

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
GENERAL SERVICES ORGANISATION

KALPAKKAM 603 102,
KANCHEEPURAM DIST.

September 25, 2012

ADVERTISEMENT NO. GSO/01/2012

[Last date for receipt of application: 19.11.2012]

General Services Organization, (GSO) Kalpakkam is one of the Constituent Units of the Department of Atomic Energy, Government of India, situated 80 Kms. south of Chennai on the coast of Bay of Bengal off the East Coast Road. GSO takes care of the common facilities such as Housing, Medical, Transport, Water Supply, Civil and Electrical maintenance in the Department of Atomic Energy Townships at Kalpakkam and Anupuram for the DAE and its constituent Units located at Kalpakkam. The DAE Township at Kalpakkam has many amenities such as, Co-operative Stores (groceries, Consumer durables, medicines etc.), Swimming Pool, Atomic Energy central schools (Std 1 to 12), Kendriya Vidyalayas (Std 1 to 12).

The DAE Hospital, GSO at Kalpakkam situated at the centre of the Kalpakkam Township provides health care facilities to about 27,000 beneficiaries. All the employees of DAE units situated at Kalpakkam, and their dependents are covered under Contributory Health Services Scheme. The Hospital has an operation theatre, male ward, female ward, labs, pharmacy, x-ray and scanning facilities, treadmill and other specialized equipments. In addition, a dispensary operates at Anupuram for the benefit of its residents.

Applications are invited for the following posts in the General Services Organisation (GSO), Department of Atomic Energy, Kalpakkam - 603 102, Kancheepuram District, Tamil Nadu. The details of posts and the recruitment norms specified for the post are as under.

Post No.	Name of the Post	No. of Vacancies reserved							Whether job is identified suitable for PH	Educational/Technical Qualification
		SC	ST	OBC	UR	PH		Total	HH/OH/VH	
I	DRIVER (Ordinary Grade)	00	00	03	01	00	00	04	No	<u>Essential Qualification</u> <i>(i) Xth Standard (SSC/SSLC or equivalent)</i> <i>(ii) Must hold a clean and valid driving licence to drive Heavy vehicle.</i> <i>(iii) 3 years experience in driving Light vehicle / Heavy vehicle.</i> <i>(iv) Must be able to attend to minor repairs of petrol and diesel driven vehicles such as the following;</i> 1) General day to day maintenance of the vehicle. 2) Tyre, battery maintenance and lubrication of vehicle. 3) Accelerator, clutch pedal and fan belt adjustments. 4) Removal of air locks and oil blocks. 5) Engine tune up, brake adjustments, wheel alignment and observation of dash board meters. DESIRABLE:- <i>Ability to read and fill up routine forms in English/ Hindi</i>
II	NURSE/A	00	03	00	00	0	0	03	No	<i>XII Standard and Diploma in Nursing and Midwifery (3 years course) + Registration as 'A' Grade Nurse.</i> OR <i>Nursing 'A' certificate with 3 years experience in Hospital</i> OR <i>Nursing Assistant Class III and above from the Armed Forces.</i> Note: <i>Candidates possessing degree in nursing will also be considered.</i>

PH : Physically Handicapped

HH : Hearing Handicapped

OH : Orthopaedically Handicapped

VH : Visually Handicapped

Post No.III	
NAME OF THE POST	SCIENTIFIC OFFICER/C (MEDICAL)
Total Number of post	01 (ONE) (UNRESERVED)
Qualification	M.B.B.S + One year experience is essential.
Post No.IV	
NAME OF THE POST	SCIENTIFIC OFFICER/D (MEDICAL) Post : 04 (Four) UNRESERVED
Category –I (GENERAL PHYSICIAN)	
Number of post	01(ONE)
Qualification	MBBS + MD (General Medicine)
Category –II (RADIOLOGIST)	
Number of post	01(ONE)
Qualification	MBBS + MD (Radiology) or MBBS + DMRD with 3 years experience
Category –III (ORTHOPAEDICIAN)	
Number of post	01(ONE)
Qualification	MBBS + MS(Ortho) or MBBS + D.Ortho with 3 years experience
Category –IV (PEDIATRICIAN)	
Number of post	01(ONE)
Qualification	MBBS + MD (Pediatrician) or MBBS + DCH with 3 years experience

The Post No.III and IV are identified suitable for persons with the following disability:-

- (a) Orthopaedically Handicapped (OH)** –Physical disability (minimum degree – 40 %) should be such that it causes interference with the normal functioning of the bones, muscles and joints.

AGE LIMITS : Age will be reckoned as on 01.07.2012
Minimum age limit is 18 years.

- | | |
|---|------------|
| i) Upper Age limit for the Post of Driver (OG) and Nurse/A | :30 years. |
| ii) Upper Age limit for the Post of Scientific Officer/Medical/"C" | :35 years. |
| iii) Upper Age limit for the Post of Scientific Officer/Medical/"D" | :45 years. |

RELAXATION IN UPPER AGE LIMIT

Age Relaxation on Reserved posts :

- | | |
|--------------------------|---------------------------|
| a] SC/ST | - Relaxation upto 5 years |
| b] OBC | - Relaxation upto 3 years |
| c] Physically Challenged | - Relaxation upto 5 years |

Note 1: The upper age relaxation of 5 years to physically challenged persons belonging to SC/ST and OBC communities is over and above the relaxation of five years/three years as

admissible to Scheduled Caste and Scheduled Tribes/OBC candidates respectively. Reservation for Physically Challenged candidates would be provided as per rules on **identified trades/posts**.

Note 2: Maximum Age Limit for Ex-Servicemen is 33 years for the post of **Driver (OG)**. (after deducting the period of service from the actual age).

Relaxation in age for Ex-serviceman ECO/SSCO for the post of **Nurse/A/Scientific Officer/C & D (Medical)** is also admissible subject to the conditions that the continuous service rendered in the Armed Forces by an Ex-serviceman is not less than six months and resultant age after deducting his age does not exceed the prescribed age limit for the post by more than three years and also the condition prescribed in Office Department of Personnel and Training's Office Memorandum No.39016/10/79-Esst. (c) dated 15.12.1979.

Note 3: For the Post of Driver(Ordinary Grade)- Group 'C' post : The upper age limit is also relaxable for Central Government Servants, which is up to 40 years of age (45 years for SC/ST candidates).

Note 4: For the Post of Nurse/A Scientific Officer/C & D (Medical) : The upper age limit relaxation of 5 years to the Department Candidates with three years continues service in Central Government is admissible who are working in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post.

NOTE:

Relaxation in the upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in Kashmir division of the state of Jammu & Kashmir during the period from the 1st day of January 1980 to 31st day of December, 1989 provided that the relaxation in the upper age limit for appearing at any examination shall be subject to the maximum number of chances permissible under the relevant rules.

Certificate regarding proof of residence – any person intending to avail of this relaxation in age limit shall submit a certification from:

(A) The dist. magistrate in the Kashmir division within whose jurisdiction he had ordinarily resided;

Or

(B) Any other authority designated in this behalf by the government of Jammu & Kashmir to the effect that he had ordinarily been domiciled in the Kashmir division of the state of Jammu & Kashmir during the period from the 1st day of January to 1980 to the 31st day December, 1989.

Relaxation in the upper age limit of 5 years shall be admissible to children/family members of those who died in the 1984 riots.

NATURE OF DUTIES

Post No.	Name of the Post	Consolidated Nature of Duties
I	DRIVER (Ordinary Grade)	Drivers will have to drive Light and Heavy Vehicles as per need in round the clock shifts.
II	NURSE/A	Performing nursing/midwifery duties in DAE Dispensaries/ Hospital
III	Scientific Officer/ C (Medical)	General Duty Medical Officers will have to do Round the Clock shift duties and General shift duties as per the Hospital/Dispensary requirements.
IV	Scientific Officer/ D (Medical)	Specialist.

Pay Band

Posts	Corresponding Pay Band	Corresponding Grade Pay	Corresponding Pay in Pay Band	Other allowances for class 'Z' city (In Rs.)			Total Emoluments Per Month (approx) **
				DA @ 65% as on 01.07.2012	HRA @ 10%	Transport Allowance + DA	
DRIVER (Ordinary Grade)	Rs.5200- 20200	Rs.1900/-.	Rs.7,730/-	5025	773	400+260	14188
NURSE/A	Rs.9300-34800	Rs.4600/-	Rs.17,140/-	11141	1714	800+520	31315
Scientific Officer/ C (Medical)	Rs.15600-39100	Rs.5400/-	Rs.21,000/-	13650	2100	1600+1040	39390
Scientific Officer/ D (Medical)	Rs.15600-39100	Rs.6600/-	Rs.25,350/-	16478	2535	1600+1040	47003

** Plus any other allowances as admissible for the above posts, under Central Government Rules.

Other incentives: The Organisation provides medical facilities under Contributory Health Service Scheme, Transport facilities (to those not opting for transport allowance, in certain routes), Housing (subject to availability) to its employees. The DAE Hospital, GSO, is housed in a beautiful green campus with one of the best working environment available in the country.

Selected Candidates will be governed by **Defined Contributory Pension Scheme** (New Contributory Pension Scheme) as notified by Department of Expenditure, Ministry of Finance, Government of India vide Notification No.F.No.5/7/2003-ECB & PR dated 22.12.2003.

SCREENING OF APPLICATIONS (Applicable to all the posts) – Applications fulfilling all the conditions/norms prescribed vide this Advertisement will only be screened in. Applications not fulfilling the conditions/norms will be summarily rejected.

SHORTLISTING AND CRITERIA FOR SELECTION:

(Applicable for the Post of Driver (OG) -

In case number of applications are large vis-à-vis the number of vacancies, GSO reserves the right to conduct a written examination (objective type) to restrict the number of candidates to be called for driving test/oral interview. Selection will be based on the performance of the candidate in the Written Test (if conducted)/driving test and interview. Only screened in candidates will be called for written test (if conducted)/driving test/interview.

Those qualifying in the written examination (if conducted) will only be called for driving test and interview. Written test (Objective Test), if conducted, will consist of General English, General Knowledge, Elementary Arithmetic, knowledge of traffic rules and automobile.

Mere passing the written examination (if conducted) does not automatically entitle a candidate to be called for driving test/interview. In case the number of candidates passing the written examination is disproportionate to the number of vacancies, GSO reserves the right to restrict the number of candidates called for driving test and interview based on the higher percentage of marks in the written examination.

Selection will be based on the overall grading of the candidate based on the following :-

- (a) Marks obtained in the written examination (if conducted).
- (b) Driving Test
- (c) Interview
- (d) Experience in Driving
- (e) Service in Armed Forces as driver, if any.

SHORTLISTING AND CRITERIA FOR SELECTION:

(Applicable for the Post of Nurse/A)

In case number of applications are large vis-à-vis the number of vacancies, GSO reserves the right to conduct a written examination (objective type) to restrict the number of candidates to be called for interview. Selection will be based on the performance of the candidate in the Written Test (if conducted) and interview. Only screened in candidates will be called for written test (if conducted)/interview.

Those qualifying in the written examination **(if conducted)** will only be called for Interview. Written test (Objective Test) (if conducted) based on the Educational Qualifications prescribed for the post.

Mere passing the written examination (if conducted) does not automatically entitle a candidate to be called for interview. In case the number of candidates passing the written examination is disproportionate to the number of vacancies, GSO reserves the right to restrict the number of candidates called for interview based on the higher percentage of marks in the written examination.

Selection will be based on the overall grading of the candidate based on the following :-

- (a) Marks obtained in the written examination (if conducted).
- (b) Interview
- (c) Experience in Nursing
- (d) Service in Armed Forces as Nurse, if any.

C) For Post No. III and IV: (Scientific Officer/C and Scientific Officer/D(Medical))

Screened in short listed candidates will only be called for interview. Selection of candidate for the post of Scientific Officer/C & D (Medical) will be based on merit in overall performance in the interview.

FEE

For Scientific Officer/D and Scientific Officer/C only:

The application for the above post should be accompanied by a non-refundable crossed Demand Draft on any scheduled banks drawn in favour of **Accounts Officer, GSO, Kalpakkam for Rs.50/- (Rupees fifty only) payable at Kalpakkam.** Women candidates, SC/ST candidates, disabled Defence personnel and dependents of Defence personnel killed in action and Ex-servicemen are exempted from paying the above fee.

The decision of the Organisation will be final and binding. No correspondence in this regard will be entertained.

HOW TO APPLY

1. The application in the prescribed format as given below, preferably typewritten on thick A4 size paper (size 29 cms X 21 cms) should be submitted and outer cover should be superscribed **“APPLICATION FOR THE POST OF _____ AGAINST THE ADVERTISEMENT NO.- GSO/01/2012”.**
2. **Photograph:** A recent passport size photograph should be pasted on the right hand top corner (space provided) of the application and also in the Admit Card.
3. **Envelope :** Self addressed unstamped envelope (size 24 cms. X 10 cms.) should be attached to the application.
4. **Copies of Certificates:** Candidates should submit along with their applications attested copies of the following certificates.
 - (a) Educational Qualifications and Technical Qualifications including certificate of Apprenticeship Training undergone, if any, supported by relevant mark sheets of all the years, Registration certificate wherever applicable.

(b) Date of Birth (Certificate issued by SSC (SSLC)/HSC- 10th or 12th board or Municipal Corporation)

(c) SC/ST/OBC certificates in the prescribed proforma applicable to Central Government employment. OBC for the purpose of AGE RELAXATION AND RESERVATION will mean "persons of OBC categories not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No.36012/22/93-Estt. (SCT) dated 08.09.93 and modified vide Government Of India, Department of Personnel & Training OM No.36033/3/2004-Estt.(Res) dated 14.10.2004 and other subsequent amendments.

(d) Jammu & Kashmir residents/Proof to the effect that they have been affected by the 1984 riots in the appropriate proforma (if applicable), (e) Experience, (f) Driving Licence, (g) Discharge Certificate from Defence Service (in case of Ex-servicemen) (h) Check List attached;

Note:

Certificates should be attested by any of the following Officers:

1. Gazetted Offices of Central or State Government.
2. Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident.
3. Sub-Divisional Magistrates/Officers
4. Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers.
5. Principal/Head-Masters of the recognized School/College/Institution where the candidate studied last.
6. Block Development Officer
7. Panchayat Inspectors.

Persons working under the Central/State Government/Public Sector Undertakings should submit their applications through proper channel. They may, however, send one advance copy of the application along with enclosures as detailed above to the address given below.

(i) Candidates belonging to OBC should furnish the caste certificate in the prescribed format of the Department of Personnel & Training OM dated 1.1.1997 to the effect that they are not in the creamy layer, failing which their claim for 'OBC' will not be accepted.

(j) Certificate from appropriate Medical authority certifying the extent of disability (for physically challenged persons only).

(k) Discharge Certificate from Defence Services (applies to Ex-defence service personnel only).

(l) Experience specifically stating the kind of work done should accompany the application.

5. **Completed applications should be sent to:**

**ADMINISTRATIVE OFFICER
DEPARTMENT OF ATOMIC ENERGY
GENERAL SERVICES ORGANISATION
KALPAKKAM, KANCHEEPURAM DISTRICT
TAMIL NADU - 603 102.**

so as to reach him on or before **19.11.2012.** **Applications received beyond this date will be rejected.**

GENERAL

1. Persons working under Central/State Government/Public Sector Undertakings should submit their applications through proper channel. They may, however, send an advance copy of the application along with enclosures as detailed above which should reach before the prescribed closing date for receipt of application.

2. Travelling Allowance :

Category – I & II : Only SC/ST candidates called for written test **(if conducted)**

/interview from outstations and who are not working under any Central / State Government / Public Sector Undertaking / Corporation / Local Government / Panchayat, etc., are eligible for reimbursement of journey expenses limited to single SECOND CLASS rail fare or bus fare from the place of normal residence to Kalpakkam and back by the shortest route as per rules for a balance distance exceeding 30 kms both ways subject to production of ticket / tickets and unemployment certificate. If concessional tickets are available, reimbursement will be limited to the concessional fare only.

Category – III & IV : The candidates called for written test/interview from outstations and who are not working under any Central / State Government / Public Sector Undertaking / Corporation / Local Government / Panchayat, etc., are eligible for reimbursement of journey expenses limited to single SECOND CLASS rail fare or bus fare from the place of normal residence to Kalpakkam and back by the shortest route as per rules for a balance distance exceeding 30 kms both ways subject to production of ticket / tickets and unemployment certificate. If concessional tickets are available, reimbursement will be limited to the concessional fare only.

3. Candidates selected against this advertisement are likely to be posted initially in Kalpakkam but they are likely to serve in any part of India and in any of the constituent Units of the Department of Atomic Energy.

4. Advertisement of a post and / or mere fulfillment of minimum prescribed qualifications, etc. will not vest any right in any candidate for being considered for the post and / or called for interview.

5. Candidates possessing qualification higher than prescribed which makes them eligible for appointment to higher grade may not be considered on the grounds of over qualification. Hence, such candidates need not apply.

6. GSO reserves the right to fill up the post or alter the number of posts or even to cancel the whole process of recruitment without assigning any reasons.

7. Though this Advertisement is against the vacant posts in GSO, Kalpakkam which is about 85 kms. away from Chennai City, the selected candidates are liable to be posted and serve in any part of India or in any of the Constituent Units of Department of Atomic Energy.

8. Women Candidates fulfilling the requirements for the post are encouraged to apply against the recruitment advertisement. Also the specific benefits available to women employees may be perused in the website of the Department of Personnel & Training namely persmin.nic.in.

Note:

- (i) The vacancies show above are provisional and subject to variation. The filling up of vacancies indicated in the advertisement is also subject to the approval

of Competent Authority and may not be filled up if decided otherwise in terms of the orders issued from Government from time to time.

- (ii) Period of experience as prescribed in the advertisement will be determined with reference to the last date of receipt of applications.

Important Requirement of PH Certificate:

- (i) According to the persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31/12/1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities ((Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), a disability certificate shall be issued by a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute a Medical Board consisting of at least three members, out of which, at least, one member shall be a Specialist from the relevant field.
- (ii) The Certificate would be valid for a period of 5 years for those whose disability is temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those acquired permanent disability, the validity can be shown as Permanent. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.
- (iii) Those SC/ST/OBC persons with disabilities selected on their own merit without relaxed standards alongwith other candidates, will be considered against unreserved vacancies provided the post is identified for persons with disability of relevant category.

For Application form and details, kindly visit our website:

www.gso.igcar.gov.in or www.igcar.gov.in

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

Warning :

1. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
2. Applications which are not in conformity with the requirements indicated and which are not in the prescribed form or are not accompanied by the attested copies of certificates, photograph, self addressed unstamped envelope of the prescribed size will be rejected. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate being called for written test or driving test or interview, as the case may be.
3. No correspondence will be entertained with the candidates with regard to screening/non-screening/selection/non-selection. List of candidates screened in for written examination/test/interview and final list of selected candidates will be displayed in GSO website. (www.gso.igcar.gov.in or www.igcar.gov.in)

Government of India
Department of Atomic Energy
General Services Organisation

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF _____

1. Advertisement No. : _____

AFFIX PASSPORT SIZE
PHOTOGRAPH

2. Full Name (in Block letters) :

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3. Name of Father/Spouse's Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Date of Birth(in Christian era) :
date/month/year

				1	9		
--	--	--	--	---	---	--	--

5. Sex : Male ☐ Female ☐

6. Nationality :

7. Religion :

8. Marital Status : Married / Single / Widow / Widower

9. Marks of Identification : 1.

2.

10. Address in block letters :
(with Pin Code & Phone No.)

CORRESPONDENCE	PERMANENT
 Pin Code : Contact Phone:	 Pin Code : Contact Phone :

...2...

...2...

[Please tick mark (✓) in applicable box]

11. Scheduled Caste [SC]/
Scheduled Tribe [ST]
Other Backward Class [OBC]
Unreserved [UR]
(Indicate the name of the Caste/
Tribe/Community)

SC	ST	OBC	UR

12. Ex-servicemen [XS]
(If Yes, please attach the
concerned certificate)

XS	
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13. Are you domiciled in Jammu & Kashmir during:
the period from 01.01.1980 to 31.12.1989?
(If yes, Please attach the relevant documents)

YES		NO	
-----	--	----	--

14. Are you a family member of those who died in :
1984 riots ? (If yes, please attach the relevant
documents)

YES		NO	
-----	--	----	--

15. Whether belongs to Minority Community
(Muslin/Christian/Sikh/Any Other (Please specify)

YES		NO	
-----	--	----	--

16. Details of Demand Draft _____
(For Category III to IV only)

17. Are you under Contractual obligation:
to serve in Central / State Govt./
Public Sector undertaking /
Autonomous body.

YES		NO	
-----	--	----	--

18. Whether applying against Physically
Handicapped (Say Yes or No).

YES		NO	
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- (a) Indicate the type of disability (OH,HH)

--

- (i) Nature of disability, indicate the category as
OL/OA/PD :

--

- (ii) Mention the percentage of disability
(as certified by the Competent
Medical Authority in the PH Certificate)

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...3...

19. Are you in Receipt of any :
Scholarship from DAE

YES		NO	
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20. Are you in receipt of any pension/ :
gratuity or Employer's share of
contribution of Provident Fund
from the Central, State Government
or any public undertaking? If so,
please give particulars thereof

YES		NO	
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21. Educational/Technical Qualifications: (from SSC/SSLC onwards)

Examination passed	University/ Board	Year of passing	Class (or) % of marks	Subjects with marks secured	Duration of the Course
SSC/SSLC					
HSC					
(Other Qualification)					
(Other Qualification)					

* If you are at present doing any higher studies please give the details.

22. Experience: Particulars of all previous and present employment to be furnished including training/apprenticeship undergone, if any:

Period		Total Months/Years	Designation	Name & address of the employer	Permanent
From	To				

23. Details of relatives already employed in Department of Atomic Energy or its constituent units:

Name of relative	Relationship	Unit in which employed	Post held

24. Any other information you wish to add:

I certify that all the information given above is correct. I understand that furnishing false information makes the service, liable for termination. If appointed, I agree to abide by the rules and regulations of the Organisation.

PLACE:

DATE:

NAME & SIGNATURE OF THE CANDIDATE

: 5 :

CHECK LIST

1. Application duly completed & signed : _____
2. Photograph affixed : _____
3. Additional Photos enclosed : _____
4. SC/ST/OBC Certificate enclosed
wherever applicable : _____
5. Copies of all Certificates, Marks Sheets
& proof for Date of Birth enclosed : _____
6. Demand Draft for Post Code III & IV
(Category (I to IV)) : _____
7. Proof regarding Ex-Serviceman : _____
8. Self Addressed Envelope (One) : _____
9. Proof for Disability if applied against the
post identified suitable for persons with
Physical disability. : _____

SAY YES/NO AGAINST EACH COLUMN

ENCLOSE ONLY ATTESTED COPIES OF CERTIFICATE / MARKLIST

ADMIT CARD

AFFIX PASSPORT
SIZE
PHOTOGRAPH

1. Name of the Candidate :

[illegible]

2. Name of the Post applied for _____ :

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3. Category of the Post applied for :

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4. Address for Communication :

PIN CODE					
Phone. No.					

Date:

Signature of the Candidate

(FOR OFFICIAL USE ONLY)

Roll No. allotted :

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Venue :

Administrative Officer