



METRO RAILWAY
33/1 J L Nehru Road/ Kolkata -700071
(Website: www.mtp.indianrailways.gov.in)

CULTURAL QUOTA RECRUITMENT-2024-25
METRO RAILWAY INVITES APPLICATIONS FOR RECRUITMENT AGAINST
CULTURAL QUOTA FOR THE YEAR -2024-25

No. MRTS/E 322/1/Cultural Quota(Open. Advt.)2024-25

Dated : 30/12/2024

METRO RAILWAY INVITES APPLICATIONS FOR RECRUITMENT AGAINST CULTURAL QUOTA FOR THE YEAR -2024-25.

Opening Date: 31/12/2024

Closing Date: 31/01/2025 upto 17 .00 Hrs.

(For candidates residing abroad and Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti districts and Pangi Sub Division of Chamba District of Himachal Pradesh, Nicobar and Lakshadweep Islands: the closing date and time is 07/02/2025 at 17.00Hrs.)

Applications are invited from eligible candidates as per criteria given below, for filling up the vacancies against Cultural Quota of Metro Railway for the year 2024-25 for two (02) posts in Group 'C' category/ Pay Level – 2. Candidates are advised to read the notification thoroughly and enclose all relevant documents as applicable along with application form. **The candidates having No Cultural Qualification need not apply.** The details are given below:

1.0.Details of Posts to be filled:

Post	Scale	Discipline	No. of Post	ESSENTIAL QUALIFICATION (Minimum Educational Qualification & Cultural Qualification)
Group C (in suitable post)	Level-2 in Pay Matrix of 7 th CPC	1. TABLA	01	Passed 12th or its equivalent Examination with not less than 50% marks in the aggregate, from govt. recognized Education Board. 50% marks are not to be insisted upon in case of SC/ST/ESM&PWD candidates and candidates having higher qualification from UGC recognized University.
		2. SYNTHESIZER	01	OR 10 th pass from recognized Board Plus Act Apprenticeship/ITI approved by NCVT. Diploma in Engineering is not considered as an alternative higher qualification).
				Degree/Diploma/Certificate in respective discipline only from Govt. Recognized University/Institute.

2.0. DESIRABLE QUALIFICATION:

In addition to Essential Qualification mentioned at para2.0, following qualification is desirable:

- Experience in the field in applied discipline and performance given on All India Radio/DoorDarshanetc.
- Awards/Prizes won at National Level in applied discipline.

3.0. **RESERVATION:**

The posts against Cultural quota are open to all candidates and candidates belonging to SC/ST/OBC/ESM/PWD categories who apply against this quota would be extended relaxation in age limit ONLY as admissible in general open market recruitment. However, in case of being selected with any relaxation on account of being a candidate from the above categories, he/she will be taken against reserve roster point.

4.0 **AGE LIMIT:(THE AGE OF CANDIDATE WILL BE RECKONED AS ON 01.01.2025)**

Category of Post	UR	OBC	SC/ST	Serving Rly. Employee, Ex- Servicemen, PWD/Widow/ Divorced women/ Women judicially separated but not re-married.
Group 'C'	18 Yrs.to 30Yrs.	Relaxation up to 3yrs. (in upper age)	Relaxation up to 5yrs. (in upper age)	As per following criteria Sub Para(i)to(v)ofPara5.0

5.0 **Extent of Age Relaxation:**

- i) Serving Railway employees, including casual labours, who have put in three years of continuous service and substitutes, who have put in three years of continuous service or three years in broken spells in the Railways have following relaxation:
MaximumAge-UR-40yrs.,OBC-43yrs.,SC/ST-45yrs.
- ii) Widows/Divorced women and Women judicially separated but not re-married. Maximum age -UR-35yrs.,OBC-38yrs.,SC/ST-40yrs.
- iii) Persons with disabilities (PwBDs): Age relaxation of 10yrs. Is applicable subject to Para 5.0(Subject to production of Disability Certificate to be issued at least three (03) Members' committee of a Govt. Hospital).
- iv) The Upper age limit is relaxable for Ex-servicemen up to the extent of service rendered in Defence Forces plus 3years provided they have put in a minimum of 6 months at tested service. Ex-servicemen, who have already joined the Govt. Service on Civil side after availing not of other benefits given to them as Ex-servicemen for further employment cannot claim Ex-servicemen status for the purpose of this recruitment, such a person will be deemed to be civil employee and will accordingly be entitled to only such of the benefits like relaxation of age, etc. as admissible to Civil Employees, in the normal course in accordance with the existing instructions in this regard, subject to his fulfillment of the conditions governing the grant of such benefits.
- v) The staff of Quasi-Administrative offices or organizations such as Railway Consumer Co-operative Societies, Canteens and Institutes etc. will be given relaxation in age limit to the extent of 05 years or service rendered in such organization, whichever is lower.

6.0 RECRUITMENT PROCESS

FOLLOWING STAGES WOULD BE INVOLVED IN THE RECRUITMENT PROCESS

i) **Stage-I**

A	WRITTEN TEST	MARKS:
	(The written test will consist of Objective type question. Time of written test is 60 minutes) Only on qualifying Stage-I, the candidate would be eligible for Stage-II. However, for Stage-II, candidates would be called in the ratio of 1:3 of notified vacancy as per the merit order in Stage-I.	50

Stage-II

B	ASSESSMENT OF TALENT IN THE APPLIED DISCIPLINE	MARKS:
	i) Practical Demonstration in applied discipline	35
	ii) Testimonials/Prizes etc. in the applied discipline	15
	TOTAL MARKS: Stage-I + Stage-II	100

- ii) The candidates must choose any one of the languages for the purpose of written test only: **Hindi or English.**
- iii) The Minimum Qualifying percentage is 40% for both Stage-I and Stage-II separately. Only on qualifying Stage-I, the candidate would be eligible for Stage-II of recruitment process.
- iv) After clearing the Stage-I and Stage-II and after recommendation of the Recruitment Committee, the candidate would be sent for medical examination at Railway Hospital as per MERIT ORDER in the ratio of 1:1 of Notified vacancies.
- v) It is mandatory for such a candidate to be declared fit in the prescribed medical category, by Railway Medical Authority, as applicable for the offered post.
- vi) **For Written Test**, question will be Objective type of multiple choice, which may include General Knowledge, General Science, General Mathematics, Knowledge of general English & Official Language, Professional knowledge, Reasoning and Aptitude etc. Duration for Written Test is – 60 Minutes and Qualifying percentage in Written Test=40%.
- vii) Assessment of talent would be in the relevant cultural discipline, on the basis of **Practical Demonstration** and on the basis of Testimonials /Prizes etc.
- viii) The time and venue of written examination, Practical Demonstration/document verification will be fixed by Metro Railway, Kolkata and will be intimated to the eligible candidates in due course. No request for postponement of written examination/practical demonstration/document verification will be entertained under any circumstances.
- ix) The call letter download facility for recruitment stages would be made available 15 days before the written test. Call letter will not be sent by post. Hence, candidate should check Metro Railway/Kolkata's website regularly.

7.) EXAMINATION FEES:

- i) For all candidates except those mentioned in sub-para (ii) below - Rs. 500/- (Rupees five Hundred only) is to be deposited through IPO/Bank Draft with a provision of refunding Rs.400/ (Rupees four hundred) to those who actually appear in the written examination.
- ii) For candidates belonging to SC,ST, Ex-servicemen, PWD, Women, Minorities and Economically Backward Classes, Rs. 250/- (Rupees Two hundred fifty) only with a provision for refunding the same to those who actually appear in the written examination. SC,ST,OBC, Economically Backward Classes and PWD, must be enclosed as per Annexure attached in the Notification.
- iii) Examination fee should be paid either through postal order or through Bank draft from Nationalized Banks drawn in favour of FA & CAO, Metro Railway, Kolkata
- iv) Cash/Cheque /Money Order/Central Recruitment Fee Stamps /Demand Draft will not be Accepted and accordingly application will be rejected.
- v) Candidates should confirm if they wish to receive the refundable portion of examination fees (Rs.400/- or Rs.250/- as applicable) on attending written examination, should provide the beneficiary account in which they wish to receive the refund viz. beneficiary name, account number, name of Bank and its IFSC code.
- vi) Candidates may prefer claim by submitting the above details through Email (dycpo@mtp.railnet.gov.in) enclosing the proof of photocopy of the admit card.

Note:**Minority will mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians Parsis.

**Economically Backward Classes will mean the candidates whose family income is less than Rs.50,000/-(Rupees Fifty Thousand) per annum.

***The candidate should submit the Income Certificate (EBC/EWS) issued from the authorities mentioned in Annexure – VI, VII and attached the same at the time of filling up of application.

8.0 DOCUMENT TO BE ATTACHED WITH THE APPLICATION

I.) PHOTOGRAPH:

- (a) Color passport-size photograph with white/light color background to be attached with the application.
- (b) The color photograph must have been taken on or after publication of web notice in a professional studio. Photographs taken using mobile and self-composed portraits may result in rejection of application.
- (c) The photograph must match with the appearance of the candidate on the days of Written Test and Document Verification and Medical Test.
- (d) The photo should have clear front view of the candidate without cap and sunglasses.
- (e) The face should occupy at least 50% of the area of the photograph with a full-face view looking at the camera directly. The main features of the face must not be covered by hair of the head any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
- (f) In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eye should be clearly visible.
- (g) Photos of the candidates on all documents should be identical in all stages of recruitment process. Candidates are advised to keep at least 12 (Twelve) copies of the same photo graph for further use, as and when required during the recruitment process.

II.) SIGNATURE AND LTI:

- (a) The applicant has to sign and put LTI on whitepaper with Black Ink within a box of size 50mmx 20mm of the application.
- (b) The signature and LTI must be of the applicant only and not of any other person otherwise it would be treated as impersonation /fraud. There should not be any smudge/non readable Signature or Left Thumb Impression.

- (c) Signatures of the candidates on all documents should be identical in all stages of recruitment process. Signatures in different style at the time of Written Test, Document Verification, Medical examination etc. may result in cancellation of candidature.
- (d) Signature should be either in Hindi or English and must not be in **Capital** or Disjointed letter.

III.) OTHER DOCUMENT:

- (a) **All Certificates and mark sheets which are proof of educational qualification and that of desirable qualification duly self-attested and issued from Govt. recognized Board /University /Institute as per para 1&2 should be attached along with the application form.**
- (b) **No Provisional Certificates either for educational and / or desirable qualification will be accepted as a proof of minimum educational qualification and Cultural qualification.**
- (c) Certificate in proof of age (Certificate of Birth / Matriculation /10th certificate) as per para 4.
- (d) Candidates claiming to be SC and ST communities are required to attach community certificates from the Competent Authority with the application as per the **Annexure-I**.
- (e) The OBC-NCL candidates should attach community certificate from the Competent Authority with the application as per **Annexure-II**
- (f) The OBC-NCL candidates should also submit self-declaration as per **Annexure-IIA** including that the candidate does not belong to the Creamy layer.
- (g) EBC Candidates: Candidates claiming to belong to EBC are required to attach Income Certificate from the Competent Authority in the prescribed format (**Annexure-VII** of this Notification).
- (h) **EWS Candidates: Candidates claiming to belong to EWS are required to attach Income Certificate from the Competent Authority in the prescribed format (Annexure – VI of this Notification).**
- (i) Minority Candidates: Candidates claiming to belong to Minority Community are required to attach a declaration for waiver of Examination fees (**Annexure-VIII**).
- (j) Disability Certificate as per **Annexure-III, IV & V**.
- (k) Certificate in proof of Cultural achievement as per Notification.
- (l) Certificates in languages other than English or Hindi should be accompanied by an attested Translation in English/Hindi.

9.0 INVALID APPLICATION:

The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected:

- i. Applications received after closing date as per schedule.
- ii. Application where examination fee not paid or less fee is paid.
- iii. Applications which are incomplete or illegible in any manner.
- iv. Application without Date & Thumb impression, Unsigned and Signed in Block or Capital letters may be the cause of rejection of the application
- v. Application without attaching proper certificates, in respect of Date of Birth, educational qualification and caste, obtained from the appropriate authority in the prescribed format as per Annexure.
- vi. Over age or date of birth not filled or wrongly filled.
- vii. Photograph not attached, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
- viii. Any other irregularities which are considered invalid by Metro Railway/ Kolkata. Note: - This list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity / deficiency noticed by the Metro Railway/ Kolkata at any stage.
- ix. The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma of the application or the application is found defective in any respect.
- x. No column should be left blank, which also may be the cause of rejection of the application.

- xi. Attached Documents without self attestation
- xii. Discipline should be mentioned in the application. Not mentioning the same may be the criteria of rejection of application.

10.0 IMPORTANT POINTS TO BE NOTED:

- i. The decision of the Administration in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and no enquiry or correspondence will be entertained in this connection. The Administration does not undertake any responsibility for sending any reply to the candidates for not being selected or not called for in Written Test/Document Verification.
- ii. Canvassing in any form will disqualify the candidature.
- iii. Kindly ensure to bring original documents for Date of Birth, Educational Qualification, Cultural achievements, Caste Certificates etc. on the date of Written Test, practical demonstration, without which the candidate will not be allowed to appear in Written Test etc.
- iv. No TA/DA/Accommodation will be given for appearing in the selection Written Test etc.
- v. The candidates may be required to stay during the selection/ Written Tests for 2-3 days for which they have to make their own arrangements.
- vi. The Railway administration reserves the right to fix any date and venue for Written Tests etc., change in venue or postponement of Written Tests etc. for its own convenience, which can also be cancelled due to unforeseen causes against which no request /claim will be entertained.
- vii. Candidates who would be called for Written Test and practical demonstration should prepare themselves to attend the same with in short notice.
- viii. Candidates who would be called for Written Test and practical demonstration should prepare themselves to attend the same within short notice.
- ix. All or any of the terms/conditions in the notification can be modified/cancelled.
- x. Railway administration doesn't undertake any responsibility for sending reply to candidates not selected or not called for.
- xi. **Mere calling/appearing for Written Test etc. does not confer any right or claim for appointment.**
- xii. Name of the successful candidates declared to be so by the competent authority will be published separately, whose candidature shall be provisional till completion of departmental verification of qualifications, certificates etc. and found genuine along with the completion of other formalities as per extant rules.
- xiii. FURTHER DETAILS LIKE LIST OF CANDIDATES FOUND ELIGIBLE FOR ATTENDING
- xiv. WRITTEN TESTS, DATES AND VENUES OF WRITTEN TESTS AND OTHER NECESSARY INFORMATION RELATED TO THIS RECRUITMENT WILL BE AVAILABLE ON THE WEBSITE.
- xv. Verification of all testimonials and certificates will also be mandatory condition for appointment. Place of Posting will be decided by the Appropriate Authority.
- xvi. For Refund of Examination Fee candidate must produce the Caste Certificate, Death Certificate of husband, Affidavit that she has not remarried since, copy of Decree from the Competent Court of Law, Discharge Certificate, No Objection Certificate and Bonafide Certificate from the employer along with the application form, where applicable.
- xvii. **The list of eligible/ in eligible candidates will be published on the website of Metro Railway.**
- xviii. Candidates are advised to visit Metro Railway/ Kolkata website regularly for various information of the stages of selection. Metro Railway/ Kolkata reserve the right to conduct the Written Test on various dates and locations as decided by the Metro Railway/ Kolkata.
- xix. Candidature of the candidate is provisional at all stages of selection subject to fulfillment of all eligibility condition and Metro Railway/ Kolkata reserves the right to cancel the candidature at any stage if found not eligible under the Rules /Instructions issued by the Railway Board from time to time.
- xx. Railway administration will not be held responsible for failure of candidates to check notices on Metro Railway/ Kolkata website.
- xxi. Serving Govt. Employees should take NO OBJECTION CERTIFICATE from appropriate authority.
- xxii. Candidates who would be called for written test should prepare themselves to attend the same within short notice.

- xxiii.** Posting of elected candidates would depend on availability of vacancies, medical fitness and decision of Competent Authority.
- xxiv.** PROHIBITION OF THE MOBILE/PHONES AND OTHER COMMUNICATION ELECTRONIC DEVICES: Possession/use of Mobile phones, Pagers, Communication/recording devices and any other electronic devices are strictly prohibited inside the premises where the Written Test is being conducted. Any violation of these instructions shall entail cancellation of the candidature without prejudice to other criminal /disciplinary action including debarment from future examinations.
- xxv.** Candidates are also advised not to bring any valuable/costly items to the examination halls, as safe-keeping of these items cannot be assured. Administration will not be responsible for any loss in this regard.
- xxvi.** CAUTION: Recruitment will be purely merit based. Metro Railway has not appointed any agent or coaching Centre for acting on its behalf for this recruitment. Candidates are cautioned against any false claims made by any unscrupulous persons/agencies of getting them selected in this recruitment on illegal consideration.
- xxvii.** Applications completed in all respect should be sent by registered post addressed to **Dy. CPO /Metro Railway, Kolkata at 33/1 J.L. Nehru Road Metro Rail Bhavan Pin – 7000071** in sealed envelope subscribing “Application for the post of, DisciplineThe application should be sent to the following above address by 30 /01/2025 till 17.00Hrs.
- xxviii.** Any application received by registered post after 30 /01/2025 till 17.00 Hrs will not be considered.
- xxix.** Candidates can also submit an application in a sealed envelope and drop in the drop box which will be kept at the PCPO’s Office, Personnel Department, 2nd floor within the above-mentioned date and time.
- xxx.** All correspondence with regard to issuance of all letters for appearing in written test, practical test will be sent only to the candidates’ respective email address mentioned in their application. Candidates are advised to retain the mobile no. & e-mail id mentioned in the application till the entire process of selection is completed.

Sd
Dy.Chief Personnel Officer
S.K.MAITY
Metro Railway/Kolkata

- a. Annexure I–FORMAT OF SC/ ST CERTIFICATE.**
- b. Annexure II–FORMAT OF OBC CERTIFICATE.**
- c. Annexure I IA–FORMAT OF OBC SELF–DECLARATION.**
- d. Annexure III , IV & V–FORMAT OF DISABILITY CERTIFICATE**
- e. Annexure VI–FORMAT OF INCOME CERTIFICATE FOR EWS**
- f. Annexure VII–FORMAT OF INCOME CERTIFICATE FOR EBC**
- g. Annexure VIII–FORMAT OF MINORITY CERTIFICATE**

FORM OF CASTE CERTIFICATE FOR SC /ST

This is to certify that Shri*/Srimati/Kumari* son/daughter* of Shri of Village/Town /District/Division* of the State/Union Territory* belongs to the Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe (tick whichever is applicable) 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 Reorganisation 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.

1. Applicable in the case of Scheduled

Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued

to Shri/Srimati* father/mother* of Shri/Srimati/Kumari of Village /Town* in District/Division* of the

State/Union Territory* who belongs to the Caste*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State /Union Territory* issued by the dated.

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

*Please delete the words which are not applicable. @Pl

ease quote the specific presidential order.

%Please 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/Pr

esidency 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).

Place.....

Date.....

Signature.....

Designation.....

(with seal of Office)

State/Union Territory.....

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's 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

Proforma for declaration to be submitted by Other Backward Class

Candidates

"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
recognised 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
revisions 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

Disability Certificate

FORM-II

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

(See Rule 4)

(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/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

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

(1) 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 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)

**Disability Certificate
FORM-III**

(In case of multiple disabilities)

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

(See Rule 4)

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

Certificate no: Date:
1 This is to certify that we have carefully examined
Shri/Smt./Kum.....son/wife/daughter of Shri.....
Date of Birth(dd/mm/yyyy)..... Age..... years,
Male/Female..... Registration No. Permanent Resident of House
No..... Ward/Village/Street..... whose photograph is affixed above and 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:

Sl. 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:

1 not necessary, Or

ii) is recommended/afteryearmonths, 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 - IV

(In cases other than those mentioned in Forms II and III)

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

(See Rule 4)

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

Certificate No.:

Date:

1. 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..... whose
photograph is affixed above and am satisfied that he/she is a case 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:

Sl. 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 yearsmonths 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
(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

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 31st December, 1996.

Annexure-VI

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 1000sq.ft. and above;
- III. Residential plot of 100sq.yards and above in notified municipalities;
- IV. Residential plot of 200sq.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**

***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.

Income Certificate for EBC

Proforma for Waiver of Examination Fees to be submitted by Economically Backward Class (EBC)

**Candidates at the time of document verification
against**

1.Name of Candidate:.....

2.Father's Name:.....

3.Age:

4.Residential Address:.....

5.Annual Family Income(Inwords&Figures):.....

Date:.....

Signature:

Name:

Stamp of Issuing Authority:

Note: Economically Backward Classes will mean the candidates whose family income is less than Rs 50,000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:

- (1) District magistrate or any other Revenue Officer up to the level of Tahsildar
- (2) Sitting Member of Parliament of Lok Sabha for persons of their own Constituency
- (3) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (4) Union Minister may also recommend to Chairman/RRBs for any persons from anywhere in the country.
- (5) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

DECLARATION

Proforma for Waiver of Examination

Fee to be submitted by Minority candidate

es against

**Employment Notice No. Metro Railway, Kolkata/Cultural Quota-
2023-24 (Open Advert.)**

"I,

.....
son/daughter of
Shri

.....resident of village/town/

city.....district.....

state.....hereby declare that I belong to the.....(indicate
minority
community

notified by Central Government i.e., Muslim/Sikh/Christian/Buddhist/Jain/Zoroastrians (Parsis).

Date:

Signature of the Candidate

Place:

Name of the Candidate

Note : At the time of Written Test such candidates claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on Non Judicial Stamp paper that he / she belongs to any of the minority community notified by Central Government (i.e., Muslim/Sikh/Christian/Buddhist/Jain/Zoroa)