

**राष्ट्रीय मधुमक्खी बोर्ड / NATIONAL BEE BOARD**  
**कृषि एवं सहकारिता विभाग / Department of Agriculture & Cooperation,**  
**कृषि मंत्रालय / Ministry of Agriculture,**  
**भारत सरकार / Government of India**

**Advertisement No. 2026-27/NBB-765-75      Date- 30.04.2026**

**Sub:- The National Bee Board (NBB) invites online applications for filling up the following posts on Direct Recruitment basis.**

Applications are invited from the eligible candidates to fill vacant posts of **NBB** (i.e. **Sr. Clerk, Jr. Clerk and Mali or MTS or Group D**) in different offices of the Department of Posts. The details of the tentative vacant posts are given below. The applications are to be submitted online at the following link: <https://nbbrecruit.com>

**2. Registration/Online application/Edit-correction Window:**

Only one registration is permitted per candidate for submission of the online application. **Multiple or duplicate registrations/applications are strictly prohibited.** If at any stage -before or after engagement-it is found that a candidate has submitted duplicate or multiple applications, the candidature shall be cancelled or appropriate action will be initiated.

Candidates are required to attach/upload any documents along with the application form in pdf format. However, they must upload their recent photograph and signature on the portal as prescribed. Candidates are advised to carefully fill in all details in the registration and application forms and review them thoroughly before final submission.

In case any mistake is noticed after registration/submission of the application form, candidates are not required to make registration again, but to rectify the mistakes in registration/application form, an edit/correction window of one (01) day will be provided after the stipulated closing date, during which candidates may edit or correct their registration/application details.

The **schedule for registration and the edit/correction window** is as under:

Sl No	Activity	Schedule
01	Online One-Time Registration	01.05.2026 to 30.05.2026
02	Submission of online application	01.05.2026 to 30.05.2026
03	Corrections in Registration/application Forms	31.05.2026
04	Date of Notification	30.04.2026
05	Fee	NIL
06	Date of issue Admit Cards	05 <sup>th</sup> June 2026, Tentative, If Applicable
07	Date of Examination	13 <sup>th</sup> June 2026, Tentative, If Applicable
08	Date of Result/Merit list wise (Marks obtained by Board) Publication	15 <sup>th</sup> June 2026, Tentative

POST	Category										
	UR	SC	ST	OBC	EWS	Total	PWD*				Ex.SM
							Category (a)	Category (b)	Category (c)	Category (d) & (e)	
Sr. Clerk	22	12	05	14	04	57	03	02	03	02	02
Jr. Clerk	37	05	09	28	05	84	01	03	NIL	01	01
Mali/MTS/G.D	73	03	11	60	16	163	06	05	04	02	04

The number of vacancies may decrease or increase according to the requirements of the department.

Suitable Category of Benchmark Disability

Post	Functional Requirement	Suitable Category of Benchmark Disability
Sr. Clerk	Sitting (S), Standing (ST), Walking (W), Manipulation by Fingers (MF) Reading & Writing (RW), Seeing (SE), Communication (C)	a) Blind (B), Low Vision (LV) b) Deaf (D), Hard of Hearing (HH) c) One Arm (OA), One Leg (OL), Both Leg (BL), Both Arm (BA), One Arm and One Leg (OAL), Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victims (AAV), Muscular Dystrophy (MDy) d) Specific Learning Disability (SLD), Mental Illness (MI), e) Multiple Disabilities (MD) involving (a) to (d) above
Jr. Clerk	Sitting (S), Standing (ST), Walking (W), Bending (BN) Reading & Writing (RW),  Seeing (SE), Hearing (H), Communication (C)	a) Blind (B), Low Vision (LV) b) Hard of Hearing (HH) c) One Arm (OA), One Leg (OL), One Arm and One Leg (OAL), Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victims (AAV), Muscular Dystrophy (MDy) d) Autism Spectrum Disorder – Mild {ASD(M)}, Intellectual Disability (ID), Specific Learning Disability (SLD), Mental Illness (MI), e) Multiple Disabilities (MD) involving (a) to (d) above
MALI/MTS/Group D	Sitting (S), Standing (ST), Walking (W), Bending (BN) Reading & Writing (RW), Seeing (SE), Hearing (H), Communication (C)	a) Blind (B), Low Vision (LV) b) Deaf (D), Hard of Hearing (HH) c) One Arm (OA), One Leg (OL), Both Leg (BL), Both Arm (BA), One Arm and One Leg (OAL), Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victims (AAV), Muscular Dystrophy (MDy) d) Autism Spectrum Disorder – Mild {ASD(M)}, Intellectual Disability (ID), Specific Learning Disability (SLD), Mental Illness (MI), e) Multiple Disabilities (MD) involving (a) to (d) above

Note 1: The candidates appointed under PWD and Ex-Servicemen quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/EWS/Unreserved (UR).

Note 2: 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 for appointment under EXS categories. However, they are eligible for age relaxation only.

Note 3: Vacancies notified above are subject to change.

### 3. SERVICE CONDITIONS AND BRIEF JOB PROFILE AND RESIDENT/ACCOMMODATION:

The service conditions, brief job profile and resident/accommodation of different categories of NBB are as follows:-

- (i) The applicants must clearly understand that the **NBBs are regular employees of the Department/Central Government and their emoluments, allowances and other entitlements are not at par with the Central Government employees. There will be a probation period of two years, during which payment will be made on a monthly basis according to the post:**
- Mali/MTS/Group D – Rs. 15,000/- per month**  
**Junior Clerk – Rs. 17,000/- per month**  
**Sr. Clerk – Rs. 18,200/- per month**  
**After completing two years of service, the employee will be converted to regular service.**

The brief job profiles of different categories of NBBs are as under;

#### 1. Mali/MTS/Group D

The Job Profile of the Mali include:

##### a) Main Duties & Responsibilities

- Maintenance of gardens, lawns, and greenery in office premises

- Plantation and care of flowers, plants, shrubs, and trees
- Watering plants and maintaining irrigation schedules
- Cleaning garden areas and removing weeds/dry leaves
- Grass cutting and hedge trimming
- Preparing flower beds and soil for plantation
- Applying manure, fertilizers, and pesticides when required
- Assisting in beautification and landscaping work
- Maintenance of potted plants inside office buildings
- Handling basic gardening tools and equipment
- Supporting horticulture-related activities during training or official programs

**b) Additional Work Environment in National Bee Board**

Since the National Bee Board works under the agriculture and beekeeping sector, a Mali may also assist in:

- Maintaining flowering plants useful for bee-friendly environments
- Upkeep of demonstration gardens or apiary surroundings
- Supporting cleanliness around bee-related training or awareness areas

**c) Nature of Work**

- Mostly outdoor physical work
- Regular maintenance duty
- Office timing-based government service
- May require seasonal plantation activities

**d) Required Skills**

- Basic gardening and plantation knowledge
- Physical fitness
- Ability to use gardening equipment
- Knowledge of plant care and maintenance

**e) Qualification (Generally Expected)**

**10th Pass with higher marks obtained from board.**

Gardening experience may be preferred depending on recruitment rules

**f) Pay During Probation (as shared)**

**₹15,000 per month during the 2-year probation period**

After successful completion of probation, service may be regularized as per government rules.

**ii. Jr. Clerk**

The Job Profile of the Junior Clerk include:

**a) Main Duties and Responsibilities**

- Receiving and dispatching letters, files, and official documents
- Maintaining files, registers, and office records
- Data entry and updating information in computer systems
- Drafting basic letters, notices, and office communications
- Typing documents in [Microsoft Word](#) and preparing spreadsheets in [Microsoft Excel](#)
- Managing inward and outward correspondence
- Scanning, photocopying, and printing documents
- Assisting in preparation of reports and statements
- Maintaining employee and administrative records
- Handling email communication through [Microsoft Outlook](#) or similar software
- Supporting purchase, accounts, and administrative sections when required
- Assisting during meetings, training programs, and official events

**b) Work in National Bee Board**

At the National Bee Board, a Junior Clerk may assist with:

- Maintaining records related to beekeeping schemes and projects

- Processing applications, beneficiary data, and correspondence
  - Preparing reports for the Ministry and other government agencies
  - Organizing training and awareness program documentation
- c) Required Skills**
- Typing speed and computer proficiency
  - Knowledge of [Microsoft Office](#)
  - Basic drafting and filing skills
  - Attention to detail and record management
  - Communication and organizational skills
- d) Educational Qualification (Generally)**  
**12th Pass or Graduate (as per recruitment rules)**  
 Typing knowledge may be required  
 Basic computer knowledge is usually essential
- e) Nature of Work**
- Office-based desk job
  - Regular government office hours
  - Minimal field work
- f) Pay During Probation**  
**₹17,000 per month during the two-year probation period**  
 After successful completion of probation, the service may be regularized according to applicable rules.

### iii. Sr. Clerk job profile-

- a) Main Duties and Responsibilities**
- Maintaining important office files, records, and confidential documents
  - Supervising clerical work of junior staff
  - Preparing official letters, reports, and office notes
  - Handling correspondence with ministries, departments, and agencies
  - Managing data entry and office documentation
  - Assisting in preparation of budgets, bills, and financial records
  - Processing files related to administration, procurement, and schemes
  - Maintaining employee service records and attendance registers
  - Preparing statements, reports, and presentations
  - Coordinating meetings, training programs, and official events
  - Ensuring proper movement and tracking of files within the office
  - Using office software such as [Microsoft Word](#), [Microsoft Excel](#), and [Microsoft Outlook](#)
- b) Work in National Bee Board**  
 At the National Bee Board, a Senior Clerk may also:
- Handle records related to beekeeping development schemes
  - Assist in maintaining project and beneficiary documentation
  - Prepare reports for the Ministry of Agriculture and related departments
  - Coordinate administrative work for training and awareness programs
  - Support procurement and office administration activities
- c) Required Skills**
- Good knowledge of office procedures
  - Computer proficiency and typing skills
  - File handling and record management
  - Drafting and communication skills
  - Ability to work with administrative and financial documents
  - Organizational and supervisory ability
- d) Educational Qualification (Generally)**
- Graduate degree preferred in many departments

- Knowledge of computers and office applications
- Experience in clerical/administrative work may be required
- e) Nature of Work**
  - Office-based administrative job
  - Regular government office timings
  - Mainly desk and documentation work
- f) Promotion Opportunities**  
A Senior Clerk may be promoted to:
  - Office Superintendent
  - Administrative Assistant
  - Section-related supervisory posts (depending on department rules)
- g) Salary/Service**
  - Salary and allowances are provided as per Central Government rules after regular appointment.
  - If recruited on probation/contract basis, conditions depend on the recruitment notification.

#### 4. ELIGIBILITY CRITERIA (FOR MALI/MTS/G.D, JR. CLERK AND SR. CLERK)

##### 4.1. Age Limits :

i. Minimum age: 18 years

Maximum age: 40 years

[Subject to relaxations as per sub para (a) below]

ii. Age will be determined as on the last date of submission of applications.

a. Relaxations in upper age limit:-

S.No.	Category	Permissible age relaxation
1.	Schedule Caste/Scheduled Tribe (SC/ST)	5 years
2.	Other Backward Classes (OBC)	3 years
3.	Persons with Benchmark Disabilities (PwBD)	10 years
4.	Persons with Benchmark Disabilities (PwBD) + OBC	13 years
5.	Persons with Benchmark Disabilities (PwBD) + SC/ST	15 years

##### 4.2. OTHER QUALIFICATIONS FOR ALL POST:

**I. KNOWLEDGE OF COMPUTERS**

**II. KNOWLEDGE OF CYCLING.**

##### 5. RESERVATION.

(a) Candidates seeking reservation benefits available for SC/ST/OBC/PwBD must ensure that they are entitled to such reservation as per the eligibility prescribed in this notification. They should also be in possession of a valid certificate in the prescribed format in support of their claim.

**(b) Format of Certificates:** Applicants who wish to be considered for reserved vacancies or seek age relaxation, will have to produce the requisite certificate from the competent authority in the prescribed Format at the time of physical verification of documents. **In case a failure to produce the certificate in original, their candidature will be cancelled.** In case of non-availability of caste certificate in the prescribed format, the shortlisted candidate, subject to verification of other documents, would be provisionally selected and would be required to submit the same **within 15 days** from the date of offer of provisional engagement. Failure in submitting the certificate during this period, her/his candidature will entail rejection of the candidate, and the post will be offered to the next available candidate in the subsequent lists to be issued by the Department.

## 6. HOW TO APPLY

Applications are to be submitted in the online mode only at <https://nbbrecruit.com> . Applications received from any other mode shall not be entertained and no communication in this respect will be entertained/replied. Detailed instructions for registration, documents to be uploaded with the application, selection of posts etc. are given in below.

## 7. SELECTION CRITERIA

The selection of candidates will depend on the number of online applications received. The department will decide whether the selection will be made through an online/offline examination or on the basis of a merit list prepared from the marks obtained by the candidates.

### A. After completion of probation period Scale of Pay.

Sr. Clerk	Pay Level – 4 (Rs. 25,500-81,100) as per 7 <sup>th</sup> Central Pay Commission.
Jr. Clerk	Pay Level – 2 (Rs. 19,900-63,200) as per 7 <sup>th</sup> Central Pay Commission.
Mali	Pay Level – 1 (Rs. 18,000-56,900) as per 7 <sup>th</sup> Central Pay Commission.

In addition to pay they will also be eligible for DA, HRA and Transport Allowance and other allowances as per rules in force from time to time.

### B. PATTERN OF EXAMINATION

(I) Scheme of Examination for the post of **SENIOR CLERK** is as under:

S.No	Name of the Test ( <b>Objective Tests</b> )	No. of Qs.	Max. Marks	Duration	Version
1	General Intelligence and Reasoning	25	25	90 Minutes	Hindi & English
2	General Awareness	25	25		Hindi & English
3	Quantitative Aptitude	25	25		Hindi & English
4	English Comprehension	25	25		English
	<b>Total</b>	<b>100</b>	<b>100</b>		

Note: The marks obtained in Examination will be considered for final selection. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.

(II) Scheme of Examination for the post of **JUNIOR ASSISTANT** is as under:

S.No	Name of the Test ( <b>Objective Tests</b> )	No. of Qs.	Max. Marks	Duration	Version
1	General Intelligence and Reasoning	25	25	90 Minutes	Hindi & English
2	General Awareness	25	25		Hindi & English
3	Quantitative Aptitude	25	25		Hindi & English
4	English Comprehension	25	25		English
	<b>Total</b>	<b>100</b>	<b>100</b>		

Note: The marks obtained in Examination will be considered for final selection. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.

(III) Scheme of Examination for the post of **MALI/MTS/GD** is as under:

S.No	Name of the Test ( <b>Objective Tests</b> )	No. of Qs.	Max. Marks	Duration	Version
1	General Intelligence and Reasoning	25	25		Hindi & English
2	General Awareness	25	25		Hindi & English

3	Quantitative Aptitude	25	25	90 Minutes	Hindi & English
4	English Comprehension	25	25		English
	<b>Total</b>	<b>100</b>	<b>100</b>		

Note: The marks obtained in Examination will be considered for final selection. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.

#### 8. COMMUNICATION OF SELECTION AND PROCESS OF PHYSICAL VERIFICATION OF DOCUMENTS:

(i) Document verification will be carried out on a priority basis. Candidates must upload their documents in high-quality PDF format so that the department can verify the documents from the concerned board or authority at its own level.

If any candidate is found to have submitted duplicate, forged, or incorrect documents, further processing of their application will be stopped, and their candidature for this department will be permanently cancelled.

At the time of final joining, candidates must bring all original supporting documents for verification.

The list of applicants shortlisted for engagement will be released by the Department on the NBB Online engagement Portal. Upon declaration of the results, the shortlisted candidates will be informed of the result through SMS on their registered mobile number as well as through email on the registered email addresses. However, in case of non-receipt of SMS/Email on the registered Mobile/Email address due to technical or any other reasons, the Department would not be responsible, and no communication in this respect will be entertained. **Therefore, the applicants are advised to visit the website/Portal on a regular basis for the latest updates.**

- **Marks sheet**
- **Identity proof**
- **Caste certificate**
- **PwBD certificate**
- **Date of Birth Proof**
- Medical certificate issued by a medical officer of any Government Hospital/Government Dispensaries/ Government Primary Health Centre, etc.

#### 9. IMPORTANT INSTRUCTIONS:

- a) The Department and engaging authorities of each post reserve the right to modify, cancel the notification or **revise the number of posts** at any time without assigning any reason or to stop the engagement process altogether.
- b) The Department is not responsible for non-receipt of email/SMS to the applicants due to any reasons, and the candidates are, therefore, advised to continue to visit the online engagement portal regularly for the latest updates.
- c) The Department does not make any phone calls to the applicants/ shortlisted candidates. The correspondence, if any, will be made with applicants through the respective Engaging Authority only. Applicants are advised not to disclose their personal information/ registration number/ mobile numbers/ email ids to others and be guarded against any unscrupulous phone calls.
- d) Applicant can view his/her application submission status on the website by logging in to the website using their registration number as username and password.
- e) Candidates must apply online through the website [www.nbbrecruit.com](http://www.nbbrecruit.com) No other means/ mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected. To apply online visit our website [www.nbbrecruit.com](http://www.nbbrecruit.com).
- f) After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.

- g) **CANDIDATES ARE NOT REQUIRED TO SUBMIT TO NBB EITHER BY POST OR BY HAND THE PRINTOUTS OF THEIR ONLINE APPLICATIONS OR ANY OTHER DOCUMENT.** They will be required to submit printout of online application along with documents in support of their eligibility etc. at later stage.
- h) **THE CANDIDATES ARE ADVISED TO SUBMIT SINGLE ONLINE APPLICATION FOR A SINGLE POST IN NBB.** However, if somehow, he/she submits multiple online applications for the same post in one or more Regions/States, then he/she must ensure that online application with the higher "Application Number" is complete in all respects excluding fee. The applicants, who submit multiple online applications for the same post in one or more Region/State, should note that only a single online application with higher "Application number" shall be entertained by the NBB and all other applications for the same post in one or Region/State shall be rejected. "Application Number" shall not be adjusted against any other "Application Number".
- i) **A CANDIDATE CAN APPLY FOR MORE THAN ONE POST i.e. Sr. Clerk, Jr. Clerk & Mali/MTS/Group D.** However, a single application should be submitted for a single post as mentioned in preceding paragraph.
- j) **Candidates who wish to apply for more than one post, shall submit separate application for each post.**
- k) **APPLICATION ONE SUBMITTED CANNOT BE MODIFIED, HENCE UTMOST CARE SHOLUTMOST CARE SHOULD BE TAKEN TO FURNISH THE CORRECT DETAILS BEFORE SUBMITTING THE ONLINE APPLICATION.**
- l) **Candidates are advised to keep their personal email ID and Mobile number active as all correspondences pertaining to exam will be communicated on email address and mobile number provided at the time of filling online application.**
- m) **CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO APPLY ONLINE MUCH BEFORE THE CLOSING DATE AND NOT WAIT TILL THE LAST DATE TO AVOID POSSIBILITY OF DOSCONNECTION/INABILITY/FAILURE TO LOG ON ETC.**
- n) **DOWNLOAD OF CALL LETTER-** Candidates will have to visit the **NBB** website for downloading call letters for online test. Intimation for downloading call letter will also be send through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate need to affix recent recognizable photograph on the call letter preferable the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (l) below and also specified in the call letter and photocopy of the same photo identify Proof as brought in original.
- o) **CANDIDATED REPORTING LATE** i.e after the reporting time specified on the call letter for Examination will not be permitted to taken the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Thought the during of the examination is 1-2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
- p) **IDENTITY VERIFICATION-** In the Examinations the candidate is required to submit to the invigilator for verification, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Aadhar Card/ Passport/ permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph/ Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ employee ID Bar Council Identity Card with photograph. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Ration Card and Learner's Driving License are not valid id proof.**

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with call letter in the Phase-I, II and III Examinations. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the

photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

- q) A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- r) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- s) Decision of NBB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the NBB in this behalf.
- t) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- u) NBB would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by NBB in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NBB reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- v) 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 NBB 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 effect.
- w) **Process for Arriving at Scores** – The Scores of Online Examination are obtained by adopting the following procedure:
  - (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
  - (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*. \*Scores obtained by candidates in any test are equated to the base form by considering the distribution of scores of all the forms.
  - (iii) Test wise scores and scores on total is reported with decimal point upto two digits.

#### **A. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

The facility of scribe shall be given only to persons with benchmark disabilities in the category of **blindness, locomotor disability (both arm affected-BA) and cerebral palsy**, if so desired by the person. For other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate 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 prescribed proforma appended at Annexure – G. In all such cases where a scribe is used, the following rules will apply:

- (i) In accordance with Government of India, Ministry of Social Justice & empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) O.M. No. 34-02/2015-DD-III dated 29<sup>th</sup> August, 2018 on the subject – Guidelines for conducting written examination for Persons with Benchmark Disabilities, the PwD candidates eligible for Scribe has discretion of opting for his own Scribe or request the Examination body for the same.
- (ii) **In case the candidate has opted to bring his own Scribe, the qualification of the scribe should be one step below the minimum qualification criteria for the post.**
- (iii) **In case, subsequently it is found that the qualification of Scribe is not one step below the minimum qualification criteria for the post, the candidature of the candidate shall liable to be summarily rejected.**
- (iv) Accordingly, PwD candidates who are eligible for scribe can make a request to the concerned NBB Regional Office for providing Scribe. The contact details of concerned Regional Directors will be uploaded on NBB website at the time of holding Examination.
- (v) For eligible PwD candidates using their own Scribe in the above examination are required to submit 'Scribe Declaration Form' on the day of examination at Examination Venue.
- (vi) The candidates eligible for scribe will be allowed compensatory time of 20 minutes per hour in the examination. However, PwD candidates other than having disability of blindness, locomotors disability (both arm affected-BA) and cerebral palsy shall have to produce requisite certificate at the time of Examination as given in Annexure-G for availing assistance of Scribe and / or compensatory time.
- (vii) The candidate will have to arrange his/her own scribe at his/her own cost or they may make a request in the online application for providing of scribe by NBB.
- (viii) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- (ix) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (x) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- (xi) Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
- (xii) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

#### **Guidelines for Visually Impaired candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised for examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

## **10. DOCUMENT SCANNING AND UPLOADING**

### **Guidelines for Scanning and Uploading of 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.

#### **Photograph Image:**

- Photograph must be a recent passport size 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 file should be between 20kb-25 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**Signature:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of 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 attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
  - o File type: jpg / jpeg
  - o Dimensions: 140 x 60 pixels in 200 DPI (Preferred for required quality)
  - o File Size: 10 KB – 20 KB

**Procedure for Uploading the documents**

- **There will be 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 'Open/Upload' button

Your Online Application will not be registered unless you upload your Photograph and signature.

Note:

- (1) In case the face in the photograph or signature is unclear / smudged 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.

**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is 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 08.09.1993\*\*. OM No. 36033/3/2004Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Date \_\_\_\_\_

District Magistrate/ Deputy  
Commissioner etc.

Seal of Office

\*- **The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**

\*\* - As amended from time to time.

Note: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Caste/Tribe Certificate Certificates:**

i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1 <sup>st</sup> Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
ii.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
iii.	Revenue Officers not below the rank of Tehsildar.
iv.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

**Note-I** a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below:-

- i. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
- ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tehsildar
- iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

**Note-II** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**Note-III**

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'A'** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.



**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri.....resident of village/town/city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27<sup>th</sup> May, 2013.

Signature:.....

Full Name:.....

Address

NBB

Government of \_\_\_\_\_

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST 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 \_\_\_\_\_



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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.



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

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.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen 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, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

Place:

Date:

(Signature of Candidate)

**Annexure- E**

**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-Prthopedic specialist / PMR)