



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
CENTRAL ACADEMY FOR STATE FOREST SERVICE
POST BOX NO. :1130, R.S. PURAM POST, COIMBATORE – 641 002.

Recruitment Notice No. -1/2023,

Dated 08th May 2023

Recruitment Notice for Filling up the posts of Laboratory Attendants (Technical) and Staff Car Drivers (Ordinary Grade) by Direct Recruitment in the constituent Academies under the Directorate of Forest Education

Important Dates:

Dates for submission of online applications	10.05.2023
Last date and time for receipt of online Applications and making online Fee Payment	10.06.2023 (23.00 Hrs)
Schedule of OMR Based Examination	June, 2023

1. The Central Academy for State Forest Service (hereafter called as CASFOS) will hold a competitive examination for recruitment of **Laboratory Attendant** (in Pay Level-1 as per Pay Matrix of 7th Pay commission) and **Staff Car Driver (Ordinary Grade)** (in Pay Level-2 as per Pay Matrix of 7th Pay commission) in constituent Academies under the Directorate of Forest Education. The post of **Laboratory Attendant** is a General Central Service Group 'C' Non-Gazetted and Technical. The post of **Staff Car Driver (Ordinary Grade)** is a General Central Service Group 'C', Non-Gazetted and Non-Ministerial post.
2. The locations of the posts are at CASFOS Coimbatore (Tamil Nadu), CASFOS Dehradun (Uttarakhand), CASFOS Burnihat (Assam) and CAFE (erstwhile EFRC) Kurseong (West Bengal). **However, the candidates selected are liable to serve in any of the constituent Academies under the Directorate of Forest Education. The place of posting will be based on merit list and the order of preference by the selected candidates.**



3. The Directorate of Forest Education reserves the right to increase or decrease the posts or not to fill any or all of the advertised posts without assigning any reason.
4. The recruitment and serving conditions for both the posts of **Laboratory Attendant** and **Staff Car Driver (Ordinary Grade)** shall be governed by the existing Recruitment Rules of Directorate of Forest Education and as amended from time to time.

5. Vacancies:

Tentative vacancies for the posts are as under:

S. No	Name of Post	Location of vacancies and related reservation					Total	
		Place	CASFOS Coimbatore			CASFOS Burnihat		CAFÉ, Kurseong
1.	Laboratory Attendant	Place	CASFOS Coimbatore			CASFOS Burnihat	CAFÉ, Kurseong	
		Category	UR	OBC (NCL)	SC	UR	UR	
		Vacancies	1	1	1	2	1	6
2.	Staff Car Driver (Ordinary Grade)	Place	Coimbatore	Dehradun	Burnihat	Kurseong		
		Category	OBC (NCL)		UR	OBC (NCL)	UR	
		Vacancies	1	1	1	1	1	4

6. Reservation:

The above vacancies are identified based on the prevailing roster for posts in each of the Academies. The post reserved for the reserved categories will be filled as per the existing rules in this regard. **The candidates belonging to the categories other than the reservation mentioned against the post will be considered in General category, however they are eligible for the exam fee exemption if applicable as per the advertisement.**

7. Nationality/ Citizenship:

A candidate must be a citizen of India.

8. Age Limit (As on 10-06-2023):

The age limits for the posts as per the Recruitment Rules of each post is as follows.



Laboratory Attendant

Not below 18 years and not exceeding 25 years as on 10/06/2023.

Permissible relaxation in Upper age limit for different categories are as under:

S.No	Category	Age-relaxation permissible beyond the upper age limit
1	SC	5 years
2	OBC (NCL)	3 years
3	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
4	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online application.	For UR the upper age limit is 40 years For OBC the upper age limit is 43 years For SC the upper age limit is 45 years.
5	Widows/ Divorced Women/ Women/ judicially separated and who are not remarried.	Up to 35 years of age.
6	Widows/ Divorced Women/ Women/ judicially separated and who are not remarried (SC category).	Up to 40 years of age.

Staff Car Driver (Ordinary Grade)

Age limit: Not below 18 years and not exceeding 27 years as on 10/06/2023

Permissible relaxations in upper age limit for different categories are as under:

S.No	Category	Age-relaxation permissible beyond the upper age limit
1	OBC (NCL)	3 years



2	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
3	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	For UR the upper age limit is 40 years For OBC the upper age limit is 43 years
4	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age.

Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the CASFOS for determining the age and no subsequent request for change will be considered or granted and mismatch of date of birth will be a ground for rejection of candidature.

Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex- serviceman for subsequent employment if he (hereinafter may be read as 'he/ she') immediately after joining civil employment, gives self- declaration/ undertaking to the employer concerned about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of age relaxation as per rules.

For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his (hereinafter may be read as his/ her) application for the Post/ Service, the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex- serviceman within the stipulated period of one year from the



closing date of receipt of application.

Explanation: An 'ex-serviceman' means a person:

Who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy or Air Force of the Indian Union, and

who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

who has been released from such service as a result of reduction in establishment;

or

who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service;

or

personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Age relaxation/ ESM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

9. Process of certification and format of certificates:

- a. Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates



are sought by concerned Indenting Departments/ Organizations at the time of document verification. Otherwise, their claim for SC/ OBC (NCL) / ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination.

- b. Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by CASFOS at the time of document verification, failing which their candidature will be cancelled.
- c. Crucial date for claim of SC/ OBC (NCL) status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications.
- d. A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.
- e. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the relevant documents is verified by the CASFOS. Candidates are cautioned that they will be debarred from the examinations conducted by the CASFOS in case they fraudulently claim SC/ OBC (NCL) / ESM status or avail any other benefit.

10.

Provision of Compensatory Time and assistance of scribe:

- a. In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- b. In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be available only on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.
- c. **The facility of scribe will also be provided to PwD candidates** having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IA** and **Annexure-IB**.



- d. The facility of scribe/ passage reader will be provided to the PwBD/ PwD candidates only if they have opted for the same in the online application form.
- e. A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe as described above.
- f. The candidates referred above who are eligible for scribe but do not avail the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- g. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

11. Essential Educational Qualifications (As on 10-06-2023):

Sn	Name of Post & No. of posts	Educational Qualification
01	Laboratory Attendant (06 posts)	Essential: a) 10 th Standard/ Matriculation pass Certificate from recognized board.
02	Staff Car Driver (Ordinary Grade) (04 posts)	Essential a) 10 th Standard/ Matriculation pass Certificate from recognized board. b) Possession of a valid motor driving license for motor cars c) Experience of driving a motor car for at least three years d) Knowledge of Motor Mechanism. Candidate should be able to remove minor defects in Vehicle. Desirable: Three years service as Home Guard/Civil Volunteers.

The candidates must possess required essential qualification on or before the closing date for receipt of online applications i.e. 10/06/2023.



NOTE:

- i. All candidates who are declared qualified for the Document Verification will be required to produce the relevant Certificates such as Mark sheets for completion of Matriculation/10th pass certificate in original as proof of having acquired the minimum educational qualification on or before the stipulated date, failing which the candidature of such candidates will be cancelled. The candidates who are able to prove by documentary evidence that the result of the qualifying examination was declared on or before the cut-off date and he/she has been declared passed, will also be considered to meet the educational qualification.
- ii. **It is reiterated that the result of required educational qualification must have been declared by the Board by the specified date. Mere processing of the result by the Board by the crucial cut-off date does not fulfill the Educational Qualification requirement.**

12. How to apply:

- a. Applications must be submitted in online mode at the website of the CASFOS i.e. <https://www.casfosexam.in>. For detailed instructions, please refer to **Annexure-III** and **Annexure-IV** of this Notice..

If a candidate wants to apply for both post, he has to submit the processing fee and examination fee separately under the same registration. The candidate shall not submit two different application for the two posts. There will be single examination for both the posts. The marks secured in the examination will be taken for determining the merit of the candidate for the posts separately.

- b. In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). In compliance of the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition (C) No.234 of 2018], **the photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible.**
- c. Before submitting the Application Form, candidate must ensure that the photograph is uploaded as per the given instructions. If the photograph is not uploaded by the candidate in the desired format, his application/ candidature will be rejected or cancelled. Specimen of photographs delineating photograph acceptable/ photograph not



acceptable is also given at **Annexure-V**.

- d. Last date and time for submission of online applications is **10-06-2023 (23:00 hours)**.
- e. **Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.**
- f. The CASFOS will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CASFOS. Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of the form.

13 Application Fee:

1. FEE (Non-Refundable):

a) Laboratory Attendant

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	General/OBC-NCL	Rs.250	Rs.500	Rs.750
2	Women/SC/ST/Divyang(PwD)/ESM	Nil	Rs.500	Rs.500

b) Staff Car Driver (ordinary Grade)

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	General/OBC-NCL	Rs.250	Rs.500	Rs.750
2	Women/SC/ST/Divyang/ESM	Nil	Rs.500	Rs.500

NOTE:

Fee once paid shall neither be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Fee can be paid online through BHIM, PayTm, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards.



- a. Online fee can be paid by the candidates up to **10-06-2023 (23.00 hours)**.
- b. Candidates who are not exempted from the fee payment must ensure that their fee has been deposited with CASFOS. If the fee is not received by CASFOS, status of Application Form is shown as '**Incomplete**' and this information is printed on the top of the Application Form printout. Further, status of fee payment can be verified at the 'Payment Status" link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

14. Centres of Examination:

The Written Examination shall be conducted in Coimbatore (TN), Dehradun (Uttarakhand), and Guwahati (Assam). A candidate has to give option of any one of the three centers. No request for change of centre will be considered later under any circumstances. Hence, the candidates should select the centre carefully and indicate the same correctly in their applications.

The CASFOS will endeavor to accommodate the candidates in centers opted by them. However, the CASFOS reserves the right to cancel any centre and ask the candidates of that centre to appear from another centre. CASFOS also reserves the right to divert candidates of any centre to some other Centre to take the examination.

15. Scheme of Examination:

- i. The written examination will consist of OMR Based Objective Type, Multiple Choice Questions (MCQ) only. Negative marks will be awarded for incorrect answers.
- ii. **The Examination will be conducted in Hindi and English only.**
- iii. The level of questions will be in the standard of respective educational qualifications.
- iv. If a candidate is applying for both the posts, he should fill the OMR sheet in the Post applied column appropriately without fail.
- v. The dates/months of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Academy
- vi. There shall be no provision for re-evaluation/re-checking in the examination. No correspondence in this regard shall be entertained.
- vii. Provision of Compensatory Time and assistance of scribe: In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe will be provided, if desired by the



candidate.

viii. **There will be separate examination for both the post .** The examination for the Laboratory Attendant will be in morning session and staff Car Driver exam will be conducted in the afternoon session. Accordingly merit lists will be prepared for each post separately.

ix. Total number of questions is 100 and each carries one mark. There will be negative marking of 0.25 marks for each wrong answer.

16. Syllabus for Laboratory Attendant

Part	Subject	Number of Questions/ Maximum Marks	Time Duration
I	General English	20/ 20	120 Minutes
II	General Intelligence & Reasoning	20/ 20	(160 Minutes for candidates eligible for scribe)
III	Numerical and Mathematical Ability	20/ 20	
IV	General Awareness	20/ 20	
V	General Science	20/ 20	

Indicative Syllabus for OMR based Examination :

General English: Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.

General Intelligence & Reasoning: The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.

Numerical and Mathematical Ability: It will include questions on problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.



General Awareness: The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General studies up to 10th Standard.

General Science: The coverage of the test will be on the Science (Physics, Chemistry, Botany, Zoology and Environmental Science) upto 10th standard.

Syllabus for Staff Car Driver (Ordinary grade)

Part	Subject	Number of Questions/ Maximum Marks	Time Duration
I	General English	20/ 20	120 Minutes
II	General Intelligence & Reasoning	20/ 20	(160 Minutes for candidates eligible for scribe)
III	Numerical and Mathematical Ability	20/ 20	
IV	General Awareness	20/ 20	
V	Road sense, vehicle maintenance, traffic rules/signals, and environmental pollution	20/ 20	

Indicative Syllabus for OMR based Examination :

General English: Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.

General Intelligence & Reasoning: The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.

Numerical and Mathematical Ability: It will include questions on problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.



General Awareness: The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General studies up to 10th Standard.

Road sense, vehicle maintenance, traffic rules/signals, and environmental pollution:-

Road sense (traffic rules/signals, road marking, etc.), Various sections of the Motor Vehicles Act, of 1939 were amended from time to time, Knowledge of vehicle parts, Licensing of drivers of motor vehicles Registration of motor vehicles, Insurance of vehicles, Offense, penalties, and procedure, Knowledge related to toolkit Security and maintenance of the vehicle, Accidental claims, GPS related knowledge, Mechanical vehicles vis-à-vis electrical vehicles

Staff Car Driver (Ordinary Grade) (Skill Test)

Skill test, which is qualifying in nature, will be conducted for the post of Staff Car Driver (ordinary Grade) at CASFOS Coimbatore. Minimum Qualifying criteria will be fixed by the CASFOS Coimbatore in consultation with Regional Transport Officer. Merit list will be on the basis of written examination only.

The shortlisted candidates at the ratio of **not more than 1:5** based on merit will be published in the website along with date/time of skill test.

No separate admit card will be issued for skill test. The candidate shall bring the same admit card issued for written examination.

Tentative Answer Keys of the Examination will be placed on the website of the CASFOS after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit on payment of Rs 100/- per question. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the CASFOS in this regard will be final.



17. Admission to the Examination:

a. All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the CASFOS as per the terms and conditions of this Notice of Examination, their e-admit card will be made available for download by the candidates, at least 10 days before the examination. The candidate shall download the e-admit card and bring the hard copy of the same to the exam centre for appearing in the Examination.

b. **The CASFOS will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally.** Candidates must go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post(s). The certificates/ documents in support of their Educational Qualifications and Caste/Category, etc. uploaded while registration time, shall be sought at the time of Document Verification. After scrutiny of the certificates/ documents of Educational Qualifications/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

c. The e-admit card will be issued online on the websites of CASFOS ie <https://www.casfosexam.in>. Candidates are therefore advised to regularly visit the websites.

d. Information about the Examination indicating the time table and Centre of examination for the candidates will be uploaded on the websites of the CASFOS about two weeks before the date of examination. If any candidate does not find his detail on the website of the CASFOS, one week before the date of examination, he must immediately contact CASFOS or the helpdesk number provided in the website, with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.

e. Candidates must write Registration-ID, registered Email-ID and Mobile Number along with name and date of birth while addressing any communication to the CASFOS. Communication from the candidate not furnishing these particulars shall not be entertained.

f. In addition to the e-admit card, it is mandatory to carry at least two passport size recent colour photographs, and any one of the following valid Photo-ID proof having the full Date of Birth as printed on the e-admit card, such as, (in Original):

- i. Aadhaar Card/ Printout of E-Aadhaar,
- ii. Voter's ID Card,



- iii. Driving License,
- iv. PAN Card,
- v. Passport,
- vi. ID Card issued by University/ College/ School,
- vii. Employer ID Card (Govt./ PSU),
- viii. Ex-Serviceman Discharge Book issued by Ministry of Defense,
- ix. Any other photo bearing ID Card issued by the Central/ State Government.

g. If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) as proof of their date of birth. In case of mismatch in the date of birth mentioned in the E-admit card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

h. PwBD/PwD candidates availing the facility of scribes shall also be required to carry requisite Medical Certificate/ Undertaking/as specified above. Candidates without these documents will not be allowed to appear in the examination.

i. Any other document mentioned in the E-admit card shall also be carried by the candidates while appearing in the Examination.

j. Applications with blurred photograph and/or signature will be rejected.

18. Document Verification (DV):

During document Verification candidates will have to submit copies of various documents as given below:

- i. Matriculation/ Secondary Certificate.
- ii. Caste/ Category Certificate, if belongs to reserved categories.
- iii. For Ex-Servicemen (ESM):
- iv. Serving Defense Personnel Certificate as per Annexure-VII, if applicable.
- v. Undertaking as per Annexure-VIII.
- vi. Discharge Certificate, if discharged from the Armed Forces,
- vii. Relevant Certificate if seeking any age relaxation.
- viii. No Objection Certificate, in case already employed in Government/ Government undertakings.
- ix. A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

In case of marriage of women: Photocopy of Husband's passport showing names of husband or an attested copy of marriage certificate issued by the Registrar of



Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn;

1. In case of re-marriage of women: Divorce Dead/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of husband or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn.
2. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn.
3. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

19. Mode of selection:

- a. The recruitment process for the posts will be based on the written examination. No interview will be conducted. The skill test for Staff Car Driver will be qualifying test. The merit list will be prepared based on the score secured by the candidates in the written exam.
- b. SC, OBC (NCL), and ESM candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, OBC (NCL), and ESM candidates.
- c. SC, OBC (NCL), and ESM candidates who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, etc., irrespective of his merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age.
- d. Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- e. The candidates applying for the examination should ensure



that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination(s), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

20. Resolution of Tie Cases:

In cases where more than one candidate secures the equal aggregates marks in the written examination, tie will be resolved by applying the following methods one after another:

- Marks obtained for correct answers only in the written Examination.
- Date of birth, with older candidates placed higher.
- Alphabetical order in which names of the candidates appear (A to Z) ie in the order of alphabet A to Z.

21. Action against candidates found guilty of misconduct:

If candidates are found to indulge at any stage in any of the malpractices during the conduct of examination or thereafter, their candidature for this examination will be cancelled.

- Taking away any Examination related material such as Rough Sheets, CASFOS Copy of E-admit card, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.
- Leaving the Examination Venue uninformed during the Examination.
- Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or CASFOS's representatives etc.
- Obstruct the conduct of examination/ instigate other candidates not to take the examination.
- Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
- Obtaining support/ influence for his candidature by any irregular or improper means in connection with his candidature.
- Possession of Mobile Phone either in 'switched on' or 'switched off' mode.
- A candidate who is also working on examination related matters in the same examination.
- Damaging examination related infrastructure/ equipments.
- Appearing in the Exam with forged documents
- Possession of fire arms/ weapons during the examination.



- Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or CASFOS's representatives etc.
- Threatening/ intimidating examination functionaries with weapons/ fire arms.
- Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
- Possession of Bluetooth Devices, spy cameras, or any other electronic gadgets in the examination hall.
- Impersonate/ Procuring impersonation by any person.
- Taking snapshots, making videos of question papers or examination material, labs, etc.
- Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.
- Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
- The CASFOS may also report the matter to Police/ Investigating Agencies, as deemed fit. CASFOS may also take appropriate action to get the matter examined by the authorities/ forensic experts, etc.

22. THE PRINCIPAL, CASFOS's Coimbatore DECISION IS FINAL:

The decision of the Principal in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), and preparation of merit list , debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

“During the process of recruitment, from notification till completion of selection process, no information/clarification on the selection particulars/details will be furnished to any petitions/representations including petitions received under Right to Information Act. After conclusion of entire selection process, the complete particulars regarding the above recruitment will be made available in the Academy's website”.

23. Courts' Jurisdiction: Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over CASFOS Coimbatore.

24. Disqualifications: No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law



applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Important Instructions to Candidates:

(a)	BEFORE APPLYING, CANDIDATES MUST TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE CASFOS WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
(c)	The CASFOS will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by CASFOS. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by CASFOS. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.
(d)	Candidates seeking reservation benefits available for SC/ OBC(NCL)/ and ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(e)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the CASFOS.
(f)	Fee payable shall be paid. Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), ESM eligible for reservation and Persons with disability (PwBD) are exempted from payment of exam fee. However they should pay processing fees.



(g)	<p>Only one online application is allowed to be submitted by a candidate for the Examination. If a candidate wishes to apply for both posts, he should select both options and file only one application. In that case marks scored by the candidate will be considered for preparation of merit list for the posts separately.</p> <p>In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the CASFOS and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination, his candidature will be cancelled and he will be debarred from the examinations of the CASFOS as per rules.</p>
(h)	<p>Before submission of the online application, as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of the online application form no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the CASFOS.</p>
(i)	<p>The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the CASFOS.</p>
(j)	<p>Applications with miniature/ blurred Photograph and/ or photos not as per format will be summarily rejected. Similarly, applications with miniature/ blurred Signature will be rejected.</p>
(k)	<p>Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the CASFOS through e-mail/ SMS.</p>
(l)	<p>The candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Voter ID Card, Driving License, PAN Card, Passport, Identity Card issued by University/ College/ School, Employer ID Card (Govt./ PSU), ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same.</p> <p>If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate as proof of their Date of</p>



	<p>Birth. In case of mismatch in the date of birth mentioned in the E-admit card and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwBD /PwD candidates using the facility of scribes shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.</p>
(m)	<p>In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.</p>
(n)	<p>In the online application form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and frontal view of the face should be clearly visible. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled.</p>

-s/d-

**Principal
CASFOS
Coimbatore**