RECRUITMENT OF HUMAN RESOURCE ON CONTRACT BASIS FOR WEALTH MANAGEMENT SERVICES DEPARTMENT IN BANK OF BARODA

Join India's Premier Bank for a Challenging Assignment

Online Registration of Application starts from : 30.09.2022	**Last date for Online Registration of Application & Payment of fees: 20.10.2022**

Bank of Baroda, One of India's Largest Bank is looking for qualified and experienced Wealth Management Professionals to strengthen its Wealth Management Services.

PLEASE NOTE THAT

1.	Candidates are advised to check Bank's website www.bankofbaroda.co.in/careers.htm (Current Opportunities) regularly for details and updates. Call letters/advices, where required will be sent by e-mail only. All revisions/corrigendum(if any) will be posted on the Bank's website only
2.	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., call letters/Interview Dates/advices etc.
3.	The process of Registration of application is complete only when application is submitted in full and fee is deposited with the Bank through On-line mode on or before the last date for fee payment. Candidates are requested to note down the acknowledgement number for their reference.
4.	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Short-listing and interview / 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.
5.	Post qualification experience below 6 months in any organization would not be considered.

DETAILS OF THE POSITION/S:

Sn	Post & Vacancies	Age (as on 01.10.2022)	Education (as on 01.10.2022)	Work Experience (as on 01.10.2022)
1	Sr. Relationship Manager (320) Vacancies)	Min: 24 Years Max: 40 Years	A Degree (Graduation) in any discipline from a University recognised by the Govt. Of India./Govt. bodies/AICTE Desirable qualification/certification : • 2 years full time Post Graduate Degree / Diploma in Management • Regulatory certifications e.g. NISM/IRDA	Minimum 2 Years of Experience as Relationship Manager in Wealth Management with Public Banks / Private Banks / Foreign Banks / Broking Firms / Security Firms / Asset Management Companies Rich Knowledge and Experience in Mutual funds, Insurance and domain expertise on the products and processes applicable to Non Resident customers is desirable. Proficiency/knowledge in local language/area/market/clients is desirable
2	e- Wealth Relationship Manager (24 Vacancies)	Min: 23 Years Max: 35 Years	A Degree (Graduation) in any discipline from a University recognised by the Govt. Of India./Govt. bodies/AICTE Desirable qualification/certification : • 2 years full time Post Graduate Degree / Diploma in Management • Regulatory certifications e.g. NISM/IRDA	Minimum 1.5 Years of Experience as Relationship Manager in Wealth Management with Public Banks / Private Banks / Foreign Banks / Broking Firms / Security Firms / Asset Management Companies is desirable. OR 1.5 years' experience in sales/ services of High Value financial products through digital medium (telephone/video or web) is desirable.
3	Group Sales Head (Virtual RM Sales Head) (1)	Min- 31 Years Max-45 Years	A Degree (Graduation) in any discipline from a University recognized by the Govt. Of India/Govt. bodies/AICTE Desirable qualification : 2 years full time Post Graduate Degree / Diploma in Management	• Minimum 10 Years of relevant work experience in financial services, Investment advisory out of which minimum 5 Years of experience in Wealth Management. • Prior experience of handling virtual Relationship Manager sales centre/outbound sales in call centre, outbound tele-sales • Good understanding of the sales process and compliance for tele sales. • Excellent Knowledge of Investment Products, PMS, Mutual Funds and Insurance • Proven track record of High Performance and Leadership • Should have managed a large team of relationship managers & Team Leads at Regional Level at least for 5 years.

4	Operations Head-Wealth (1)	Min: 35 Yrs Max-50 Yrs	Graduate from Government recognized University or Institution. Preference will be given to candidates having MBA or equivalent degree from reputed Colleges.	• **Minimum 10 years** of experience in financial services, investment advisory and private banking out of which **minimum 8 years** of experience in setting up and Managing Mid Office, Back Office and Branch Operations of Wealth Management set up. • Exposure on CRM platform for Wealth Management is preferred. • Experience in handling trade and data for transactions across asset classes like equity, bonds, mutual funds and alternates. • Should have managed a large operations team in Wealth Management business.

Roles & Responsibilities are appended at (Annexure I)

The tentative/likely place for posting for each of the positions is mentioned against the respective post (for the posts of Sr. Relationship Manager, applications are invited cities/locations wise); however the Bank reserves the right to modify the place of posting as per requirements of the Bank from time to time.

Sn	Post	Tentative/Likely Place of Posting					
1	Sr. Relationship Manager	Ahmedabad (25)	Anand (7)	Bengaluru (32)	Bhopal (4)	Chandigarh (7)	Chennai (18)
		Coimbatore (7)	Gurgaon(4)	Hyderabad(12)	Jalandhar (2)	Jodhpur (4)	Kanpur (4)
		Kolkata (25)	Lucknow (3)	Ludhiana (2)	Mangalore (4)	Mumbai(35)	Nagpur(5)
		New Delhi (45)	Pune(20)	Rajkot(7)	Surat(15)	Vadodara (20)	Varanasi (3)
		Guwahati (5)	Patna (5)				
2	e- Wealth Relationship Manager	Mumbai (24)					
3	Group Sales Head (Virtual RM Sales Head)	Mumbai (1)					
4	Operations Head-Wealth	Mumbai (1)					

Credit History: The candidate applying for the above positions shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining. The minimum credit score will be as per the Banks policy, amended from time to time.

RESERVATION IN POSTS:

Position	SC	ST	OBC	EWS	UR	Total	Out of Which Person With Disability			
							OC	VI	HI	ID
Sr. Relationship Manager	47	24	86	31	132	320	3	3	3	3
e- Wealth Relationship Manager	3	1	6	2	12	24	0	0	0	0
Group Sales Head (Virtual RM Sales Head)					1					
Operations Head-Wealth					1					

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Sections, UR- Unreserved, PWD - Persons with Disability, OC-Orthopedically Challenged, HI – Hearing Impaired, VI- Visually Impaired, ID- Intellectually Disabled. Vacancies mentioned above includes backlog vacancies.

NOTE:

1. Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application.
2. 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.
3. 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.
4. 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 candidates, while submitting their application/s.
5. The number of vacancies including reserved vacancies mentioned above are provisional and vary according to the actual requirement of the Bank.
6. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as detailed as under:

Sn	Category	Age Relaxation (years)
1.	Scheduled Caste/ Scheduled Tribe	5
2.	Other Backward Classes (Non Creamy Layer)	3

3.	Persons with Disability (PWD)	Gen/EWS – 10, OBC – 13, SC/ST - 15
4.	Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	Gen/EWS – 5, OBC – 8, SC/ST - 10

A. RENUMERATION:

Remuneration offered will be on Fixed Salary basis depending on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmarks for the respective posts. Apart from the Fixed Salary, selected candidate will be eligible for Performance Linked Variable Pay which will be over and above the Fixed Salary but linked to the achievement of specific targets.

B. NATURE OF EMPLOYMENT:

Contractual Engagement for a period of 5 years, with periodic performance review. The term of engagement may be extended at the option of the Bank.

C. SELECTION PROCEDURE:

Selection will be based on short listing and subsequent round of Personal Interview and/or Group Discussion and/or any other selection method.

- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.
- The Bank reserves its right to call candidates in a ratio, at its sole discretion, as per the Banks requirement.
- Adequate candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (GD/PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be invited for the selection process.
- A candidate should qualify in all the processes of selection i.e. GD and/or PI and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- Minimum Qualifying marks for UR/EWS Candidates shall be 60% of the Marks and for SC/ST/OBC/PWD Candidates, the same shall be 55% of the Marks. However the Bank, reserves the right to modify the Minimum Qualifying Marks at any stage.

- **Methodology for Selection :**

Sr. Relationship Manager	Applications are invited city/location wise. Hence, the shortlisting of applications, invitation for selection process, and preparation of merit list shall be location wise for these positions.
e- Wealth Relationship Manager	All India basis
Group Sales Head (Virtual RM Sales Head)	All India basis
Operations Head-Wealth	All India basis

The number of vacancies listed above is tentative only. The Bank at its discretion reserve the right to modify/add/reduce the vacancies/locations as per the business requirements, administrative considerations and/or performance of candidates in the selection process or any other circumstances.

D. HOW TO APPLY:

Candidates are required to have a valid personal email ID and Contact Number. It should be kept active till completion of this recruitment project. Bank may send call letters for GD and/or interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.

a) GUIDELINES FOR FILLING ONLINE APPLICATION:

i. Candidates should visit Bank's website **www.bankofbaroda.co.in/Careers.html** and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Career Page -> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking etc.

ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to Annexure II regarding scanning of photograph & signature.

iii. 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. 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.
iv. 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.
v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
vi. Candidates shall also be required to submit supporting documents such as DOB Proof, Graduation Certificate, Other Certifications, Category/PWD Certificate, Experience Letter, Document showing Break up of CTC, Latest Salary Slip (e.g. September/October 2022), etc. at the time of submitting the online application form
vii. 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.
viii. 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.
ix. Candidates applying for the post of Sr. Relationship Manager have to choose the city/location from the list available at the time of submission of the application form.

b) PAYMENT OF FEES:

i. Application fees and Intimation Charges (Non-refundable) Rs. 600/-for General and OBC candidates (plus applicable GST & transaction charges) and Rs. 100/- (Intimation charges only – Non Refundable) for SC/ ST/PWD/Women candidates (plus applicable GST & transaction charges). Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained.
ii. Fee payment will have to be made online through payment gateway available there at.
iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
vi. If the online transaction is not successfully completed, please register again and make payment online.
vii. There is also a provision to reprint the application form containing fee details, at later stage.

c) GENERAL INFORMATION:

i) The selected candidate will be required to sign an employment contract.
ii) Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (01.10.2022) and also ensure that the particulars furnished by him/her are correct in all respects.
iii) Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank and the appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, amended from time to time.
iv) In case of multiple applications, only the last valid (complete) application will be retained.
v) Candidates will have to appear for the GD/interview/Selection Process at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates called for GD/ interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings /Local Government, Institutions and Panchayats etc.
vi) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
vii) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
viii) In case it is detected at any stage of recruitment 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), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice.
ix) Decisions of bank in all matters regarding eligibility, conduct of interviews, 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.

x) **Intimations, wherever required will be sent by email and/SMS only to the email ID and mobile number registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the Bank's authorized website www.bankofbaroda.co.in for latest updates.

xi) 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.

E. ANNOUNCEMENTS:

All further announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorized Bank's website www.bankofbaroda.co.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 Banks' website shall be treated as initiation to all the candidates who have applied for the said project.

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

Merely satisfying the eligibility criteria norms does not entitle the candidate to be called for GD/ interview / selection process. The Bank reserves the right to call only the requisite number of candidates for GD/ interview / selection process after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of test /GD/ interview or to cancel the Recruitment Process entirely at any stage without assigning any reason.

Mumbai
30.09.2022 **Chief General Manager (HRM)**

Annexure I

Position	ROLES AND RESPONSIBILITIES
Senior Relationship Manager	▪ Will be responsible for revenues on Liabilities and wealth management products ▪ All banking service queries will be passed on to the Customer Service Executive (CSE) ▪ Review customer wealth needs and proactively engage with the customer to validate the understanding of his needs ▪ Review product penetration for the assigned client base, identify potential customers who can be sold tailored products to enhance product penetration ▪ Ensure coverage of all relationships through customer engagements, risk profiling and financial planning ▪ All loans and cross sell referrals will be passed on to the respective units. ▪ Organize customer events to enhance customer bonding ▪ Acquire new customers through converting referral leads ▪ Ensure that KYC/AML and other compliance norms are strictly adhered to ▪ Complete all mandatory certifications within 90 days of joining the role and continuously keep self-updated on changes in products, processes and compliance / regulatory norms ▪ Provide complete and comprehensive information on products, services, charges etc. proactively to the customer and ensure best services are provided to them ▪ The candidate should have adequate experience in building and managing relationship with High Net Worth Clients [Clients having a minimum Total Relationship Value (TRV) of `.30.00 lakh].
e-Wealth Relationship Manager	▪ Will be responsible for managing HNI clients from various locations managed from a centralized hub.. ▪ Will be responsible for revenues on Liabilities and wealth management products ▪ All banking service queries will be passed on to the Customer Service Executive (CSE) attached to them. ▪ Review customer wealth needs and proactively engage with the customer to validate the understanding of his needs ▪ Review product penetration for the assigned client base, identify potential customers who can be sold tailored products to enhance product penetration ▪ Ensure coverage of all relationships through customer engagements, risk profiling and financial planning ▪ All loans and cross sell referrals will be passed on to the respective units. ▪ Organize customer events to enhance customer bonding ▪ Acquire new customers through converting referral leads ▪ Ensure that KYC/AML and other compliance norms are strictly adhered to ▪ Complete all mandatory certifications within 90 days of joining the role and continuously keep self-updated on changes in products, processes and compliance / regulatory norms ▪ Provide complete and comprehensive information on products, services, charges etc. proactively to the customer and ensure best services are provided to them ▪ Must possess sound communication skill.
Group Sales Head (Virtual RM Sales Head)	▪ Defining and Implementing corporate strategy for the affluent segment in line with corporate vision and plan ▪ Designing market and sales strategy for management of existing client base, tracking and monitoring sales across business lines. ▪ Manage, coach and mentor team in achieving their KRA's and outperforming on the decided benchmarks ▪ Engage with key clients (Individual and corporates) and help in driving key business deals and transactions ▪ Build internal and external relationships to help create business development opportunities ▪ Foster a performance led and ethical culture in the area ▪ Conducting Individual and Joint Performance reviews for all profiles reporting to him /her ▪ Responsible for legal and compliance requirement being met.
Operations Head (Wealth)	▪ Will be responsible for operations / client service through client service executives ▪ Responsible to evolve effective systems and procedures for effective and efficient client servicing. ▪ Liaise with Senior Relationship Managers, Territory Heads and Group Heads for enhancing customer relationships ▪ Will be responsible for proper roll-out of wealth management solution within the Bank's hierarchy

ANNEXURE II

GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE and Documents

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below:-

(i) Photograph Image :-

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of the file should be between 20kb – 200kb.
- Ensure that the size of the scanned image is not more than 200kb. If the size of the file is more than 200kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii) Signature Imaging :-

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call letter and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 200kb.
- Ensure that the size of the scanned image is not more than 200kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**

(iii) Scanning the photograph & signature :-

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set the colour to True Colour
- File size as specified above
- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 200kb by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 200kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

(iv) Procedure for uploading the Photograph and Signature :-

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link 'Upload Photograph/ Signature".
- Browse and select the location where the scanned photograph/ signature file has been saved.
- Select the file by clicking on it.
- Click the upload button.

(v) For Upload of Documents:

- The documents are to be scanned in pdf format
- Click on the respective link 'Choose file".
- Browse and select the location where the scanned document/file has been saved.
- Select the file by clicking on it.
- Click the upload button.

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note :-

1. *In case the face in the photograph or signature is unclear, the candidate's application may be rejected.*
2. *After registering online, candidates are advised to take a printout of their system generated online application forms.*
3. *In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.*

NOTE: INSTRUCTIONS FOR UPLOADING OTHER DOCUMENTS AS AND WHEN REQUIRED BY THE BANK IN SUPPORT OF ELIGIBILTY SHALL BE DISPLAYED ON THE RESPECTIVE WEBPAGE

Annexure III

FORMS FOR SC/ST/OBC/EWS & PWD CANDIDATES

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.

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* 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 20of 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.

Government of ……..

(Name & Address of the authority issuing the certificate

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. ……

Date : ……

VALID FOR THE YEAR ……

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

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

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

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

NOTE :-

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

(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,

(iii)Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

FORM-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.

बैंक ऑफ़ बड़ौदा
Bank of Baroda

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 affixe

above, and are satisfied that :

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