
	अर्बन मास ट्रांजिट कंपनी लिमिटेड (आवास और शहरी मामलों के मंत्रालय) Urban Mass Transit Company Ltd. (Ministry of Housing and Urban Affairs)	 सत्यमेव जयते	Urban Mass Transit Company Ltd. Unit No. G-09, G-23 & G-24, Salcon Rasvillas , D-1, Saket, New Delhi – 110017 E-mail : info@umtcapply.co Website : www.umtcapply.co
---	---	---	---

RECRUITMENT TO THE POST OF UPPER DIVISION CLERK (UDC), OFFICE ASSISTANT AND MULTI-TASKING STAFF (MTS) FOR UMTC

ONLINE Applications (through the website of UMTC at www.umtcapply.co) are invited for filling up the post of **(Upper Division Clerk (UDC), OFFICE ASSISTANT and Multi-Tasking Staff (MTS))** on regular basis by Direct Recruitment in UMTC as under:

A. DETAILS OF VACANCIES

POST	Category										
	UR	SC	ST	OBC	EWS	Total	PWD*				Ex.SM
							Category (a)	Category (b)	Category (c)	Category (d) & (e)	
UDC	37	20	08	23	09	97	04	02	03	02	02
OFFICE ASSIST.	08	01	02	06	01	18	01	NIL	NIL	NIL	NIL
MTS	136	05	21	113	30	305	05	05	04	04	04

IMPORTANT DATES AT A GLANCE

Items	Details
Date of Notification	03.02.2026
Opening Date for submission of online application	06.03.2026
Closing Date for Submission of online Application	30.03.2026
Fee details	No fee is required to be deposited by any candidate for applying against any post(s).
Downloading of Admit Cards from the UMTC Website	2 nd Week in April, 2026
Date of Examination	April/May, 2026
Date of Result Publication	April/May, 2026
The exam city details will be available for candidates 10 days before to the examination.	
Admit cards will be available for download 4 days before to the examination.	

Functional Requirements and Suitable Category of Benchmark Disability

Post	Functional Requirement	Suitable Category of Benchmark Disability
------	------------------------	---

UDC	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
OFFICE ASSISTANT	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
MTS	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.

B. SCALE OF PAY

UDC	Pay Level – 4 (Rs. 25,500-81,100) as per 7th Central Pay Commission.
OFFICE ASSISTANT	Pay Level – 2 (Rs. 19,900-63,200) as per 7th Central Pay Commission.
MTS	Pay Level – 1 (Rs. 18,000-56,900) as per 7th 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.

C. ESSENTIAL EDUCATIONAL AND OTHER QUALIFICATIONS

UDC	<ol style="list-style-type: none"> 1. A Degree of a recognized University or equivalent. 2. Working knowledge of computer including use of office suites and databases.
------------	---

OFFICE ASSISTANT	1. 12 th class pass or equivalent from a recognized Board or university. 2. Working knowledge of computer including use of office suites and databased.
MTS	Matriculation or equivalent pass from recognized Borad.

NOTE:- Candidate who have not acquired/will not acquire the education qualification as on the closing date of receipt of online application will not be eligible and need not apply.

D. AGE LIMIT

UDC & OFFICE ASSISTANT	Between 18 to 27 years as on the closing date for receipt application i.e. 30th march 2026.
MTS	Between 18 to 25 years as on the closing date for receipt application i.e. 30th march 2026.

(a) Upper age limit is relaxable for persons belonging to reserved categories i.e. SC/ST/OBC/PWD/Ex-Servicemen and for UMTC Employees, Government Servants as under:

Sl. No	Category	Age Relaxation permissible beyond the Upper age limit.
1.	SC/ST	5 years
2.	OBC	3 years
3.	PWD	(i) UR-10 years (ii) OBC- 13 years (iii) SC/ST- 15 years As per instructions of DoPT, a PWD applicant is entitled to age concession in different combinations subject to the condition of maximum age of 56 years. Further in case of a PWD by virtue of being a UMTC/Govt. Employee, concession to him/her will be admissible either as a person with disability' or as a UMTC/Govt. Employee' whichever may be more beneficial to him/her.
4.	Ex-Servicemen	(i) UR- 3 years (*) (ii) OBC- 6 years (*) (iii) SC/ST- 8 years (*) (*) after deduction of the military service rendered from the actual age
5.	UMTC Employee/Government Servant who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	(i) UR- upto 40 years (ii) OBC- upto 43 years (iii) SC/ST- upto 45 years Note- Applicant should continue to have the status of UMTC/Govt. Servant till the time of appointment. In the event of his/her selection.
6.	Other categories of persons	In accordance with the instructions and orders of Govt. of India issued from time to time.

NOTE: Closing date of Online Application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.

E. NATIONALITY. CITIZENSHIP

A candidate must be either:

- A citizen of India, or
- A subject of Nepal, or
- A subject of Bhutan, or
- A Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently setting in India, or

(e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently setting in India.

Provided that a candidate belonging to categories (b), (c), (d) and € above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A Candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

F. HOW TO APPLY

Candidates can apply online upto 06th March, 2026 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BY CANDIDATES BEFORE APPLYING ONLINE

- (i) **Before applying online, candidates should scan their:**
- **Photograph (4.5cm x 3.5cm)**
 - **Signature (with black ink)**
 - **Left thumb impression (on white paper with black or blue ink)**
 - **Ensuring that the all these scanned documents adhere to the required specifications as given in this Advertisement.**
- (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (iii) **The left thumb impression should be properly scanned and not smudged.** (if a candidate is not having left thumb, he/she may use his/her right thumb for applying.)
- (iv) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. UMTC may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

I. 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

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
 - o File type: jpg/jpeg
 - o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i/e 3 cm * 3 cm (Width * Height)
 - o File Size: 20 KB – 50 KB
 - o Scanning the Paper
- **Set the scanner resolution to a minimum of 200 dpi (dots per inch)**
- **Set Color to True Color**
- **File Size as specified above**
- **Crop the image in the scanner to the edge of the photograph/signature/left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).**
- **The image file should be JPF or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.**
- **Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format not exceeding 50 kb (Photograph and hand written declaration) & 20kb (signature and left thumb impression) by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph and hand written declaration) & 20 kb (signature and left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.**
- **If the file size and format are not as prescribed, an error message will be displayed.**
- **While filling in the Online application form the candidate will be provided with a link to upload his/her photograph, signature, and left thumb impression.**

Procedure for Uploading the documents

- **There will be separate links for uploading Photograph, signature, and left thumb impression**
- **Click on the respective link "Upload Photograph / signature / left thumb impression"**
- **Browse and Select the location where the Scanned Photograph / signature / left thumb impression 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, signature and left thumb impression.

Note:

- (1) In case the face in the photograph or signature or left thumb impression 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.

G. CITIES OF EXAMINATION

The Computer Based Test will be conducted in Test Centres located at 1. Ahmedabad, 2. Bengaluru, 3. Bhopal, 4. Bhubaneswar, 5. Chandigarh/Mohali, 6. Chennai, 7. Cuttack, 8. Dehradun, 9. Dimapur, 10. Durgapur, 11. Guwahati, 12. Hyderabad, 13. Indore, 14. Jabalpur, 15. Jaipur, 16. Jammu, 17. Jorhat, 18. Kolkata, 19. Lucknow, 20. Mumbai, 21. Nagpur, 22. Nashik, 23. New Delhi & greater Noida, 24. Panaji, 25. Patna, 26. Pondicherry (Puducherry), 27. Port Blair, 28. Prayagraj, 29. Pune, 30. Raipur, 31. Ranchi, 32. Shillong, 33. Shimla, 34. Srinagar, 35. Surat, 36. Thiruvananthapuram/Kochi, 37. Vadodara, 38. Varanasi, 39. Vijayawada, 40. Warangal. However, UMTC reserves right to cancel or add more cities and centres. The computer based test (CBT) could be shifted to any other city of examination depending upon the administrative feasibility.

H. SCHEME OF EXAMINATION

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

S.No	Name of the Test (Objective Tests)	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
	Total	100	100		

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 **OFFICE ASSISTANT** is as under:

S.No	Name of the Test (Objective Tests)	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
	Total	100	100		

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 **MULTI-TASKING STAFF** is as under:

S.No	Name of the Test (Objective Tests)	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

	Total	100	100		
--	--------------	------------	------------	--	--

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.

I. IMPORTANT INSTRUCTIONS TO CANDIDATES

- (a) Candidates must apply online through the website www.umtcapply.co 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.umtcapply.co
- (b) 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.
- (c) **CANDIDATES ARE NOT REQUIRED TO SUBMIT TO UMTC 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.
- (d) **THE CANDIDATES ARE ADVISED TO SUBMIT SINGLE ONLINE APPLICATION FOR A SINGLE POST IN UMTC.** 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 UMTC 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".
- (e) **A CANDIDATE CAN APPLY FOR MORE THAN ONE POST i.e. UDC, OFFICE ASSISTANT & MTS.** However, a single application should be submitted for a single post as mentioned in preceding paragraph.
- (f) **Candidates who wish to apply for more than one post, shall submit separate application for each post.**
- (g) **APPLICATION ONE SUBMITTED CANNOT BE MODIFIED, HENCE UTMOST CARE SHOULD BE TAKEN TO FURNISH THE CORRECT DETAILS BEFORE SUBMITTING THE ONLINE APPLICATION.**
- (h) **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.**
- (i) **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 DISCONNECTION/INABILITY/FAILURE TO LOG ON ETC.**
- (j) **DOWNLOAD OF CALL LETTER-** Candidates will have to visit the **UMTC** 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.
- (k) **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. Though 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.
- (l) **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.

- (m) 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).
- (n) 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.
- (o) Decision of UMTC in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the UMTC in this behalf.
- (p) If the examination is half 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.
- (q) UMTC 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 UMTC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, UMTC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- (r) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any UMTC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
- (s) **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.

J. 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 29th 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 UMTC Regional Office for providing Scribe. The contact details of concerned Regional Directors will be uploaded on UMTC 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 UMTC.
- (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 favorably 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 behavior 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.

K. OTHER INSTRUCTIONS TO CANDIDATES

(a)	Candidates are not required to submit to UMTC either by post or by hand the printouts of their online applications or any other document. Copy of printout of online application must be retained and produced on demand.
(b)	UMTC will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally . Before applying, candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post . When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of UMTC shall be final .
(c)	Before applying, candidates in their own interest are advised to go through the detailed instructions contained in this notice and also available on the website of UMTC (www.umtccapply.co)
(d)	<p>Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PWD/EX-Servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice and as per the instructions issued by Govt. of India. They should also be in possession of the certificates in the prescribed format of Govt. of India in support of their claim.</p> <p>Candidates claiming reservation/ age relaxation under OBC Category should possess the OBC Certificate as given at Annexure – “A” prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 along with Self Declaration to be given at later stage as given at Annexure “B” failing which the benefit of reservation or age relaxation will not be given.</p> <p>Candidates claiming reservation under EWS Category should submit the EWS Certificate given at Annexure- “C”</p> <p>Candidates claiming relaxation/reservation under Ex-servicemen Category should submit form of undertaking as given at Annexure- “D”.</p>
(e)	UMTC Employees/ Government Servants claiming age relaxation shall have to produce a certificate in the prescribed format annexed at ‘E’ from their office in respect of the length of continuous service which should be not less than three years in the immediate period preceding the closing date for receipt of application . They should continue to have the status of UMTC Employee/ Government Servants till the time of appointment, in the event of their selection.
(f)	<p>Ex-Servicemen who have already secured employment in civil side under Government in Group ‘C’ & ‘D’ post on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for claiming benefits of reservation under Ex-servicemen category. However, they are eligible for age relaxation only.</p> <p>The period of “call up service “of as Ex-servicemen in the Armend Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.</p> <p>For any servicemen of the three-Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing of the benefit of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and / 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 with the Armed Forces within the stipulated period of one year from the Closing Date, or otherwise than by way of dismissal or</p>

	discharge on account of misconduct or inefficiency. Serving Defense Personnel shall have to produce certificate issued by the competent authority in the Performa given annexed at 'F'.
(g)	CLOSING DATE: The Closing Date for submission of Online Application through UMTC website www.umtcapply.co is 30th March 2026.
(h)	The crucial date for determining the age limit, essential qualification and other criteria regarding eligibility for the post shall be the closing date of submission of online application i.e. 30th March, 2026.
(i)	Mobiles, other electronic gadgets and wireless equipments are banned within the premises of the examination centers. Their possession in switched on or switched off mode is considered by the UMTC as a manipulative practice and will invite summarily cancellation of candidature, debarment from the UMTC's examinations and/ or criminal prosecution.

L. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the examination for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any examination conducted by UMTC
 - (c) for termination of service, if he/ she has already joined the UMTC
- (vii) submitting fabricated documents or documents which have been tampered with.
- (viii) Making statements which are incorrect or false or suppressing material information.
- (ix) Intimidating or causing bodily harm to the staff employed by the UMTC for the conduct of examination.
- (x) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xi) Candidature can also be cancelled at any stage of the recruitment for any other ground which the UMTC considers to be sufficient cause for cancellation of candidature.

M. UMTC'S DECISION FINAL

The decision of the UMTC in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

N. DISQUALIFICATION

No person,

- a) Who has entered into or contracted a marriage with a person having 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 said post.
Provided that the Director General of the UMTC may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

O. CLOSING DATE

The Closing Date for submission of Online Application through UMTC website www.UMTCAPPLY.CO is 30th March, 2026.

The link for submission of online application will be available on UMTC website www.UMTCAPPLY.CO from 30th March, 2026.

Dated: 06th March, 2026.

Joint Director (Hqrs.)

ANNEXURE 'A'

(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 st 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 / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st 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: 27th May, 2013.

Signature:.....

Full Name:.....

Address

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*** :

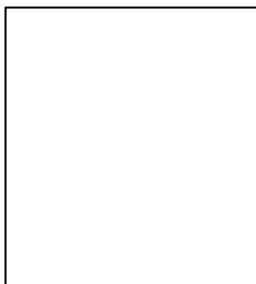
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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 _____



*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)

**FORM OF CERTIFICATE TO BE SUBMITTED BY UMTC
EMPLOYEES/GOVERNMENT SERVANTS SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is holding the post of _____ in the pay scale of _____ with 3 years regular service in the grade as on **closing date**.

Signature _____

Name _____

Office seal

Place:

Date :

*(*Please delete the words which are not applicable.)*

Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.) _____ (Rank) _____ (Name) _____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

Annexure- G

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)