



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

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F.No.9-4/2024-Admn. /191

06/06/2024

EMPLOYMENT NOTIFICATION NO. CUG/REC/01-2/2024-25
ADVERTISEMENT FOR THE NON - TEACHING AND OTHER ACADEMIC POSTS

Central University of Gujarat (CUG) invites online applications in the prescribed format from eligible Indian nationals for appointment by direct recruitment for the Group-A, Group-B, and Group-C Non-teaching and Other Academic posts. The following are the crucial dates for application:

Date of Commencement of Online Application	06/06/2024
Last date of Online Application	05/07/2024 Up to 5:30 p.m.

IMPORTANT NOTES

1. All posts are re-advertised posts. Therefore, all eligible candidates shall need to apply afresh.
2. The University will shift to Village - Kundhela, Ta – Dabhoi, Dist. - Vadodara, Gujarat from Academic year 2024-25.

DETAILS OF NON-TEACHING AND OTHER ACADEMIC POSTS:

S/N.	Name of Post	Group	No. of Posts	Category	Pay Matrix As per the 7 th CPC	
					Pay Level	Pay Range
1.	Finance Officer	A	1	UR	14	1,44,200 – 2,18,200
2.	Internal Audit Officer	A	1	UR	12	78,800 – 2,09,200
3.	Medical Officer	A	1	UR (Female)	10	56,100 – 1,77,500
4.	Assistant Librarian	A	1	UR	10	57,700 – 1,82,400
5.	Private Secretary	B	2	OBC-1 (5 th Attempt), UR-1	7	44,900 - 1,42,400
6.	Technical Assistant (Laboratory)	C	1	[PwBD-1 (LV)] (3 rd Attempt)	5	29,200 - 92,300
7.	Lower Division Clerk	C	3	{UR-2 (Ex- Servicemen –1), EWS-01}	2	19,900 - 63,200
8.	Kitchen Attendant	C	1	OBC-1 (2 nd Attempt)	1	18,000 - 56,900

Abbreviation: UR = Unreserved, SC = Scheduled Caste, PwBD = Persons with Benchmark Disabilities, OA = One Arm, OL = One Leg, OAL = One Arm and One Leg, BL = Both Legs, LV = Low Vision, HH – Hearing handicapped.

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIREMENTS, ETC.**S/N: 01**

1	Name of Post	FINANCE OFFICER
2	Age Limit for Direct Recruits	Preferably below 57 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
4	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.</p> <p>(Eligible for reappointment after the observance of the due selection process.)</p>
5	In case of recruitment by deputation, grades from which deputation to be made.	<p>Deputation:</p> <p>Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.</p> <p>OR</p> <p>University System/ Other organisation subject to fulfilment of qualification as indicated under col. 3 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.</p>

S/N: 02

1	Name of Post	INTERNAL AUDIT OFFICER
2	Age Limit for Direct Recruits	56 years
3	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
4	In case of recruitment by deputation, grades from which deputation to be made.	Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.

1	Name of Post	INTERNAL AUDIT OFFICER
		OR With three years regular service in Level 11 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. OR With five years regular service in Level 10 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

S/N: 03

1.	Name of Post	MEDICAL OFFICER (Female)
2.	Age Limit for Direct Recruits	40 Years
3.	Educational and other qualifications are required for direct recruits.	Postgraduate in Medicine from a recognized Institution by the Medical Council of India OR MBBS recognized by the Medical Council of India with relevant working experience of two years in a Government Hospital or Hospital recognized by the Government or corporate hospital. Desirable: For the post of Female Medical Officer - one year hospital experience in Obstetrics and Gynecology.
4.	Period of probation if any	2 Years for direct recruits

S/N: 04

1	Name of Post	ASSISTANT LIBRARIAN
2	Age Limit for Direct Recruits	40 years
3	Educational and other qualifications required for direct recruits	Essential: i) A master's degree in library science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) ii) A consistently good academic record with knowledge of computerization of library. iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: <i>Provided</i> that the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the

1	Name of Post	ASSISTANT LIBRARIAN
		<p>requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode.</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners.</p> <p>c) Open Ph.D. viva voce of the candidate had been conducted.</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal.</p> <p>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</p> <p>Note:</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>

S/N: 05

1	Name of Post	PRIVATE SECRETARY
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A bachelor's degree from a recognized University / Institute.</p> <p>ii) At least 03 Years' experience as Personal Assistant in a University / Research establishment / Central / State Govt. / PSU and other autonomous bodies.</p> <p>iii) English / Hindi Stenography speed @ 120 w.p.m. in English or 100 w.p.m. in Hindi</p> <p>iv) English / Hindi Type speed @ 35 w.p.m. in English or 30 w.p.m. in Hindi.</p> <p>v) Knowledge of computer applications.</p> <p>Skill Test Norms on Computer:</p> <p>i) Dictation: 10 minutes @ 120 w.p.m. (English) / 100 w.p.m. (Hindi)</p> <p>ii) Transcription: 50 minutes (English) / 60 minutes (Hindi).</p> <p>Desirable: Proficiency in English & good communication skills.</p>
4	Period of probation if any	2 Years for direct recruits

S/N: 06

1	Name of Post	TECHNICAL ASSISTANT (Laboratory)
2	Age Limit for Direct Recruits	30 Years
3	Educational and other qualifications required for direct recruits	<p>Essential: Bachelor's degree in chemical sciences, Life Sciences, Environmental Science or any other relevant subject (as per the requirement of the post) from a recognized university/Institute with three years' experience in the field of related laboratory from any university /college/ research laboratory.</p> <p>Desirable:</p> <ol style="list-style-type: none"> i. Experience in handling laboratory equipment and computers. ii. Good Command over English and Hindi.
4	Period of probation if any	2 years for direct recruits

S/N: 07

1	Name of Post	LOWER DIVISION CLERK
2	Age Limit for Direct Recruits	30 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i) A bachelor's degree from any recognized Institute/ University. ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) iii) Proficiency in Computer Operations.
4	Period of probation if any	2 years for direct recruits

S/N: 08

1.	Name of Post	KITCHEN ATTENDANT
2.	Age Limit for Direct Recruits	32 Years
3.	Educational and other qualifications required for direct recruits	<p>Essential: (i) 10th Pass from any State/ Central School / Board. OR ITI Trade Certificate in the relevant trade. (ii) Two years' experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of reputed organizations/ University</p>
4.	Period of probation if any	2 years for direct recruits

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION, AND CLARIFICATIONS:

1. **Online Application Form is available on <https://cugnt.samarth.edu.in/index.php/site/login> and for further information detailed advertisement is also available at university website www.cug.ac.in**
2. **All posts are re-advertised posts. Therefore, all eligible candidates shall need to apply afresh.**
3. **Guidelines to Fill Online Application Form is available on <https://docs.samarth.ac.in/docs/recruitment/recruitment-non-teaching/>**
4. Incomplete applications in any respect shall not be considered.
5. **Candidates who wish to apply for more than one post shall be required TO SUBMIT SEPARATE ONLINE APPLICATIONS ALONG WITH SEPARATE ONLINE APPLICATION PROCESSING FEES.**
6. Applicants are advised to submit the documents related to their ***Change of Name*** (if applicable) (i.e. Marriage Certificate, Gazette for Name Change, Aadhar Card).
7. The Last Date for receipt of Online Application is **05/07/2024** till **5:30 p.m.**
8. The Experience and Qualification shall be reckoned as the last date of submission of the Online Application.
9. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid any delay due to other unforeseen events or circumstances. The University shall not be responsible for any delay at any stage.
10. Applicants must produce original testimonials, certificates / educational qualifications, and other documents at the time of the interview / examination if called.
11. The applicants must ensure that he/she fulfils the eligibility conditions for the post applying for.
12. The University shall verify the antecedents and documents submitted by candidates at any time, at the time of appointment, or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates have undesirable clandestine antecedents/background and have suppressed the said information, his / her services shall be liable to be terminated.
13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
14. The reservations/relaxations policy for SC / ST / OBC / PwBD / EWS Candidates shall be provided as per the existing Govt. of India / UGC policy.
15. The reservations/relaxations for ex-servicemen shall be as per the existing Govt. of India rules.
16. In case of reserved posts, a relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes (OBC) (Non-creamy Layer) / Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned

above are permissible, based only on the qualifying marks without including any grace mark procedure.

17. Reservations for SC, ST, OBC, EWS, and Persons with Benchmark Disabilities shall be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts must clearly state to which category they belong.
18. Candidates seeking reservation under SC / ST category are required to submit a certificate in the format prescribed by the Government of India, Department of Personnel & Training (Annexure-I).
19. Candidates seeking reservation under the OBC category are required to submit a certificate in the format prescribed by the Government of India, Department of Personnel & Training (Annexure-II).
20. Candidates applying for the post(s) reserved for OBC, should submit a self-attested copy of a valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by the competent authority, vide Column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt. (Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008. The Caste Certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014.
21. The person with a Degree of Disability of 40% and above is eligible for apply for the posts earmarked for persons with benchmark disabilities as under:

Sr. No.	Category	Description	% of Reservation
1	a	Blindness and low vision	1%
2	b	Deaf and hard of hearing;	1%
3	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, and muscular dystrophy	1%
4	d	Autism, intellectual disability, specific learning disability, and mental illness;	1%
5	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness in the posts identified for each disability	

In case of candidate wants to claim benefits under the Persons with Benchmark Disabilities (PwBD) category, the candidates' relevant disability must not be less than 40%. Proof to this effect must be enclosed with the application as per Annexure - IV-I, IV-II, IV-III (whichever is applicable) without which the application shall be treated as 'General (unreserved)'.
22. EWS vacancy is tentative and subject to further directives of GoI and the outcome of any litigation. The appointment is provisional and is subject to the Income and Asset certificate being verified through proper channels. If the verification reveals that the claim to belong to EWS is fake/false the services shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate (Annexure-III) issued by any one of the authorities mentioned in the prescribed format as given in Annexure-III shall only be accepted as proof of the candidate's claim as belonging to EWS.

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23. **Candidates seeking reservation under SC / ST / OBC / PwBD / EWS / Ex-Servicemen category are required to submit the certificate in the prescribed format and duly countersigned by the competent authority of the Government of India, Department of Personnel and Training. Socially and Educationally Backward Class (SEBC) candidates shall be considered as OBC only if they submit the required non-creamy layer certificates in the**

above-mentioned format. Further, they shall submit the declaration given in the application form.

24. The qualifications and other conditions prescribed in the present advertisement are subject to the regulations/norms stipulated by the MOE / UGC / University from time to time.
25. The University reserves the right to restrict the candidates to be called for interview / examination to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by duly constituted Screening Committee(s) and approved by the competent authority. **Call letters / Hall Tickets for attending interviews / examination shall be sent only to the short-listed candidates by E-mail only.** No correspondence shall be entertained with the applicants who are not short-listed to be called for an interview.
26. Canvassing in any form on behalf of or by any candidate shall disqualify him/her from being considered.
27. **Candidates already in service must submit the NOC from their employer.** In case the applicants are in service and delay is expected in getting the NOC from of the employer concerned, the applicants may submit an online application along with all enclosures. In this case the applicant shall have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate in a sealed cover from his/her employer to the University at the time of interview / Examination.
28. **The candidates should enclose a certificate for typing skills from Government recognized institute only, wherever applicable.**
29. The candidates selected shall be appointed under a written contract as per UGC / University norms.
30. The appointing authority for all regular non-teaching and other academic posts is as per the Amended Ordinance No. 13 of the Central University of Gujarat, **which is available on the University website.**
31. The University shall hold written / skill tests, wherever necessary as per the University Amended Ordinance No. 13, **which is available on the University website.**
32. The candidates selected for the post shall be required to serve at any place/department/centre as notified by the Central University of Gujarat.
33. The recruitment to the advertised posts shall be carried out in accordance with the prevalent University / UGC / GOI rules and regulations framed from time to time.
34. All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
35. The University reserves the right:
 - a) To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - b) To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - c) To increase/decrease the number of posts after the due procedure as per directions of UGC from time to time.
36. The University Shall not be responsible for any loss of e-mail, or loss of any communication due to the wrong address provided by the candidates.
37. No TA / DA Shall be paid for attending the interview. However, for outstation, SC / ST / PwBD candidates' second-class single railway to and for fare on the shortest route Shall be reimbursed

after attending the interview. This is not admissible to SC / ST / PwBD candidates who are already employed in the Central / State Government services / Autonomous bodies, etc.

38. **Hall Tickets / Call Letters and other correspondence for attending the Examination / Interview, etc., shall be sent only to the eligible candidates by email only.**
39. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Central University of Gujarat in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, the conduct of examination/interview shall be final, and no query or correspondence shall be entertained in this connection from any individual or his / her agency.
40. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake / derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
41. The applications received shall be screened as per screening guidelines published in Amended Ordinance No. 13 of the University.
42. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by Local Authority or a Government Corporation owned or controlled by the Central Government or State Government Shall be deemed to be ineligible for appointment.
43. No person shall be recruited unless he/she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient performance of his official duties except PwBD (Divyang Candidates). If selected and appointed, he/she shall be required to produce a medical fitness certificate from the medical board as specified by the university.
44. Errors and omissions in the notification and selection process are subject to corrections as per the rules and regulations of the University / UGC / GOI.
45. The online application processing fee is non-refundable, and no inquiries shall be entertained in this regard by the University.
46. **Candidates in their own interest are advised to regularly check the University website www.cug.ac.in. They should also regularly check their email account for updates.**
47. **The terms and conditions of appointment shall be communicated to the candidate in the form of an “Offer of Appointment” to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.**
48. In case of any dispute, suit, or legal proceeding against the university, the jurisdiction shall be restricted to the Hon’ble High Court of Gujarat, Ahmedabad.
49. Amendments/changes if any in the advertisement shall be published only on the University website www.cug.ac.in.

APPLICATION FEES:

Category	Fee in Rs.
General	1000
OBC / EWS	500
SC / ST / PwBD / Ex-servicemen / Women	Exempted

Sd/-
Registrar (Offg.)

COPY TO:

1. The Secretary, Ministry of Education, Department of Higher Education, Government of India, Shastri Bhawan, New Delhi.
2. The Joint Secretary, (CU), MOE, Shastri Bhawan, New Delhi – 110002.
3. The Secretary, UGC, Bahadurshah Zafar Marg, New Delhi – 110002.
4. The Joint Secretary (Res.), UGC, Bahadurshah Zafar Marg, New Delhi – 110002.
5. The Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg NewDelhi-110002.
6. The Principal Secretary (Higher Education) Department of Higher Education, Govt. of Gujarat, New Secretariat, Gandhinagar.
7. The Registrars of all Central Universities & State Universities of Gujarat for wide publicity.
8. The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity.
9. Directorate of Employment & Training, Block No.1/8,Third Floor ,Dr. Jivarajmehta Bhavan, Gandhinagar.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

This is to certify that Shri/Shrimati/Kumari* _____ son / daughter of _____ of Village/Town/* _____ in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:

- @The Constitution (Scheduled Castes) order, 1950 _____
- @The Constitution (Scheduled Tribes) order, 1950 _____
- @The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
- @The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.]

- @The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
 - @The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976
 - @The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962
 - @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962
 - @The Constitution (Pondicherry) Scheduled Castes Order 1964
 - @The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
 - @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
 - @The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968
 - @The Constitution (Nagaland) Scheduled Tribes Order, 1970
 - @The Constitution (Sikkim) Scheduled Castes Order 1978
 - @The Constitution (Sikkim) Scheduled Tribes Order 1978
 - @The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989
 - @The Constitution (SC) orders (Amendment) Act, 1990
 - @The Constitution (ST) orders (Amendment) Ordinance 1991
 - @The Constitution (ST) orders (Second Amendment) Act, 1991
 - @The Constitution (ST) orders (Amendment) Ordinance 1996
 - @The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
 - @The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002
 - @The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002
- % 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration to other.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/Mother of Shri/Shrimati/Kumari* _____ of village/ town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and/or* his/her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____.

Signature _____

**Designation _____

With a Seal of Office
State/Union Territory

Place: _____

Date: _____

* Please delete the words which are not applicable @ Please quote specific presidential order % Delete the paragraph which is not applicable.

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

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

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector/Ist 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 candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**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 _____ son/daughter of _____
of village _____ District/Division _____ In the
_____ State _____ belongs to the
_____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997. vii) Resolution No.12011/99/94-BCC dated 11th December, 1997. viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- vii) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- viii) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- ix) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- x) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xi) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June, 2003.
- xii) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xiii) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri _____ and/or his family ordinarily reside(s) in
the _____ District/Division of the _____ State.

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 and modified vide Govt. of India Dept. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:

Seal:

District Magistrate or Deputy Commissioner etc.

Note - I:

- a) The term 'Ordinarily' used here Shall 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 Shall 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.

Government of _____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE
TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below ` . 8 lakh (Rupees Eight Lakh only) for the financial year _____ His/her family does not own or possess any of the following assets***:

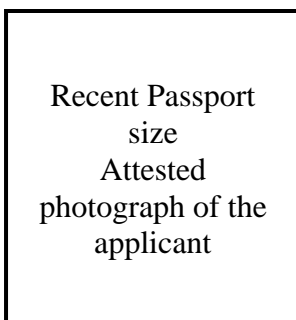
- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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.

NOTE:-

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

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

Form-V
CERTIFICATE OF DISABILITY
(In cases of amputation or complete permanent paralysis of limbs or dwarfism
and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) Age
_____ years, male/female _____ registration No. _____ permanent resident
of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph is
affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____.

(A) he/she has _____ % (in figure) _____ percent (in words) permanent
locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per
guidelines (_____ number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory of
Notified Medical Authority)

Signature/thumb
impression of the
person in whose
favour certificate
of disability is

Form-VI
CERTIFICATE OF DISABILITY
(In cases of multiple disabilities)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____ Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) Age
_____ years, male/female _____ registration No. _____ permanent resident
of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph is
affixed above, and am satisfied that:

- (A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (_____ number and date of issue of the guidelines to be specified), is as follows: -

In figures: - _____ percent.

In words: - _____ percent.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

- i) not necessary, or
- ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till DD/MM/YYYY.

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued
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Form-VII
CERTIFICATE OF DISABILITY
(In cases other than those mentioned in Forms V and VI)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

- i) not necessary, or
- ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till DD/MM/YYYY.

@ eg. Left/Right/both arms/legs

eg. Single eye/both eyes

€ eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

(Authorized Signatory of Notified Medical Authority)

(Name & Seal)

Countersigned

{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who
is not a Government servant (with seal)}

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Note: - In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

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: _____