



National Institute of Pharmaceutical Education and Research (NIPER)-Hyderabad
Balanagar, Hyderabad - 500 037, Telangana State, India.

राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर) - हैदराबाद
बालानगर, हैदराबाद - ५०००३७, तेलंगाना, भारत

Email: recruitment.niperh@gmail.com

Website: www.niperhyd.ac.in / www.niperhyd.edu.in

Employment Notification NO: NIPER-HYD/02/2020-21

The National Institute of Pharmaceutical Education & Research (NIPER), Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India.

Online Applications are invited from the eligible and suitable Indian Nationals for direct recruitment of the Non-faculty posts on regular basis through open competition on all India basis.

The commencement date and the last date for submission of online applications are as under.

Commencement of Online Application	05 th October 2020
Last date for submission of Online Application	04 th November 2020

Details of Non-faculty Posts:

Post Code	Name of the Post	Pay Level (7 th CPC)	No. of Posts	Category	Maximum Age Limit
NT-001	Registrar	13	1	UR	45
NT-002	Estate & Security Officer	10	1	UR	45
NT-003	Library & Information Officer	10	1	UR	40
NT-004	Technical Assistant (Computer Section)	7	1	UR	35
NT-005	Medical Officer (On contract*)	10	1	UR	40
NT-006	Public Relation Officer	8	1	UR	35
NT-007	Accountant	7	1	UR	35
NT-008	Junior Hindi Translator	6	1	UR	35
NT-009	Secretary to Registrar	8	1	UR	40
NT-010	Receptionist cum Telephone Operator	7	1	UR	35
NT-011	Storekeeper	7	1	UR	35
NT-012	Assistant Grade-I	6	1	UR	35
NT-013	Assistant Grade-II	5	2	UR	35
NT-014	Junior Technical Assistant	4	2	UR	27
Total			16		

* Post is on contract initially for a period of three years.

UR = Unreserved

Post Code: NT-001, Registrar

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 45 years
1.3	Educational and other qualifications	<p>Essential Qualification:</p> <p>Master Degree in any discipline with at least 55% marks from recognized University/Institute</p> <p>Experience:</p> <p>At Least 5 (Five) Years of experience as Assistant Professor in Pay Level-12 (or)</p> <p>12 (Twelve) Years of Administrative experience, of which 8 (Eight) years shall be as Assistant Registrar or an equivalent post in Central/State Govt. Organizations or University/Research Institution or Central/ State autonomous /other recognized Institutes of repute.</p>
1.4	Period of Probation, if any	One Year

Post Code: NT-002, Estate and Security Officer

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 45 years
1.3	Educational and other qualifications	<p>Essential Qualification:</p> <p>Bachelor degree in any discipline from recognized University/ Institute.</p> <p>Experience:</p> <p>5 (Five) years of experience in Commissioned service in Army/Navy/ Air force / Para Military Force or Police only not below the rank of captain or equivalent / Dy. SP of Police.</p>
2.4	Period of Probation, if any	Two Years

Post Code: NT-003, Library & Information Officer

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 40 years
1.3	Educational and other qualifications	<p>Essential Qualification:</p> <p>Graduation in Library Science or Library & Information Science from recognized University/ Institute.</p> <p>Experience:</p> <p>5 (Five) years of experience in Management of Library and Office procedure, data processing and communication skills and Information Services in Library under Central/State Govt./Autonomous or Statutory Organization/ PSU /University or recognized Research or Educational Institute/other recognized Institute of repute.</p> <p>Desirable Qualification:</p> <p>Master's degree in Library Sciences or Library and Information Science.</p>
1.4	Period of Probation, if any	Two Years

Post Code: NT-004, Technical Assistant (Computer Section)

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 35 years
1.3	Educational and other qualifications	Essential Qualification: Bachelor's degree in Computer Sciences from a recognized University/ Institute. Experience: 3 (Three) years of experience in data management and website management. Desirable Qualification: Master's degree in Computer Science. Experience in computers and database/word processing software like MS Office (MS Word, MS Excel, MS Access, MS Power Point).
1.4	Period of Probation, if any	Two Years

Post Code: NT-005, Medical Officer

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 40 years
1.3	Educational and other qualifications	Essential Qualification: M.B.B.S Degree in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in State Medical Register or Indian Medical Register. Desirable Qualification: Post Graduate Medical Qualification recognized by the MCI, Preference will be given to MD in General Medicine.
1.4	Period of Probation, if any	One Year

Post Code: NT-006, Public Relation Officer

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 35 years
1.3	Educational and other qualifications	Essential Qualification: Post Graduate in any discipline from a recognized university/Institute. Experience: At least 5 (Five) years of experience in Public Relation/ Training and Placement Cell in Central /State Govt. Organizations or University / Research Institute or Central / State autonomous / other recognized institute of repute. Desirable: MBA or Post Graduate Degree / Diploma in Mass Communication. Ability to compose & edit press releases, newsletters.
1.4	Period of Probation, if any	Two Years

Post Code: NT-007, Accountant

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 35 years
1.3	Educational and other qualifications	<p>Essential Qualification:</p> <p>B. Com from a recognized University/ Institute.</p> <p>Experience:</p> <p>3 (Three) years of experience in any central /State Govt. or University /PSU and other central /State Autonomous. Other recognized Institute of repute.</p> <p>Desirable Qualification:</p> <p>M. Com / MBA in Finance.</p>
1.4	Period of Probation, if any	Two Years

Post Code: NT-008, Junior Hindi Translator

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 35 years
1.3	Educational and other qualifications	<p>Essential Qualification:</p> <p>(i) Master's Degree of a recognized university in Hindi or English with English or Hindi as a main subject at the degree level. OR</p> <p>(ii) Master's degree from a recognized University in any subject with Hindi as medium of Examination with English as a compulsory subject at degree level. OR</p> <p>(iii) Bachelor's degree with Hindi and English as main subject either of the two as medium of Examination and other as main subject plus recognized diploma Certificate Course in translation from Hindi to English and vice Versa or two years experience of Translation work from Hindi to English and vice versa in Central Government Office. Including Government of India undertaking.</p> <p>Desirable Qualification:</p> <p>Proficiency in Computer operation.</p>
1.4	Period of Probation, if any	Two Years

Post Code: NT-009, Secretary to Registrar

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 40 years
1.3	Educational and other qualifications	<p>Essential Qualification:</p> <p>Bachelor's Degree in any discipline from a recognized Institute/University. Proficiency in typing in English with a minimum speed of 40 words per minute.</p> <p>Experience:</p> <p>5 (Five) years of experience as a Personal Assistant or equivalent in Central/State Govt. Organizations/ PSUs/University/Research Institutions or Central/ State Autonomous Bodies/other recognized Institutions of repute.</p> <p>Desirable Qualification:</p> <p>Knowledge of computer Applications.</p>
2.4	Period of Probation, if any	Two Years

Post Code: NT-010, Receptionist cum Telephone Operator

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 35 years
1.3	Educational and other qualifications	Essential Qualification: Graduation in any discipline from a recognized University. Experience: 3 (Three) years of experience in relevant field in Central/State Govt. Organizations/ PSUs/University/Research Institutions or Central/ State Autonomous Bodies/other recognized Institutes of repute. The candidate should have good communication skills. Desirable: Proficiency in computer operation.
1.4	Period of Probation, if any	Two Years

Post Code: NT-011, Storekeeper

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 35 years
1.3	Educational and other qualifications	Essential Qualification: Bachelor degree in Science/Commerce from a recognized University/Institute. Experience: 3 (Three) years of experience in maintaining stores in Central/State Govt. Organizations/ PSUs/University/Research Institutions or Central/ State Autonomous Bodies/other recognized Institutes of repute. Desirable: Proficiency in computer operation.
1.4	Period of Probation, if any	Two Years

Post Code: NT-012, Assistant Grade-I

1.1	Number of posts and category	01 (UR)
1.2	Age limit	Not exceeding 35 years
1.3	Educational and other qualifications	Essential Qualification: Graduation in any discipline from a recognized University/Institute. Experience: 2 (Two) years of experience in Establishment/Administrative in Central/State Govt. Organizations/ PSUs/University/Research Institutions or Central/ State Autonomous Bodies/other recognized Institutes of repute. Desirable: Conversant with Central government rules and experience in computer and data entry operations. Knowledge of usage of computers.
1.4	Period of Probation, if any	Two Years

Post Code: NT-013, Assistant Grade-II

1.1	Number of posts and category	02 (UR)
1.2	Age limit	Not exceeding 35 years
1.3	Educational and other qualifications	Essential Qualification: Bachelor's degree in any discipline from a recognized University/Institute. Desirable: Experience of noting and drafting in Central/State Govt. Organizations/ PSUs/University/Research Institutions or Central/ State Autonomous Bodies/other recognized Institutes of repute.
1.4	Period of Probation, if any	Two Years

Post Code: NT-014, Junior Technical Assistant

1.1	Number of posts and category	02 (UR)
1.2	Age limit	Not exceeding 27 years
1.3	Educational and other qualifications	Essential Qualification: Senior Secondary (10+2) with Science Subject. Desirable Qualification: Knowledge of computer
1.4	Period of Probation, if any	Two Years

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1.	Candidates of only Indian Nationality can apply for these posts.
2.	Only the online applications with required uploaded enclosures will be accepted. Applicants must produce original testimonials, certificates and other documents at the time of interview, if called.
3.	Applicants are advised to ensure before applying that they possess essential qualification and experience for the post. The Experience and Qualification will be reckoned as on the closing date of online application. Mere fulfilment of minimum qualifications and experience does not entitle any candidate to receive call letter and the decision of the NIPER Hyderabad shall be final.
4.	Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request with respect to making changes in any data/particulars entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
5.	Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.
6.	The persons applying for more than one post must apply separately for each post (along with payment of prescribed fees for each post). Incomplete application in any respect will not be considered.
7.	The Institute shall verify the antecedents and documents submitted by applicants at any time, at the time of appointment or during the tenure of service. In case, it is found that the Applicants have submitted fake documents or the Applicants have undesirable clandestine antecedents/background and have suppressed the material information, his/her services shall be liable to be terminated.
8.	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 a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
9.	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the Applicants.
10.	The reservations/relaxations policy for SC/ST/OBC/ Persons with Benchmark Disabilities (PwBD)/EWS applicants will be as per the existing Govt. of India policy. Applicants applying for the reserved posts should clearly state to which category they belong. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) posts.
11.	Applicants seeking reservation under SC/ST category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (Annexure-I).
12.	Applicants seeking reservation under OBC category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (Annexure-II).
13.	Applicants applying for the post(s) reserved for OBC, should submit a self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by 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.
14.	EWS vacancies are tentative and subject to further directives of GOI and outcome of any litigation. The appointment will be provisional and subject to the Income and Asset certificate being verified through proper channel and if the verification reveals that the claim to belong to EWS is fake/false, the services will 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 candidate's claim as belonging to EWS.
15.	The person with Degree of Disability of 40% and above are eligible for applying for the PwBD. Proof to this effect, must be enclosed with the application as per Annexure - IV-I, IV-II, IV-III (which ever applicable) without which the application will be treated as ' General(unreserved) '.
16.	Persons serving in Government/Semi-Government/Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs shall have to upload No Objection Certificate (NOC) from the competent authority of the organization they are serving, while filling online application. Without NOC, the candidate will not be allowed to appear in Interview. However, the decision of NIPER Hyderabad in this regard, shall be final and binding on the candidates. (Refer Annexure-V).
17.	Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for post.
18.	All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.

19.	Appointments under Direct Recruitment are regular in nature with a probation period as per the norms of the institute and the same shall be confirmed depending upon satisfactory performance of the incumbent.
20.	The Institute reserves the right to: (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever (c) Increase/decrease the number of posts without giving any reason. (d) Any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment.
21.	Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances. The Institute will not be responsible for any loss of e-mail, loss of any communication due to wrong address or e-mail provided by the candidates.
22.	Selection committee reserves the right to recommend higher initial pay and position to exceptionally qualified and deserving selected applicants.
23.	Applicants shall be required to make online payment of non-refundable application fee of Rs. 1000/- for posts having Pay level 10 and above and Rs. 500/- for posts having pay level 9 and below. Submission of the application form and payment of fee should be done only through the online process. Please visit Institute's website (www.niperhyd.ac.in / www.niperhyd.edu.in) for the same. After submission of application and payment of fee, a PDF will be generated. The candidates are requested to keep the PDF for their records.
24.	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website www.niperhyd.ac.in / www.niperhyd.edu.in . They should also regularly check their email account for updates.
25.	No TA/DA and accommodation shall be provided for attending Test/interview.
26.	Call letters and other correspondence for attending the Test/ interview, etc., will be sent only to the eligible candidates by furnished Email only. Mere fulfillment of eligibility criteria does not guarantee candidates being called for Test/ Interview. NIPER Hyderabad reserves the right to restrict number of candidates to be called for Test/ Interview by short-listing the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute. Candidates are advised to visit the website: www.niperhyd.ac.in / www.niperhyd.edu.in regularly.
27.	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.
28.	Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the UGC/AICTE/PCI shall not be eligible for being considered for recruitment to the posts advertised. If this is detected at any stage during their service, their service will be terminated forthwith.
29.	No interim correspondence whatsoever will be entertained from Applicants regarding conduct and result of test(s)/interview and reasons for not being called for test(s)/ interview.
30.	NIPER Hyderabad will retain the data of online applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate. Thereafter, no RTI on the subject shall be entertained.
31.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director NIPER-Hyderabad in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.
32.	No person shall be recruited unless he/she is in good mental and physical health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Candidates who are finally approved for the appointment to the institute, shall produce Medical Certificate from an authorized Government Medical Officer at the time of joining the Institute.
33.	A Candidate's admission to the Test/Interview and subsequent process is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the NIPER Hyderabad. The NIPER Hyderabad would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/Certificate/documents or has suppressed any material fact(s). If any of these shortcoming(s) is/are detected after appointment in the NIPER Hyderabad, their services are liable to be summarily terminated.
34.	In case any dispute arises on account of interpretation of clauses in any version of this Advertisement in language other than English, the English version available on the NIPER Hyderabad website shall prevail.
35.	Errors and omissions in notification and selection process are subject to corrections as per rules and regulations. Moreover, the guidelines relating to recruitment rules shall be followed as per NIPER Act, 1998 and as amended from time to time.

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 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 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 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 / Ist Class Stipendary 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.

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***:

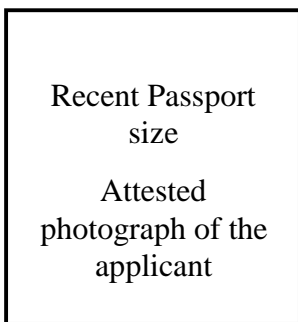
- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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).

1. 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			
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			
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.

Certificate to be furnished by the employer/Head of Office/forwarding authority, if in service and applying through Proper Channel.

Employer's Certificate/ Recommendation

Shri/Smt./Dr. _____ is a **Permanent/Temporary/Contractual** employee of the organization holding the post _____ which carries the pay scale of ₹ _____ (Grade Pay) _____ and his/her application is forwarded for consideration and necessary action.

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the advertisement.

Further certified that:

- (i) No objection certificate, from present employer.
- (ii) There is no vigilance case pending/contemplated against him/her.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years.
Please enclose list of major/minor penalties imposed during the last 10 years, if any.
- (v) A cadre clearance certificate is appended herewith.

Please mark (□) for which certificates are enclosed

Signature: _____
Name of the Officer: _____
Designation: _____
Department: _____
Office Seal: _____

Place: _____

Date: _____

(Signature of candidate)