT for all candidates who have applied to MAKE NOTE of their **Enrolment Id** (issued by NATS portal) and **Apprentice Registration Code** (issued by NAPS portal) for all the future correspondence.

In case the candidates are facing issues in getting themselves registered they are advised to go through the help manual available on the respective apprenticeship portals. For NAPS portal refer to “Candidate User Manual” under “Get Started” section of <https://www.apprenticeshipindia.gov.in> and for NATS portal: https://nats.education.gov.in/assets/manual/student_manual.pdf

- vii. The candidates who successfully make the examination fee payment would receive an email from info@bfsissc.com with a copy of his/her “**Application cum Examination Fee Form**” filled by the candidate, within next 48 Hrs of making the online payment of the examination fee.
- viii. The process of Registration of application will be considered complete only when application fee is deposited with BFSI SSC. Candidates are requested to note down the acknowledgement number and keep a copy of application form for their future reference.

4. Selection Process:

Selection for engagement of apprentices would be based on the basis of **i) Online Examination, ii) Document Verification iii) Test of local language of the State (As per the table 4.3)**

4.1 Online Examination:

The tentative structure of online examination (objective type) would be as follows.

| S No | Name of test* | No. of Questions | Maximum Marks | Duration | Medium of Test |
|--------------|-----------------------------------|------------------|---------------|-----------------------|-----------------|
| 1 | General/Financial Awareness | 25 | 25 | 60 minutes | Hindi / English |
| 2 | Quantitative & Reasoning Aptitude | 25 | 25 | | |
| 3 | Computer Knowledge | 25 | 25 | | |
| 4 | General English | 25 | 25 | | English |
| Total | | 100 | 100 | | |

* Bank reserves the right to modify the structure of the examination

There will be NO negative marks for wrong answers in the Objective tests.

Candidates are required to score a minimum percentage mark on aggregate (For SC/ST/OBC/PwBD candidates, 5% relaxation available thereon). Minimum qualifying marks on aggregate will be as decided by the Bank. Merit list will be drawn State wise and Category wise. Candidates qualified in the test will be placed in districts in order of their preference according to their aggregate marks in descending order in respective States and Categories. In case more than one candidate scores same marks as cut-off marks in the merit list (common marks at cut off point) such candidate will be ranked in the merit list according to their age in descending order in respective States and categories.

The date of online test shall be advised shortly. Other detailed information, if any, regarding the examination will be given in the information hand-out which will be provided by BFSI SSC before the online examination. .

Subsequent to the online examination, the result of the candidates who have provisionally qualified for selection will be made available on the Bank’s and BFSI SSC’s website.

4.2 Document Verification

All the candidates applying for the apprenticeship with Bank of Baroda would be admitted to the written test provisionally on the basis of the information furnished by them in the online application. Their eligibility w.r.t. age/qualification/category (SC/ST/OBC/EWS/PwBD), etc. will be determined only at the time of document verification after they qualify the written test.

Candidates will have to appear for the Document Verification at a centre (to be decided by the Bank) of the State applied for, at his/her own expenses. Bank of Baroda will not reimburse or bear any travelling expenses that may be incurred by the candidate for attending the same. List of Documents to be produced at the time of Document Verification is mentioned at para 11.3.

4.3 Test of local language:

The candidates applying for training seats of a particular state, should be proficient (reading, writing, speaking, and understanding) in any one of the specified local languages of that State, as mentioned below.

The test for knowledge of specified opted local language will be conducted as a part of selection process. It will be conducted after qualifying the online examination. Candidates who fail to qualify this test will not be engaged for apprentice.

Candidates who produce 10th or 12th standard mark sheet having studied the specified opted local language of the State will not be required to undergo the language test.

Candidates will have to appear for the test of specified opted local language at a centre (to be decided by the Bank) of the State applied for, at his/her own expenses. Bank of Baroda will not reimburse or bear any travelling expenses that may be incurred by the candidate for attending the said test.

| Sr. no. | State / UT | Language(s) |
|---------|-----------------------------|----------------------------|
| 1 | Andhra Pradesh | Telugu/Urdu |
| 2 | Assam | Assamese/Bengali/ Bodo |
| 3 | Bihar | Hindi / Urdu |
| 4 | Chandigarh (UT) | Hindi/Punjabi |
| 5 | Chhattisgarh | Hindi |
| 6 | Dadra and Nagar Haveli (UT) | Gujarati/ Konkani/ Marathi |
| 7 | Delhi (UT) | Hindi |
| 8 | Goa | Konkani |
| 9 | Gujarat | Gujarati |
| 10 | Haryana | Hindi /Punjabi |
| 11 | Jammu & Kashmir (UT) | Urdu/ Hindi |
| 12 | Jharkhand | Hindi/ Santhali |
| 13 | Karnataka | Kannada |
| 14 | Kerala | Malayalam |
| 15 | Madhya Pradesh | Hindi |
| 16 | Maharashtra | Marathi |
| 17 | Manipur | Manipuri , English |
| 18 | Mizoram | Mizo |
| 19 | Odisha | Odia |
| 20 | Pondicherry (UT) | Tamil |
| 21 | Punjab | Punjabi/Hindi |
| 22 | Rajasthan | Hindi |
| 23 | Tamil Nadu | Tamil |
| 24 | Telangana | Telugu / Urdu |
| 25 | Uttar Pradesh | Hindi / Urdu |
| 26 | Uttarakhand | Hindi |
| 27 | West Bengal | Bengali/ Nepali |

4.4 Medical Fitness

Engagement of selected apprentices is subject to his/her being declared medically fit as per the requirement of the Bank.

4.5 Final Selection

Candidates are advised to note that the Final Selection will be subject to the following:

- Meeting the Cut off marks in the online examination to be decided by the Bank.
- Satisfactory verification of the documents related to DoB/Category/Educational Qualification and other information furnished in the online application.
- Qualifying in the test of specified local language of the State
- Being declared Medically Fit as per the requirement of the Bank.

4.6 Wait-List

Wait- list (State-wise/Category-wise) of successful candidates will be declared to meet the requirement of the Bank in respect of non-acceptance / non-reporting by the selected candidates from the First Merit List. Wait list will be maintained for one year from the date of result of the engagement of apprentices or next engagement exercise, whichever is earlier.

5. Job Profile:

Apprentice. This is neither an employment in the Bank nor a contract employment in the Bank. Please note that the candidates engaged as Apprentice will only be "Trainee" will NOT be treated as "employees" of Bank of Baroda and will not be entitled to receive any benefits which are available for the Regular employees of the Bank or for the Contractual employees of the Bank.

6. Contract of Apprenticeship

Candidates found suitable for engagement based on merit list shall be issued digital apprenticeship contracts through the government apprenticeship portals i.e. <https://www.apprenticeshipindia.gov.in> and/or <https://nats.education.gov.in>

Candidates receiving the digital apprenticeship contract from the Bank need to accept it on the respective portal(s) within a stipulated time/date as mentioned therein.

No candidate shall be engaged as an Apprentice or undergo apprenticeship training in any designated trade/optional trade unless and until he/she enters into Contract of Apprenticeship with the Bank and the same is approved by the Authorities of the respective Portals.

7. Stipend/ Benefit:

The apprentices are eligible for the stipend as mentioned below during their engagement period of 01 (one) year. **The apprentices are not eligible for any other allowances/ benefits.**

| Areas of | Stipend* |
|-----------------------------|-----------------------|
| Metro / Urban Branches | Rs.15,000/- per month |
| Rural / Semi-Urban Branches | Rs.12,000/- per month |

* The Stipend will be paid to apprentices each month after adjusting Loss of Pay, if any.

8. Assessment and Certification

At the end of the apprenticeship training, apprentices will need to go through final assessment test(s). Subsequently, on the basis of marks scored by the apprentices, an Apprenticeship Certificate will be issued.

9. TERMS AND CONDITIONS

- i. The Candidate should NOT have undergone Apprenticeship either in Bank of Baroda or in any other organization/establishment earlier or pursuing Apprenticeship Training as per the apprenticeship Act 1961 as amended. The training duration / apprenticeship or engagement period shall be 1 year and Govt. of India Guidelines will be followed for leave, working conditions and holidays.
- ii. Candidates who had training or job experience for a period of one year or more after the attainment of the educational qualifications, shall NOT be eligible for being engaged as Apprentices.
- iii. No Ex-servicemen / Disabled Ex-Servicemen shall be engaged as an apprentice and there is no reservation to Ex-servicemen/ Disabled ex-servicemen in the apprentice engagement.
- iv. **The apprentice shall have no right to claim employment in Bank after completion of training.**
- v. **Bank of Baroda shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period. After completion of Apprenticeship period, candidates will be automatically relieved from the respective work area.**
- vi. **Every apprentice undergoing apprenticeship training in the Bank shall be a TRAINEE for all purposes and not considered as a WORKER or EMPLOYEE of the Bank, as such the provisions of any law with respect to labour shall not apply to or in relation to such apprentice. He/She will not be entitled to receive any benefits which are available for the employees of the Bank.**
- vii. Bank has the rights to cancel the engagement of apprenticeship at any point of time without prior notice, in case of any misconduct done by the apprentice during the engagement period.
- viii. **The Apprentices are prohibited from joining / forming any Union Body.**
- ix. The decision of the Bank will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of applications, mode of selection and cancellation of the selection process either in part or full etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the Bank based on suitability of candidates and no claim can be made for engagement, if some of these seats are not filled due to unsuitability / insufficient number of candidates.
- x. Online applications which are incomplete shall not be considered as “Eligible” and treated as “Rejected”. No communication will be entertained in this regard.
- xi. Candidates should satisfy themselves about their eligibility before applying for engagement as apprentice in the Bank.
- xii. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained, and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple attendance/appearance by a candidate in examination will be summarily rejected/candidature cancelled.
- xiii. The possibility for occurrence of some problems in the 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 the conduct of another examination if considered necessary.
- xiv. Candidates are advised to take a printout of their system generated online application form after submitting the application.
- xv. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC/ ST/OBC/EWS category candidates. **(as enclosed in the Annexure) will have to be submitted by the candidate at the time of document verification or as and when called by the Bank.**
- xvi. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of engagement as apprentice, (issued within one year as on the date of advertisement). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
- xvii. Benefit of reservation under EWS category can be availed upon production of an ‘Income and Asset Certificate’ issued by the Competent Authority on the format prescribed by Government of India for the relevant financial year.
- xviii. PwBD candidates should produce disability certificate, on prescribed format issued by a competent authority as per the Government of India Guidelines.
- xix. Candidates are advised to keep their registered e-mail ID/mobile active for receiving advices, viz. call letters/advices etc.
- xx. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank and such engagement will also be subject to all relevant rules/policies/guidelines of the Bank.
- xxi. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and Courts/Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

- xxii. The candidates will have to appear for the selection process at their own cost. Bank of Baroda will not pay or reimburse any such expenses.
- xxiii. The Apprentices engaged by the Bank will not be provided with any Transport / Hostel facility or any other form of residential accommodation during Apprentice training.

10. Application fees

The candidate is required to pay the non-refundable application fee/intimation charges irrespective of whether online test is conducted or not and even if the candidate is shortlisted or not for further process.

Candidates can make the payment of following requisite fees/intimation charges through the ONLINE mode only and no other mode of payment is acceptable:

| S No | Category | Amount |
|------|---|-------------------|
| 1 | Person with Benchmark Disability (PwBD) candidates | Rs.400/- plus GST |
| 2 | Scheduled Caste (SC) / Scheduled Tribe (ST) and Female candidates | Rs.600/- plus GST |
| 3 | General, EWS and Other Backward Class (OBC) candidates | Rs.800/- plus GST |

Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other exam or selection.

11. GUIDELINES FOR FILLING ONLINE APPLICATION:

- Candidates can apply online, and no other mode of application will be accepted.
- Candidates should mandatorily first register themselves, if eligible, in the Apprenticeship portals of Government of India viz **NATS portal** <https://nats.education.gov.in> (Navigate to the "Student Register/Login" section) and **NAPS portal** <https://www.apprenticeshipindia.gov.in>
- In case the candidates are facing issues in getting themselves registered they are advised to go through the help manual available on the respective apprenticeship portals. For NAPS portal refer to "Candidate User Manual" under "Get Started" section of <https://www.apprenticeshipindia.gov.in> and for NATS portal: https://nats.education.gov.in/assets/manual/student_manual.pdf
- All candidates are supposed to remember their respective login id and passwords of the apprenticeship portals as applicable to them, as they will be repetitively visiting the apprenticeship portals for various activities till their completion of the Apprenticeship program.
- For **NATS portal**, candidates can view the Apprenticeship Advertisement of "Bank of Baroda" after login into the portal by visiting https://nats.education.gov.in/student_type.php and for **NAPS portal** search for "Bank of Baroda" under "Search by Establishment Name" by visiting the link: <https://www.apprenticeshipindia.gov.in/apprenticeship/opportunity>. It is very IMPORTANT for all candidates who have applied to MAKE NOTE of their **Enrolment Id** (issued by NATS portal) and **Apprentice Registration Code** (issued by NAPS portal) for all the future correspondence.
- All Candidates who have applied successfully for the Apprenticeship Opportunity/Advertisement on NATS / NAPS will receive an email from BFSI SSC (info@bfsissc.com) inviting them to give required details about the caste category, choice of districts for their training, etc. and make the payment of the Application Fees as stated in Section 10.
- Candidates should scan their photograph, signature & documents as detailed under guidelines for respective apprenticeship portals.
- Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained at a later stage. Prior to submission of the online application, candidates are advised to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for getting the details filled in/carefully verifying, in the online application and ensuring that the same are correct prior to submission as no change is possible after submission.
- The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
- An online application which is incomplete in any respect and unsuccessful Application fee payment will not be considered as valid.
- Candidates shall also be required to submit supporting documents such as Date of Birth Proof,

Graduation/Mandatory Qualification Certificate/s, Other Certifications, etc. at the time of registering on the apprenticeship portals or as and when advised by the Bank or BFSI SSC

- xii. Candidates are advised in their own interest to apply online 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 website on account of heavy load on internet or website jam
- xiii. Bank of Baroda does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Baroda.
- xiv. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- xv. In case of any queries & clarification, email can be sent to the info@bfsissc.com.

11.1 Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means

Candidates 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.**

During the selection procedure, if a candidate is (or has been) found guilty of –

- i. using unfair means or
- ii. impersonating or procuring impersonation by any person or
- iii. misbehaving in the examination 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
- iv. resorting to any irregular or improper means in connection with his/ her candidature or
- v. obtaining support for his/ her candidature by unfair means, or
- vi. using mobile phones/calculator or similar electronic devices of communication during Online examination/ Language Test centre, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - a. to be disqualified from the examination for which he/ she is a candidate
 - b. to be debarred either permanently or for a specified period from any examination conducted by Bank
 - c. for termination of contract, if he/ she has already joined the Bank.

Important: The test conducting agency, would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by test conducting agency in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, in such cases Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

11.2 Intimation for Online Test/ Document Verification / Language Test

- i. Candidates who register successfully, would receive an email communication from the Bank/ BFSI SSC (info@bfsissc.com) tentatively in the month of March 2025, regarding online examination date & time and the process to be followed. NO HARD COPY OF THE INTIMATION LETTER FOR ONLINE EXAMINATION WILL BE SENT BY POST.
- ii. After completion of the online examination, intimation will be sent through E-mail to the qualified candidates to report at Bank of Baroda Regional / Zonal Office for undergoing Document verification, Language Proficiency Test and other selection process, if any.
- iii. Bank will not take responsibility for late receipt/ non-receipt of any communication sent via e-mail to the candidate due to change of email address, technical fault or otherwise beyond the control of the Bank.
- iv. List of all candidates who qualify the written test and the list of finally selected candidates will be published on career page of Banks website and <https://bfsissc.com>. Also, the shortlisted and selected candidates will receive an email communication from BFSI SSC guiding them on further action to be taken on the respective apprenticeship portals.
- v. Candidates are hence advised to regularly keep in touch with the authorized websites of the Bank and BFSI SSC for details, updates and any information which may be posted for further guidance. Candidates are also advised to check

their registered e-mail account from time to time during the selection process for any update. Any request for change of center, date and time for online examination or Language Test shall not be entertained.

11.3 List of Documents to be produced at the time of Document Verification / Language Proficiency Test:

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of Language Test failing which the candidate will not be permitted to appear for the Language Test. **Non submission of requisite documents by the candidate at the time of Language Test will debar his candidature from further participation in the selection process.**

- i. Printout of the valid Language Proficiency Test Intimation Letter/mail sent by Bank.
- ii. Valid system generated printout of the online application/Registration/ Enrollment form.
- iii. Proof of Date of Birth (DOB) (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB).
- iv. Photo Identify Proof as indicated above.
- v. Individual Semester/Year wise Marksheets & certificates for educational qualifications including the final degree/diploma certificate. Proper document from Board/ University for having declared the result has to be submitted.
- vi. Candidate should indicate the percentage obtained in SSC/HSC/Graduate/Post-Graduate/Diploma examination calculated to the two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in the online application. If called for interaction/document verification, the candidate will have to produce a certificate issued by the appropriate authority *inter-alia* stating the norms of the University / Board regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
- vii. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC/ ST/OBC/EWS category candidates. **(as enclosed in the Annexure).**
- viii. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of Language Test if called for (issued within one year as on the date of advertisement). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
- ix. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online examination, then the duly filled in details of the scribe in the prescribed format.
- x. Any other relevant documents in support of eligibility.

The Competent Authority for the issue of the certificate to SC / ST / OBC /EWS/ PERSONS WITH BENCHMARK DISABILITIES is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Benchmark Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedics / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, EWS, PWD categories have to submit certificates in support of it at the time of Language Test.

12. Announcements

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on Bank's website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities** No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected

in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project. Also, all Announcements/Addendum or Corrigendum (if any) related to the selection process will be available on <https://bfsissc.com>.

13. Disclaimer:

In case it is detected at any stage of selection process or at any time even after the engagement of apprentice that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), indulge in unfair practice in the process, his/her candidature will stand cancelled and he/she will not be allowed to appear in any of the selection process in the future.

If any of these shortcomings is/are detected even after engagement, his/her training is liable to be terminated. **Decisions of Bank in all matters regarding eligibility, conduct of online examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.**

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of Online Test / Language Test or increase/decrease the training vacancies for any of the States, as per the requirement of the Bank or to cancel the Process entirely at any stage without assigning any reason.

Mumbai
19.02.2025

Chief General Manager
(HRM & Marketing)

ANNEXURES - FORMS

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

1.This is to certify that Sri / Smt / Kum* _____ son / daughter*
of _____ of village / town* _____ in
District / Division* _____ of the State / Union Territory* _____ belongs to the
_____ Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.];:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,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 Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- *The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- *The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- *The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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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 / Smt / Kumari* _____ Father /Mother* of Sri / Smt / Kumari* _____ of village / town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

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

Signature _____

Designation _____

Place:

[With seal of Office]

Date :

State/Union Territory

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

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari _____ son/daughter of _____ of village/Town _____ District/Division _____ in the State/ Union Territory _____ belongs to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated ____*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated : _____ District Magistrate

Deputy 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 is mentioned 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.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)

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

Recent PP 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 / YY) ____ ____

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 :

- Iocomotor disability
- Blindness

(Please tick as applicable)

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

(A) He/She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

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

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

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

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

FORM - II
Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

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

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Sh
_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent resident

House No. _____ Ward/Village/Street _____ Po

Office _____ District _____ State _____, whose photograph is affixed
above, and are satisfied that :

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

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---------|----------------------|-----------------------|-----------|--|
| 1 | Locomotor disability | @ | | |
| 2 | Low vision | # | | |
| 3 | Blindness | Both Eyes | | |
| 4 | Hearing impairment | £ | | |
| 5 | Mental retardation | X | | |
| 6 | Mental-illness | X | | |

(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 _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - 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 documents 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 Chairperson |
|-------------------------|-------------------------|------------------------------|
| | | |

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

FORM - III

Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

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

Recent PP 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 / YY) ____ ____

Age _____ years, male/female _____ Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street _____ Post

Office _____ District _____ State _____, whose photograph is affixed

above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage

physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant

disability in the table below :

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---------|----------------------|-----------------------|-----------|--|
| 1 | Locomotor disability | @ | | |
| 2 | Low vision | # | | |
| 3 | Blindness | Both Eyes | | |
| 4 | Hearing impairment | £ | | |
| 5 | Mental retardation | X | | |
| 6 | Mental-illness | X | | |

(Please strike out the disabilities which are not applicable.)

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

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - 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 documents as proof of residence :-

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

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

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

FORM OF CERTIFICATE TO BE PRODUCED BY CANDIDATE APPLYING UNDER ECONOMICALLY WEAKER SECTION

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

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village, Street _____ Post Office _____ District in the State / Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross 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).

Signature with Seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph
of the applicant

*Note1: Income covered from all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks the 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 hold test to determine the EWS status