



# INDIAN PORTS ASSOCIATION

## RECRUITMENT OF EXECUTIVE LEVEL POSTS IN VARIOUS MAJOR PORTS IN INDIA

- I. Indian Ports Association (IPA) on behalf of Major Port of India invites applications for filling up the following Executive Level vacancies in the Finance Discipline through direct recruitment: -

Major Port	Designation /Class / Scale of Pay	No of Posts*	Reservation Position		
			UR	OBC	SC
Cochin Port Authority	Accounts Officer Gr-I Class-I Pay Scale- Rs.50, 000-1,60,000/- (Pre-Revised 9,100-15,100/-).	1	0	1	0
Chennai Port Authority		1	1	0	0
Mormugao Port Authority		4	3	0	1
Mumbai Port Authority		3	1	1	1
New Mangalore Port Authority		1	0	1	0
V. O. Chidambaranar Port Authority		2	1	1	0

\*The Management reserves the right to increase or decrease the number of posts advertised.

- II. Prospective candidates will have to apply online after carefully reading the detailed advertisement regarding the process of examination, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of admit cards/call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

Please note the Important Dates:

Activity	Date
On line Registration & Fee Payment – Start date	27.12.2024
Online Registration & Fee Payment – Closing date	18.01.2025

**[CLICK HERE TO APPLY ONLINE](#)**

III. **Candidates have to submit application by online mode through link provided on Indian Ports Association website only. No other means/mode of application will be accepted.**

Candidates are advised to regularly keep in touch with “Job Openings/Careers” section of Indian Ports Association website <https://www.ipa.nic.in/> for further details and updates.

IV. **Qualification and Experience**

Designation	Essential Qualification (Mandatory)	Desirable Experience (Not Mandatory)
Accounts Officer Gr-I	Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.	Two years' experience in Executive Cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt. Undertaking.

The eligibility of applicants will be determined based on their self-declaration in the online application, without initial verification of supporting documents. Candidates must ensure they provide accurate and complete information in their application. If at any stage of the recruitment process it is discovered that a candidate does not meet the eligibility criteria, has provided incorrect/false information, or has withheld material facts, their candidature will be immediately disqualified. Furthermore, if such discrepancies are discovered after appointment, the organization reserves the right to terminate their services.

All candidates must possess valid mark sheets, certificates, degrees, diplomas, or membership documents proving their qualifications and experience as of the closing date of this advertisement. Please note that the vacancy numbers listed for various Major Ports are provisional, and the Indian Ports Association reserves the right to cancel the selection process, modify vacancy numbers, or interchange positions across disciplines at any stage. Reservations will be applied according to prevailing Government Guidelines at the time of result finalization.

IV (A) **Important Information for Persons with Benchmark Disability (PwBD)**

Physical Requirements for the vacancies advertised above are as follows: -

Organisation	Designation	Maximum Age as on the last date of filing Application	Physical Requirements	PwBD Categories identified suitable
Major Port Authorities	Accounts Officer Gr-I	Maximum Age: 30 years.	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV, MDy d) MD involving (a) to (c) above

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S = Sitting, BN = Bending, MF = Manipulation with Fingers, RW = Reading & Writing, SE = Seeing, C = Communication.

CATEGORY ABBREVIATIONS USED: .

B = Blind , LV = Low Vision, D = Deaf , HH = Hard of Hearing, OA = One Arm , BA = Both Arms , OL = One Leg , BL = Both Legs , OAL = One Arm and One Leg , BLOA = Both Legs & One Arm ,BLA = Both Legs & Arms , LC = Leprosy Cured , Dw = Dwarfism AAV = Acid Attack Victims , MDy = Muscular Dystrophy, MD = Multiple Disability.

Please note:

1. Many positions may require mandatory outdoor work involving significant physical effort.
2. Candidates with Benchmark Disabilities (PwBD) shall be considered for appointment only after being assessed by the Medical Board constituted by the respective Major Port. The Board will evaluate both their medical fitness and their ability to meet the prescribed physical requirements as specified above. Only those PwBD candidates who are declared fit by the Medical Board on both these aspects shall be considered for appointment

**Additional Information:**

- Candidates with a minimum of 40% impairment affecting their dominant writing extremity are eligible for an additional 20 minutes per hour of examination. To qualify, they must submit a certificate in the prescribed format, as provided in the Annexure to this advertisement, issued by the Chief Medical Officer, Civil Surgeon, or Medical Superintendent of a government healthcare institution.
- Candidates availing the assistance of a scribe must also submit an undertaking in the prescribed format, as outlined in the Annexure to this advertisement.
- The scribe's educational background must not be related to Accounts/Finance.
- All candidates must present original documents with photocopies for verification of category, nationality, age, educational qualifications, and other eligibility criteria.
- Category changes post-application submission are not permitted.
- Results will be processed based on the applied category, subject to Government of India guidelines.
- Shortlisting or participation in the selection process does not guarantee employment.
- Requests to consider candidature under categories other than the one applied for will not be entertained.

**V. Age Limits**

Organisation	Designation	Maximum Age as on the last date of filing Application
Major Port Authorities	Accounts Officer Gr-I	Maximum Age: 30 years.

**Relaxation in upper age limit shall be as follows:**

<b>Sl.No.</b>	<b>Category</b>	<b>Age relaxation</b>
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	Persons with Benchmark Disability	10 years (15 years for SC/ST and 13 years for OBC candidates)

Age relaxation for Ex-Servicemen will be granted as per Government of India rules i.e. the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.

**Candidates applying under age relaxation categories must: -**

- a) Submit copies of relevant certificates with their application
- b) Present original certificates for verification during document scrutiny or at any stage of recruitment as required by Indian Ports Association.

**Important conditions:**

1. SC, ST, or OBC candidates applying against Unreserved (UR) category posts will not be eligible for age relaxation benefits.
2. Employees of Major Port Authorities of India may apply if they possess the required qualifications and experience, with an upper age limit of 55 years.

**VI. Nationality**

A candidate applying for recruitment in under this process must be either-

- (a) Citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Bangladesh, Burma, Sri Lanka or the East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce such proof of his nationality as the Competent Authority may, from time to time require. Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Provided also that a candidate in whose case the proof of nationality or a certificate of eligibility is necessary may be provisionally appointed, pending the production by him of the necessary certificate in his favour from the Central Government, as the case may be. In such cases the provisional appointment shall not exceed a period of one year.

**VII. EMOLUMENTS & BENEFITS**

The Pay Package will include Basic Pay, DA based on IDA pattern and Cafeteria allowances @ 35% of Basic Pay. In addition to the above, Gratuity, HRA or subsidized accommodation, Medical benefits,

leave encashment, etc. are also admissible as per Rules of the respective Major Port. The appointed candidates will be governed by National Pension Scheme as applicable in Central Autonomous Bodies.

### VIII. Structure of On-line examination

Sl. No.	Commuter Based Test (Objective type)	Maximum Marks	Number of questions	Duration
1	Questions relating to Specialisation (Accounts/Finance)	100	50	120 Minutes.
2	Test of Reasoning	15	15	
3	Quantitative Aptitude	15	15	
4	General Awareness	15	15	
5	English Language	15	15	
<b>Total Marks in objective test</b>		<b>160</b>	<b>110</b>	

The online test will be conducted in English. Each incorrect answer will carry a negative marking of 1/4<sup>th</sup> marks allotted to that question. The Indian Ports Association retains the right to modify the examination structure as needed.

To qualify for shortlisting, candidates must achieve minimum overall marks as follows:

- a) General Category: 40%
- b) OBC: 35%
- c) SC/ST and PwBD: 30%

The Indian Ports Association reserves the right to adjust these qualifying cut-off marks and limit the number of candidates for shortlisting/interview as deemed necessary.

In case of a tie between candidates, the tie will be broken according to the following criteria:

- a) The candidate scoring higher marks in the Specialisation section of the question paper will be given preference.
- b) If there's still a tie after considering the technical section scores, the candidate with the higher date of birth (i.e., the older candidate) will be given preference.

### IX. Selection Procedure

Candidates must take an online test as outlined in Paragraph VIII of the advertisement. The Management will select candidates based on their overall performance in this Computer Based Test and/or an interview.

Before joining, candidates for all positions must submit original documents for verification to the respective Major Ports, as specified in this advertisement. Failure to provide these documents will result in disqualification from the recruitment process. Additionally, if the submitted documents do not meet the required criteria, the candidate's application will not be considered further.

The Indian Ports Association reserves the right to modify the selection procedure if necessary.

**X. Application processing Fee**

Candidates must pay Application processing fees online during the designated application period. Follow the online payment instructions provided on the Application Portal.

Unreserved (UR) candidates	Rs. 400
Other Backward Classes (OBC) and Economically Weaker Sections (EWS)	Rs. 300
Scheduled Caste (SC), Scheduled Tribe (ST), and Women candidates.	Rs. 200
Ex-Servicemen and PwBD	No fee

**Important Notes:**

1. Candidates are responsible for any additional bank transaction or payment gateway charges and Taxes.
2. Fees once paid are non-refundable and non-transferable to other examinations or selections.

**XI.(A) Examination Centre for Online Test**

- a) The online examination will be conducted at venues in State Capitals, Major Port Cities and nearby areas, as specified in the admit cards.
- b) Requests to change the post, examination center, venue, date, or session will not be accepted.
- c) The organizing authority reserves the right to: -
  - Cancel any examination center
  - Add new examination centers
  - Assign candidates to any center

*These decisions will be based on factors such as response rate and administrative feasibility.*

- d) Candidates will attend the examination at their chosen center at their own risk and expense. The organizing authority will not be liable for any injuries or losses incurred.

**(B) Dates of online examination**

The dates of online examination will be intimated around 21 days before the examination.

**(C) Candidates will not be permitted to appear for the online examination without the following documents**

Candidates must present the following documents to be allowed entry into the examination hall:

1. Valid Call Letter / Admit Card for the specific date and session of the examination
2. Original photo-identity proof (as specified below)
3. Photocopy of the photo-identity proof

**(D) Identity Verification Process**

In the examination hall and during document verification, candidates must submit:

- Admit Card
- Original photo ID
- Photocopy of photo ID

Acceptable photo IDs (name must match Admit Card exactly):

- Aadhaar card / e-Aadhaar card
- PAN Card
- EPIC / e-EPIC
- Passport
- Permanent Driving License.
- Any valid Photo Identity Card issued by Central /State Government.

The invigilator will verify the candidate's identity against the Admit Card, Attendance List, and submitted documents. Candidates with doubtful identity will not be permitted to take the examination.

**(E) Additional Requirements**

- Current employees of Major Ports of India must also produce their original port-issued photo ID.
- Candidates who have changed their name must provide original Gazette Notification, original marriage certificate, or original Affidavit.

**(F) Important Notes**

1. Learner's Driving Licenses are not accepted as valid ID proofs.
2. The name on the Admit Card must exactly match the name on the photo ID. Any mismatch will result in the candidate being barred from the examination.
3. Candidates arriving after the specified reporting time on the Admit Card will not be allowed to take the examination.
4. For the convenience and benefit of all candidates, it is strongly recommended to arrive at the examination venue at least one hour before the scheduled start time. Although the exam duration is two hours, early arrival ensures sufficient time to complete all essential pre-examination formalities in a timely manner.

**(G) Registration Name**

To avoid disputes, ensure the name recorded during registration is identical to the name on your authorized identity proof.

**XII. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF DOCUMENT VERIFICATION / INTERVIEW.**

Candidates must submit the following original documents and self-attested photocopies at the time of document verification/interview:

- a) Document Verification/Interview Call Letter
- b) Valid system-generated printout of online application form and e-receipt
- c) Proof of Date of Birth (Municipal-issued Birth Certificate or SSLC/Std. X Certificate with DOB)
- d) Photo Identity Proof as specified in the "IDENTITY VERIFICATION" section of the advertisement
- e) Mark-sheets and certificates of educational qualifications and relevant eligibility documents for the specific post
- f) For SC/ST/OBC candidates: Caste Certificate with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by the Government of India
- g) For government/quasi-government/Public Sector Undertaking employees: "No Objection Certificate" from the employer
- h) Experience certificates, as applicable

- i) For candidates falling under categories (b), (c), (d), and (e) of Nationality criteria as specified at Para VI of the Advertisement, Certificate of eligibility issued by the Government of India
- j) Persons with Benchmark Disabilities (PwBD) must furnish a valid disability certificate that conforms to the Rights of Persons with Disabilities Rules, 2017.
- k) Any other relevant documents supporting eligibility
- l) Biometric data may be collected before the interview/Document Verification or at a later stage

**Important Notes**

- (i) Failure to submit these documents may result in the candidate being barred from the document verification/interview and further participation in the recruitment process.
- (ii) Candidates will not be allowed to appear for document verification/interview without producing the relevant eligibility documents.
- (iii) The eligibility criteria specified are the basic requirements for applying for the post.
- (iv) No changes to application data will be permitted after completing the online application registration process.
- (v) Candidates must produce original documents and a self-attested photocopy supporting their identity and eligibility (category, nationality, age, educational qualifications, etc.) as indicated in their online application form.
- (vi) Traveling expenses, if otherwise admissible, will not be paid if the required documents are not presented.

**XIII. Special instructions for SC/ST/OBC**

For SC/ST/OBC candidates, only certificates issued by the following authorities in the prescribed form will be accepted as proof of caste/tribe/community:

- (a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate)
- (b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
- (c) Revenue Officer (not below the rank of Tehsildar)
- (d) Sub-Divisional Officer of the area where the candidate and/or their family normally reside

**Important Notes**

- (i) At the time of Interview, candidates must submit the original caste validity certificate from the appropriate authorities of the state/union territory that issued the caste certificate, along with a self-attested photocopy.
- (ii) For OBC candidates:
  - The certificate should specifically state that the candidate does not belong to the creamy layer section excluded from reservation benefits in Civil posts & services under the Government of India.
  - The OBC certificate containing the Non-creamy layer clause should be valid as of the date of online registration and on the date of Appointment at the respective Major Port.
  - The caste name in the certificate must match letter-for-letter with the Central Government list/notification.
  - OBC candidates falling under the creamy layer or whose caste is not in the Central List are not entitled to OBC reservation. They should indicate their category as General (UR) in the online application form.
- (iii) All Government of India directives regarding caste status shall apply.



**XIV. HOW TO APPLY**

Eligible candidates meeting the requisite qualifications should apply online through the Indian Ports Association website (<https://www.ipa.nic.in/>).

Candidates are responsible for receiving, downloading, and printing:

- Call Letter / Admit Card for online test
- Call Letter / Admit Card for Interview/Document Verification and Physical tests.

Indian Ports Association is not responsible for:

- Loss of emails due to invalid/wrong email IDs provided by candidates
- Emails delivered to Spam/Bulk mail folders

**(A) Important Notes**

- (i) All details in the online application (including Name, Category, Date of Birth, Address, Mobile Number, Email ID, Examination Centre) are considered final. No changes/modifications are allowed after submission.
- (ii) Candidates should fill the online application carefully. No correspondence regarding detail changes will be entertained.
- (iii) Indian Ports Association is not responsible for consequences arising from incorrect/incomplete details or omissions in the application form.
- (iv) Applications considered invalid include:
  - Incomplete online applications.
  - Applications without proper photograph and signature uploaded.
  - Applications with unsuccessful fee payment.
- (v) Candidates are advised to apply well before the closing date to avoid issues such as:
  - Website disconnection
  - Inability to log on due to heavy internet traffic
  - Website congestion.
- (vi) Indian Ports Association is not responsible if candidates cannot submit applications by the deadline due to the above reasons or any other reason.
- (vii) This online application process is the only valid method. No other application modes will be accepted.
- (viii) Information submitted in the application is binding on the candidate. Candidates are liable for prosecution/civil consequences if any information/details provided are found false later.

**XV. Action against candidates found guilty of misconduct.**

1. Candidates are strongly advised to provide only truthful and accurate information in their application. They should not:
  - Furnish false, tampered, or fabricated details
  - Suppress any material information
2. During the online examination or any subsequent selection procedures, candidates found guilty of the following actions will face severe consequences:
  - Using unfair means
  - Impersonating or arranging impersonation by any person
  - Misbehaving in the examination/interview hall or document verification venue

- Disclosing, publishing, reproducing, transmitting, storing, or facilitating transmission and storage of test contents or related information in any form (verbal, written, electronic, or mechanical)
  - Employing irregular or improper methods in connection with their candidature
  - Obtaining support for their candidature through unfair means
  - Carrying mobile phones or similar electronic communication devices into the examination/interview hall.
  - Indulge in any inappropriate action/activity deemed to be misconduct by the Management.
3. Candidates engaging in any of the above actions may face the following consequences, in addition to potential criminal prosecution:
- Disqualification from the examination
  - Permanent or temporary debarment from any examination conducted by Indian Ports Association/Major Ports
  - Termination of service if already employed by a Major Port

## **XVI. General Information**

### **a) Application Status and Employment:**

It is hereby notified that mere application submission, shortlisting, or success in online examination and/or any recruitment stage does not constitute a guarantee of employment in Major Ports. The Indian Ports Association explicitly states that no requests for consideration under categories or posts other than those initially applied for shall be entertained.

### **b) Examination Administration**

The Indian Ports Association acknowledges the possibility of administrative or technical complications during examination conduct. In such eventualities, remedial measures shall be implemented, including but not limited to candidate relocation to alternative examination centers or administration of subsequent examinations. The Indian Ports Association's decision in such matters shall be deemed final and binding. Candidates unwilling to comply with such arrangements shall forfeit their candidature.

### **c) Multi-Session Examination Protocol**

In instances necessitating multiple examination sessions due to infrastructure limitations or technical impediments, a score equalization methodology shall be implemented to neutralize variations in difficulty levels across different sessions. Multiple sessions may be scheduled to accommodate capacity constraints or address technical disruptions at examination centers.

### **d) ELIGIBILITY AND VERIFICATION PROTOCOLS**

#### **(i) Candidate Verification**

Applications shall be subject to rigorous verification processes. Detection of incorrect information or procedural violations at any stage shall result in immediate disqualification and may affect future participation in Major Ports recruitment processes. Retrospective disqualification may be applicable for violations detected post-selection/appointment.

#### **(ii) Documentation Requirements**

- a) Age, qualification, and category-related documentation shall be mandatorily submitted for verification.

- b) Category certificates (SC/ST/OBC) must be accompanied by valid caste verification certificates from designated authorities, explicitly stating:
- Candidate's caste classification
  - Applicable Act/Order of recognition
  - Original residential details of the candidate

(iii) Employment Status Declarations:

- a) Government/Quasi-Government/Public Sector employees must furnish No Objection Certificates during document verification.
- b) Selected candidates shall be required to submit unconditional discharge/relieving letters from current employers (Government/Public/Private sectors) prior to assuming duties.

e) **EXAMINATION AND SELECTION PROCEDURES**

(i) Selection Methodology

The selection process shall comprise Online Tests and/or Interviews as applicable. The Indian Ports Association reserves the authority to:

- Conduct additional assessments as deemed necessary
- Modify, add, or remove examination centers
- Implement changes in the selection protocol

(ii) Examination Regulations

Prohibited Items in Examination Premises:

- Electronic devices including mobile phones and calculators
- Headwear, timepieces.
- Stationery, documentation, wallets.
- Eyewear (excluding prescription glasses)
- Jewelry or metallic items.

(iii) The Indian Ports Association disclaims responsibility for safekeeping of personal effects.

f) **APPOINTMENT AND SERVICE CONDITIONS**

(i) Medical Requirements

All candidates selected for appointment are required to undergo and successfully obtain medical fitness certification from the designated Medical Board of the respective Major Port. This certification must be completed and submitted within the prescribed time limit. Failure to obtain and submit the required medical fitness certification within the stipulated timeframe will result in automatic cancellation of candidature. Such cancellation shall be final and irrevocable, and no further correspondence shall be entertained in this matter.

(ii) Service Terms

Appointed candidates shall be governed by the Service Regulations of the respective Major Port. Appointment shall be contingent upon:

- Satisfactory completion of all verification processes
- Medical fitness certification

- Compliance with Service and Conduct regulations

**g) LEGAL AND ADMINISTRATIVE PROVISIONS**

**(i) Jurisdictional Matters**

Legal proceedings pertaining to this recruitment process shall fall exclusively within the jurisdiction of Delhi Courts/Tribunals/Forums.

**(ii) Authority and Modifications:**

The Indian Ports Association retains the right to:

- Cancel or modify the recruitment exercise partially or completely
- Make final decisions regarding eligibility and selection
- Reject correspondence or representations regarding selection decisions

**(iii) Official Communications:**

The detailed advertisement published on the official website (<https://www.ipa.nic.in/>) shall be considered authoritative in cases of discrepancy.

**IMPORTANT NOTICE:**

**Any attempt at canvassing in any form shall result in immediate disqualification of candidature. Candidates are advised to regularly monitor the official website for updates and modifications to these guidelines.**

**This document supersedes all previous communications. If any, regarding the recruitment process and shall be considered binding on all applicants.**

**Enclosure: -**

- (1) Undertaking for availing benefit under Ex-Servicemen Category.**
- (2) Certificate regarding Physical Limitation in an Examination to write.**
- (3) Letter of Undertaking for using own Scribe**

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**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS  
UNDER EX-SERVICEMEN CATEGORY**

**G.I., Dept. Of Per. & Trg., O.M. No. 36034/ 2/ 91-Estt. (SCT), dated 3-4-1991.**

I understand that if selected on the basis of the recruitment /examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall be not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

**Place:**

**Signature of Candidate**

**Date:**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

## Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: