

# NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Temporary Campus – Govt. ITI, Srinagar (Garhwal), Uttarakhand

**Advt.No.08/2022; Date 18/08/2022**

## **ADVERTISEMENT FOR NON-TEACHING STAFF**

1. National Institute of Technology, Uttarakhand, is one among 31 NITs established by the Government of India by an Act of the Parliament, offering UG, PG and Ph.D. programs in Engineering/Technology and Sciences. NIT Uttarakhand is looking for dedicated, committed and eligible citizen of India to fill up the various non-teaching vacancies on regular basis. The Institute is new (established in 2009), growing fast and hence offers a unique chance to contribute in creation of new facilities.
2. Interested candidates must apply **ONLINE** only through link on the Institute website <https://www.nituk.ac.in>. Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a **unique application reference number**, which should be used in any future communication. The candidates are advised to download the same from Institute website and send hard copy of the downloaded PDF of the filled application form along with the self-attested copies of the relevant testimonials, certificates, enclosures etc. by speed post/registered post/courier to:

**The Registrar  
National Institute of Technology, Uttarakhand  
Temporary Campus Govt. ITI Srinagar Garhwal,  
Srinagar Garhwal, District- Pauri Garhwal  
Uttarakhand 24617, India**

failing which their candidature will not be considered. Last date of online Application is 17<sup>th</sup> September, 2022 upto 11:45 pm and last date for receiving the Hard Copy of the downloaded PDF of the filled application form at NIT Uttarakhand is 28<sup>th</sup> September, 2022 upto 05:30 pm. The envelope containing the application be super scribed as “**APPLICATION FOR THE POST OF \_\_\_\_\_**”.

### 3. Name of the Post(s) with Pay Scales and Number of Vacancies:

S. No.	Name of the Post	No. of post	Category	Pay Matrix & Basic Pay
1.	Superintendent	04 (02 against lien vacancy*)	01 (EWS) 03 (UR)	6(1), ₹35,400/-
2.	SAS Assistant	01	03 (SC)	
3.	Junior Engineer (Civil)	04	02 (ST)	
4.	Junior Engineer (Electrical)	03	02 (OBC)	6(1), ₹35,400/-
5.	Technical Assistant	03	01 (EWS) 02 (PWD) 01 (UR)	
5.	Stenographer	01	01 (PWD)	4(1), ₹25,500/-
6.	Junior Assistant	03	01 (SC) 01 (OBC) 01 (UR)	3(1), ₹21,700/-
7.	Technician	02 (01 against lien vacancy*)	01 (OBC) 01 (UR)	3(1), ₹21,700/-
8.	Office Attendant	03	01 (OBC) 01 (EWS) 01 (UR)	1(1), ₹18,000/-
<b>Total</b>		<b>24</b>		

*\*Against the lien vacancy for one year, which can be continued.*

- i) The waiting list may be operated within a period of one year from the date of Interview.

4. The essential/desirable qualifications and experience / age criteria for the above post(s), as per the provisions of Recruitment Rules for non-teaching, are as under:

S.No.	Post	Educational Qualification, experience and age limit
1.	Superintendent	<p><b>Essential Qualification:</b></p> <p>i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline.</p> <p><b>OR</b></p> <p>Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade.</p> <p>ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.</p> <p><b>Age Limit:</b> Not exceeding 30 years.</p>
2.	SAS Assistant	<p><b>Essential Qualification:</b></p> <p>(i) First Class Bachelor's Degree in Physical Education from a recognized University or Institution.</p> <p>(ii) Strong record of participation in sports and drama/music/films /painting /photography/journalism event management or other student / event management activities during college / University studies.</p> <p><b>Age Limit:</b> Not exceeding 30 years.</p>
3.	Junior Engineer i) Civil ii) Electrical	<p><b>Essential Qualification:</b></p> <p>First Class B.E./B.Tech. in Civil/Electrical Engineering from a recognized University or Institute.</p> <p><b>OR</b></p> <p>First Class Diploma in Civil/Electrical Engineering with excellent academic record.</p> <p><b>Age Limit:</b> Not exceeding 30 years.</p>
4.	Technical Assistant	<p><b>Essential Qualification:</b></p> <p>First Class or equivalent grade in B.E./B.Tech/MCA in relevant subject from a recognized University/Institute.</p> <p><b>OR</b></p> <p>First Class Diploma in Engineering in relevant field with excellent academic record.</p> <p><b>OR</b></p> <p>First Class Bachelor's degree in Science from a recognized University or Institute.</p> <p><b>OR</b></p> <p>Master's degree in Science from a recognized University or Institute with atleast 50% marks or equivalent grade.</p> <p><b>Age Limit:</b> Not exceeding 30 years.</p>
5.	Stenographer	<p><b>Essential Qualification:</b></p> <p>Senior Secondary (10+2) from a recognized board with a minimum speed in short hand 80 w.p.m. in Stenography.</p> <p><b>Desirable:</b> Proficiency in Computer Word processing and spread sheet with advance skills.</p> <p><b>Age Limit:</b> Not exceeding 27 years.</p>
6.	Junior Assistant	<p><b>Essential Qualification:</b></p> <p>Senior Secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</p> <p><b>Desirable:</b> Proficiency in other computer skills; stenography skills.</p> <p><b>Age Limit:</b> Not exceeding 27 years.</p>
7.	Technician	<p><b>Essential Qualification:</b></p> <p>Senior Secondary (10+2) with Science from a Government recognized board with at least 60% marks.</p> <p><b>OR</b></p> <p>Senior Secondary (10+2) with Science from a Government recognized board with</p>

S.No.	Post	Educational Qualification, experience and age limit
		at least 60% marks and ITI Course of one year or higher duration in appropriate trade. <b>OR</b> Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. <b>OR</b> Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic/ Institute.  <b>Age Limit:</b> Not exceeding 27 years.
8.	<b>Office Attendant</b>	<b>Essential Qualification:</b> Senior secondary (10+2) from a recognized Board. <b>Age Limit:</b> Not exceeding 27 years.

**NOTE:**

- i) The relevant Recruitment Rules for non-teaching, are available on Institute website <https://www.nituk.ac.in>. The candidates are advised to refer the same before filling the online application form.
- ii) Number of vacancies may be increased / decreased without any notification.
- iii) All recruitment and pay-fixation shall be done by the Board of Governors (BoG) of the Institute, only on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final.
- iv) The higher starting pay and /or Pay Matrix Level may be offered to deserving candidates on the recommendation of the Selection Committee and thereafter approval of the Board of Governors. Selection Committee may also offer lower position, than the post one has applied for.

**5. Age Limit/Relaxation:**

- a. The Maximum age limit for each post shall be as per Recruitment Rules of NITs.
- b. Relaxation in Age for various categories available as per DOPT Office Memorandum No.15012/2/2010-Estt.(D) dated 27<sup>th</sup>March, 2012 is applicable if post is reserved in that category.
- c. **Those who were engaged on Ad-hoc /Temporary / contractual / outsourced staff and continue to be in employment of NIT Uttarakhand on the last date of applying online will get age relaxation equivalent number of years of service rendered by him/her subject to fulfilling prescribed educational and experience qualification for the respective post. As per the decision of the Board of Governors vide Agenda Item No.BoG 38.28 of NIT Uttarakhand, this is one time age relaxation and shall be applicable for this advertisement only. Such contract and outsourced workers will have to produce an experience certificate during document verification in support of their claim from respective outsourced agencies engaged by the NIT Uttarakhand from time to time.**
- d. **Relaxation in age will be granted to the candidates who were shortlisted against advertisement no.07/2019 & 08/2019 and whose name were displayed on Institute website/ to whom call letter was issued.**
- e. Maximum age relaxation by 5 years in case of SC/ST candidates. **(Annexure-I)**
- f. Maximum age relaxation by 3 years in case of OBC candidates.**(Annexure-II)**
- g. Maximum age relaxation by 10 years in case of candidates with benchmark disabilities.**(Annexure-IV)**
- h. Maximum age relaxation by length of service rendered in armed forces plus three years in case of Ex-servicemen. **(Annexure-V)**
- i. Ex-servicemen who have already secured employment in civil side under Central Government / Autonomous Body 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 claiming benefits of reservation under ex-servicemen category.

The Ex-servicemen candidates would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army : Directorate of Personnel Service, Army Headquarters, New Delhi  
Navy : Directorate of Personnel Services Naval Headquarters, New Delhi  
Air Force : Directorate of Personnel Services, Air Headquarters, New Delhi

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army : By various Regimental Record Offices  
Navy : Naval Records, Bombay  
Air Force : Air Force Records, New Delhi

- j. Age relaxation up to age of 40 years is applicable to Central Government employees with continuous three years' service for the appointment in the Group-C positions. 45 years in case of SC/ST candidates.
- k. Age relaxation up to age of 35 years is applicable to Widows, divorced women and women judicially separated from their husbands and who are not re-married. 40 years in case of SC/ST candidates.
- l. Maximum age is relaxable by 5 years in case of Meritorious Sportspersons. 10 years in case of SC/ST candidates.
- m. For any claim of Age Relaxation/ Reservation, the same is allowed only upon production/ submission of Certificate issued in prescribed Format (**Annexure-I to V**) under the relevant rules and notification and when signed only by permitted authority with Seal as per applicable latest Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time.
- n. The crucial date for determining the age limit shall be 17/09/2022, i.e. the closing date of online submission of application.
- o. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained.
- p. Cumulative age relaxation is allowed wherever applicable as per Govt. of India norms.

## 6. Facilities extended to the regular Non-Teaching Staff members of NIT Uttarakhand.

As per the norms, the Institute extends following facilities to its regular non-teaching staff members, which may change from time to time:

- i. Medical Facilities to non-teaching and his/her dependent family members as per Institute rules.
- ii. Reimbursement of tuition fees for two children studying up to class XII as per Government of India norms.
- iii. Transportation Allowances as per Government of India norms.
- iv. Leave Travel Concession to non-teaching and his/her dependent family members for each year to visit Hometown as per Government of India norms.
- v. Telephone Allowance, Newspaper Allowance, Brief Case Allowance etc. as per Institute norms.
- vi. Fresh appointees shall be covered under the New Pension Scheme (NPS-2004) as per Government of India norms.
- vii. 15 days of Paternity Leave to the male employee, 180 days of Maternity Leave and 730 days of Child Care Leave to the female employee.

## 7. General Instructions

- 7.1 The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the opening date of applications failing which their application will be rejected. The Institute will retain online applications data for non-shortlisted candidates only for three months after completion of recruitment process.

- 7.2 Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and separate application must be submitted for each post.
- 7.3 Applications which are not in prescribed form / without relevant supporting enclosures may be out rightly rejected. No correspondence will be entertained in this regard.
- 7.4 Request for individual acknowledgements shall not be considered. Those who want acknowledgement may send their applications by Speed Post/Registered Post/Courier.
- 7.5 NIT Uttarakhand strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply.
- 7.6 Candidates should indicate two references of eminent persons in the field/ profession who may be contacted by the Selection Committee for recommendations about candidate.
- 7.7 The Institute has the right to set higher norms than minimum prescribed in the Advertisement to limit applications to a reasonable number i.e 1:6. The decision of the Institute, related to all matters pertaining to the recruitment shall be final and a binding on the applicants. Any dispute arising during the document verification stage, will be dealt by the Selection Committee and the decision of the Selection Committee shall be final.
- 7.8 The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 17/09/2022, i.e. the closing date of online submission of application.
- 7.9 In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
- 7.10 **The Written Test/Trade Test/Personal Interview shall be conducted at NIT Uttarakhand Srinagar Garhwal or any place displayed on Institute website.**
- 7.11 No Travelling Allowance (TA) shall be paid to candidates for attending selection process.
- 7.12 The applicant would be admitted to the Written Test/Trade Test/Personal Interview on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill eligibility condition's, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Also nay appointment if issued to such candidate shall be cancelled and action as per law will be upheld against him/her. Issuance of an admit card for the Written Test/Trade Test/Personal Interview call will not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions.
- 7.13 No correspondence will be entertained from candidates not considered for Written Test/Trade Test/Personal Interview/Appointment.
- 7.14 Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies/PSUs/PSBs should send their applications either **THROUGH PROPER CHANNEL** or should furnish a **NO OBJECTION CERTIFICATE** from the Competent Authority of the organization they are serving, at the time of interview. They can, however, send advance copy of the filled application form and mention the same on the first page of the application form. In case an advance copy of application is submitted and application through proper channel is not received, the shortlisted candidate will be allowed to appear for Written Test/Trade Test/Personal Interview, if he/she brings a No Objection Certificate from his/her present employer. The decision of the selection committee, on this issue, shall be binding on the candidates.
- 7.15 Original documents along with one set of self-attested copies will have to be produced at the time of Interview for verification.
- 7.16 Request for conduct of Personal Interview through Video Conferencing or in any other mode will not be considered.

- 7.17 The applicants are advised to visit the Institute website [www.nituk.ac.in](http://www.nituk.ac.in) regularly. Any addendum/corrigendum shall be posted only on the Institute website. Applicants/incumbents are requested to visit the Institute website regularly. The list of candidates shortlisted for further participation in the selection process such as Written Test/Trade Test/Personal Interview etc. will be displayed on the Institute website. No separate communication/intimation in this regards shall be made by the Institute.
- 7.18 The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
- 7.19 The number of posts may increase or decrease, provided sanction is received from MHRD for the posts more than advertised or some vacancy arises after the advertisement.
- 7.20 Incomplete applications or applications without relevant supporting enclosures or applications not in prescribed form or application received late will be out rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.
- 7.21 All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be out rightly rejected at the time of document verification only.
- 7.22 The decision of the NIT Uttarakhand in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- 7.23 The candidate should not have been convicted by any Court of Law.
- 7.24 In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- 7.25 Legal disputes, if any, with National Institute of Technology, Uttarakhand will be restricted within the jurisdiction of Nainital, Uttarakhand only.
- 7.26 Helpline e-mail ID for technical query related to online fee and form submission is [help2022@nituk.ac.in](mailto:help2022@nituk.ac.in) and for any administrative query is [nitukrecruitmentcell@gmail.com](mailto:nitukrecruitmentcell@gmail.com).

#### 7.27 **Application Fee**

The each online application must be accompanied by non-refundable Application Fee of ₹500/- for S.No.1, 2 & 3 and ₹250/- for S.No.4, 5, 6 & 7 which shall only be applicable for UR, OBC&EWS Candidates. The **Application Fee should be remitted Online only** (online payment option is available in online Application Form) and the proof of depositing of fee should be submitted along with print out of online application. Please write applicant name on the 'Receipt' before attaching it to the print out of downloaded online application.

SC/ST/Women/Divyaang and Shortlisted candidates against advertisement no.07/2019 & 08/2019 are exempted from depositing the Application Fee. Regular Non-Teaching Staff members of NIT Uttarakhand is also exempted from depositing the Application Fee, for this they must apply only using Institute mail ID for registering on the portal.

### 8. Documents/Certificates

The following Documents/Certificates, in original along with one set of photocopy, are required to be brought along with the printout of the Online Recruitment Application PDF and receipt/proof of Application Fee deposited online in bank, at the time of Written Test/Trade Test/Personal Interview, failing which the candidature would summarily be rejected and candidate would be debarred from further participation in the selection process.

- 8.1 Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued

by concerned Educational Boards, School leaving certificate indicating date of Birth will be considered.

- 8.2 Higher Secondary / Class XII (or equivalent) board marks sheet.
- 8.3 Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.
- 8.4 The Caste/Tribe/Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3<sup>rd</sup> September, 2015 will only be accepted as sufficient proof in support of a candidate's claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class. The SC and ST certificates must be produced in the prescribed proforma (**Annexure-I**).

Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.

The caste of the candidate must be in the state-wise central list of SCs given at

<http://socialjustice.nic.in/UserView/PrintUserView?mid=76750> or

<http://www.socialjustice.nic.in/UserView/index?mid=76750>

The caste of the candidate must be in the state-wise central list of STs given at

<https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>

- 8.5 OBC certificate issued on or after 1<sup>st</sup> April, 2022 shall be considered for reservation under OBC (Non-Creamy Layer) category. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs given at [http://www.ncbc.nic.in/User\\_Panel/CentralListStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx). The OBC certificate must be produced in the prescribed proforma (**Annexure-II**).
- 8.6 EWS certificate issued on or after 1<sup>st</sup> April, 2022 shall be considered for reservation under EWS category, whose family has gross annual income below ₹8.00 lakh (Rupees eight lakh only) for the financial year prior to the year of application. Also persons whose family owns or possesses any of the assets as mentioned in DOPT, Govt. of India OM No.36039/1/2019-Estt (Res) dated 31<sup>st</sup> January, 2019 shall also be excluded from being identified as EWS, irrespective of the family income. The EWS certificate must be produced in the prescribed proforma (**Annexure-III**).
- 8.7 The **Divyaang** candidates shall be required to submit the Disability/Medical Certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%. The Divyaang certificate must be produced in the prescribed proforma (**Annexure-IV**).
- 8.8 The **Ex-Servicemen** candidates shall be required to submit the certificates in the prescribed proforma (**Annexure-V**).
- 8.9 Photo identity card (issued by govt. agency/last attended Institution/University).
- 8.10 NOC and experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP)/Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- 8.11 NET/SET/GATE qualifying certificates, if applicable.
- 8.12 Registration Certificate with State / Indian Medical Register should be attached with application form for Medical Officer, if applicable.
- 8.13 Participation certificate in sports and other activities, if applicable.
- 8.14 Degree as referred above should have been awarded by a recognized University/ Institute.
- 8.15 Any other relevant documents in support of the entries filled in application form,

**NOTE:** Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

## 9. Check List:

- a. Whether all details in Online application form have been filled up correctly?
- b. Whether Photograph uploaded?
- c. Whether applicable application fee, if applicable, paid?
- d. Whether soft copy of pdf output generated after submitting the online application form has been sent to the email [nitukrecruitmentcell@gmail.com](mailto:nitukrecruitmentcell@gmail.com) with e-mail subject "Application for the Post of (name of the post)"?
- e. Whether pdf output generated after submitting the application form online printed, signed, and sent by post (Speed post/Registered post/Courier) alongwith self-attested copies of all documents to the following address on or before **28<sup>th</sup> September, 2022**:

**The Registrar  
National Institute of Technology, Uttarakhand  
Temporary Campus Govt. ITI Srinagar Garhwal,  
Srinagar Garhwal, District- Pauri Garhwal  
Uttarakhand 24617, India**

## 10. Method of Selection:

- 10.1 Candidates not eligible for any post mentioned in the above advertisement shall be disqualified. If Scrutiny Committee feels that candidate does not fulfill the minimum requirements for a post, he/she shall be shortlisted for suitable lower post given in the advertisement. Scrutiny of candidates will be done on the basis of qualifications and experience only. All other requirements shall be assessed by the Selection Committee. If Selection Committee feels that candidate does not fulfill the minimum requirements for the post, suitable lower post given in the advertisement shall be offered to the candidate.
- 10.2 **Shortlisted candidates shall be called for Written Test/Trade Test/Personal Interview by email only. List of the shortlisted candidates will be available on Institute website i.e. [www.nituk.ac.in](http://www.nituk.ac.in).**
- 10.3 **Written Test:** A Written Test will be held in the relevant field of specialization/trade/post.
- 10.4 **Trade Test:** Only those candidates who score minimum 40% marks, in the Written Test shall be eligible for a Trade Test. The Trade Test shall be conducted in the relevant specialization/trade/post.
- 10.5 **Personal Interview:** Personal Interview shall be conducted for all Group B & C posts in pursuance to the Ministry of HRD letter no.F.No.35-4/2016-TS.III dated 4<sup>th</sup> April, 2016.
- 10.6 Candidates are advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Passport, Aadhaar Card, Bank Pass Book with Photo). Candidates are further advised to bring all the original documents for verification.
- 10.7 Last date of online Application is 17<sup>st</sup> September, 2022 upto 11:45 pm and last date for receiving the Hard copy at NIT Uttarakhand is 28<sup>th</sup> September, 2022 by 05:30 pm. Institute may extend the last date therefore, candidates are advised to visit the Institute website regularly.

**I/c. Registrar**

**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES  
CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE 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 State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]*

- @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) Order (Amendment) Act, 1990
- @The Constitution (ST) Order (Amendment) Act, 1991
- @The Constitution (ST) Orders (Second Amendment) Act, 1991
- @The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
- @The Constitution of (Scheduled Castes) Order (Amendment) Act, 2002
- @The Constitution of (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati  
\_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/  
Kumari \_\_\_\_\_ of village/town \_\_\_\_\_ in  
District/Division \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_  
who belongs to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe  
in the State/Union Territory of \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

Date:

Signature

Place:

Designation

Official Seal

NOTE: The term "Ordinarily" 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 OBC Certificate:

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

**FORM 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/Shrimati/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:

@Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19- 10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5- 95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5- 1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in village/town \_\_\_\_\_ of \_\_\_\_\_ District/Division of the State/Union Territory of \_\_\_\_\_. 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 O.M. No.36012/22/93-Estt.(SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9<sup>th</sup>March, 2004 and O.M. No. 36033/3/2004- Estt. (Res.) dated 14<sup>th</sup>October, 2008.

Date:

Signature

Place:

Designation

Official Seal

NOTE: The term "Ordinarily" 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 OBC Certificate:

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/\* Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (\*not below of the rank of 1st Class Stipendiary Magistrate).
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officers not below the rank of Tehsildar.
- Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- Administrator/Secretary to Administrator/Development Officer(Lakshadweep).

**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.8.00 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 \_\_\_\_\_

Recent passport size  
 photograph

\* 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.

**THE FORM OF CERTIFICATE TO BE PRODUCED BY PHYSICALLY HANDICAPPED CANDIDATES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**DISABILITY CERTIFICATE**

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

This is certified that Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent disability of following category:

**A. Locomotor or Cerebral Palsy:**

- |       |   |  |
|-------|---|--|
| (i)   | BL – Both legs affected but not arms                  |  |
| (ii)  | BA – Both arms affected                               | (a) Impaired reach<br>(b) Weakness of grip               |
| (iii) | BLA – Both legs and both arms affected                |  |
| (iv)  | OL – One leg affected (right or left)                 | (a) Impaired reach<br>(b) Weakness of grip<br>(c) Ataxic |
| (v)   | OA – One arm affected                                 | (a) Impaired reach<br>(b) Weakness of grip<br>(c) Ataxic |
| (vi)  | BH – Stiff back and hips (cannot sit or stoop)        |  |
| (vii) | MW – Muscular weakness and limited physical endurance |  |

**B. Blindness or Low Vision:**

- (i) B – Blind  
(ii) PB – Partially blind

**C. Hearing impairment:**

- (i) D – Deaf  
(ii) PD – Partially deaf

(Delete the category whichever is not applicable)

This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

Percentage of disability in his/her case is \_\_\_\_\_ percent.

Shri/Smt./Kum. \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties:

- |        |  |        |
|--------|--|--------|
| (i)    | F–Can perform work by manipulating with fingers. | Yes/No |
| (ii)   | PP–Can perform work by pulling and pushing.      | Yes/No |
| (iii)  | L–Can perform work by lifting.                   | Yes/No |
| (iv)   | KC–Can perform work by kneeling and crouching.   | Yes/No |
| (v)    | B–Can perform work by bending.                   | Yes/No |
| (vi)   | S–Can perform work by Siting.                    | Yes/No |
| (vii)  | ST–Can perform work by standing.                 | Yes/No |
| (viii) | W–Can perform work by walking.                   | Yes/No |
| (ix)   | SE–Can perform work by seeing.                   | Yes/No |
| (x)    | H–Can perform work by hearing/speaking.          | Yes/No |
| (xi)   | RW–Can perform work by reading and writing.      | Yes/No |

(Dr. \_\_\_\_\_) (Dr. \_\_\_\_\_) (Dr. \_\_\_\_\_)  
Member Member Member  
Medical Board Medical Board Medical Board

Countersigned by the Medical  
Superintendent/CMO/Head of Hospital  
(With seal)

\* Strike out whichever is not applicable.

अभ्यासाध्यरयेतः विद्या

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in Army/Navy/Air Force.

He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service.

He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Note: Strikeout whichever is not applicable.

Date:

Place:

Signature  
Designation  
Official Seal

**B. Form of Certificate for Serving Personnel**

*(Applicable for serving personnel who are due to be released within one year)*

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_.

He is due for release retirement on completion of his specific period of assignment on \_\_\_\_\_.

No disciplinary case is pending against him.

Date:

Place:

Signature  
Designation  
Official Seal

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

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 Service and Posts) Rules, 1979, as amended from time to time.

Date:

Place:

Signature  
and name of the Candidate