



National Institute of Pharmaceutical Education and Research – Ahmedabad

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EMPLOYMENT NOTIFICATION NO.NIPER-A/2022/Estt/01

Dated 10/06/2022

The National Institute of Pharmaceutical Education & Research (NIPER) - Ahmedabad 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 for the Non-Faculty posts on regular basis through open competition on all India basis.

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

Date of Commencement of Online Application	10/06/2022 (11:00 AM)
Last date of receiving Online Application & Payment of Fees	11/07/2022 (5:00 PM)

DETAILS OF NON-FACULTY POSTS

SN	Name of Post	Pay Level	No. of Post	Reservation					Maximum Age Limit
				UR	OBC	SC	ST	EWS	
1	Scientist / Technical Supervisor Grade – I	Pay Level 9	2	2	-	-	-	-	40
2	Scientist / Technical Supervisor Grade – II	Pay Level 8	2	1	1	-	-	-	35
3	Administrative Officer	Pay Level 8	1	1	-	-	-	-	35
4	Secretary to Registrar	Pay Level 8	1	1	-	-	-	-	40
5	Assistant Grade-II	Pay Level 5	1	1	-	-	-	-	35
6	Junior Technical Assistant	Pay Level 4	4	3	1	-	-	-	27

1	Name of Post.	Scientist/ Technical Supervisor Grade I (2-UR)
2	Age limit for direct recruits	Not exceeding 40 years
3	Educational and other qualifications required for direct recruitment.	<p>Essential Qualification: M.Sc./ M.Pharma/M.V.Sc. from a recognised University/ Institute</p> <p>Experience: 4 (Four) years of experience of research/teaching in Central State Govt. Organisations / University or Research Institution or Central / State autonomous or other recognised institute of repute</p> <p>Desirable Qualification: Ph.D. in relevant field with 2(Two) years of post-qualification experience.</p>
4	Period of Probation, if any	2 (Two) years

1	Name of Post.	Scientist/ Technical Supervisor Grade II (1- UR ,1- OBC)
2	Age limit for direct recruits	Not exceeding 35 years
3	Educational and other qualifications required for direct recruitment.	<p>Essential Qualification: M.Sc./ M.Pharma /M.V.Sc from recognised University / Institute.</p> <p>Experience: 2 (Two) years of experience of research/teaching in Central State Govt. Organisations / University or Research Institution or Central / State autonomous or other recognised institute of repute</p>
4	Period of Probation, if any	2 (Two) years

1	Name of Post.	Administrative Officer (1-UR)
2	Age limit for direct recruits	Not exceeding 35 years
3	Educational and other qualifications required for direct recruitment.	<p>Essential Qualification: Bachelor's Degree in any discipline from recognised Institute/ University.</p> <p>Experience:5 (Five) Years of Experience as Assistant Section Officer (ASO) or equivalent in the Level 7 in any Central / State Govt. or University/ PSU or other Central / State Autonomous. Proficiency in noting and drafting.</p> <p>Desirable Qualification: Proficiency in Computer operation.</p>
4	Period of Probation, if any	2 (Two) years

1	Name of Post.	Secretary to Registrar (1 - UR)
2	Age limit for direct recruits	Not exceeding 40 years
3	Educational and other qualifications required for direct recruitment.	<p>Essential Qualification: Bachelor's Degree in any discipline from recognised Institute/ University. Proficiency in typing in English with minimum speed of 40 wpm.</p> <p>Experience:</p> <p>5 (Five) years of experience as Personal Assistant or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous other recognised institute of repute</p> <p>Desirable Qualification: Knowledge of Computer Applications.</p>
4	Period of Probation, if any	2 (Two) years

1	Name of Post.	Assistant Grade II (1-UR)
2	Age limit for direct recruits	Not exceeding 35 years
3	Educational and other qualifications required for direct recruitment.	<p>Essential Qualification:</p> <p>Bachelor's degree in any discipline from recognised university.</p> <p>Desirable Qualification:</p> <p>Experience of noting and drafting in central / State Govt. / Organisations / PSU's / University / Research Institution or Central /State autonomous other recognised institutes of repute.</p>
4	Period of Probation, if any	2 (Two) years

1	Name of Post.	Junior Technical Assistant (3- UR ,1- OBC)
2	Age limit for direct recruits	Not exceeding 27 years
3	Educational and other qualifications required for direct recruitment.	<p>Essential Qualification:</p> <p>Senior Secondary (10+2) with Science Subject.</p> <p>Desirable Qualification: Knowledge of computer</p>
4	Period of Probation, if any	2 (Two) years

Relaxation of upper age limit for departmental candidates for all Non-Faculty positions as per Norms for appointment by Direct Recruitment.

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1.	Only the online applications with required uploaded enclosures will be accepted. Applicants must produce original certificates and other documents at the time of document verification (if called for test/interview).
2.	Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply. Applicants are advised to ensure before applying that they possess essential qualification and experience for the post.
3.	Candidates of only Indian Nationality can apply for these posts.
4.	The crucial date for determining the age-limit, essential qualification and experience shall be the last date (i.e 11/07/2022) for online submission of applications from candidates. Experience shall be counted only after the date of possessing the essential educational qualifications.
5.	Only Birth Certificate / Secondary School Leaving Certificate (SSLC)/ Matriculation/ SSC marksheet or certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.No subsequent request for change will be considered or granted.
6.	While applying the candidates should mention their full name as it appears on the Matriculation / Secondary School Certificate. If a candidate has changed his/her name or dropped or added part of his/her name after Matriculation / Secondary School they will have to submit an attested copy of Gazette Notification to this effect.
7.	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 last date for submission of application. The experience for faculty posts will be considered by excluding the experience gained while pursuing Ph.D. No updating of qualification and experience will be entertained after the last date. Mere fulfilment of minimum qualifications and experience does not entitle any candidate to receive a call letter and the decision of the NIPER-Ahmedabad shall be final.
8.	अभ्यर्थियों को उनके शैक्षणिक अहर्ताओं के साथसाथ हिंदी की भी अच्छी जानकारी होनी चाहिए।- Candidates should have good knowledge of Hindi along with the qualifications.
9.	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.
10.	Experience Certificate especially from private employer must mention (i) Designation, (ii) Nature of works performed, (iii) Duration of the employment, (iv) Pay particulars (v) Nature of Employment (Regular/ Contractual) and all other work experience related details which candidate has claimed in his/her application. Any experience gained during full time education will not be counted as professional experience.
11.	Applicant should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the Advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the “Online Application” form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
12.	Application once submitted cannot be altered under any circumstances. However, if the candidate wishes to reapply by paying the necessary fee again he/she may do so. 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.
13.	Applicant may apply on prescribed application form online from the NIPER-Ahmedabad Website. They can apply for more than one post provided, they fulfil the eligibility criteria. In such a case, the candidate has to apply for each post separately and Pay Application Fee separately. However, based on the number of candidates applying for different posts, the Institute reserves the right to hold a written / skill test/presentation and or Interview for the various posts together or separately on a single or multiple day across various sessions as per the decision of the Director.
14.	Relaxation in age would be admissible to civilian employees working on sanctioned posts

	with regular pay scales of Central Govt. / State Govt. / Semi Govt. / PSU / Govt. Autonomous organization/ Statutory bodies / Govt. Universities / Govt. Research Institutes, who have rendered not less than three years regular and continuous service as on closing date and who are educationally qualified and having relevant experience. (as per OM No 15012/2/2010-Estt.(D) Dated 27/03/2012).
15.	Age relaxation will be given to Departmental Candidates up to 5 years for appointment by Direct Recruitment in accordance with the instruction or orders issued by the Central Government. The qualification(s) regarding experience is relaxable at the discretion of the Institute for the departmental employees only as per NIPER recruitment rules and as amended from time to time.
16.	Incomplete application in any respect will not be considered.
17.	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 said information, his/her services shall be liable to be terminated.
18.	The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the Govt. 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.
19.	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the Applicants.
20.	The reservations/relaxations policy for SC/ST/OBC-NCL/ESM, 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-NCL candidates applying for Unreserved (UR) posts.
21.	Applicants seeking reservation under SC/ST category are required to submit respective certificate as per the format prescribed by the Government of India, Department of Personnel & Training (Annexure-I).
22.	Applicants seeking reservation under OBC category are required to submit respective certificate as per the format prescribed by the Government of India, Department of Personnel & Training (Annexure-II).
23.	EWS vacancies are tentative and subject to further directives of GoI and outcome of any litigation. The appointment is provisional and its 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.
24.	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.
25.	The person with 40% and above degree of disability is eligible for the PwBD application. The proof of mentioned disability must be enclosed with the application as per Annexure - IV-I, IV-II, IV-III (whichever applicable) without which the application will be treated as ' General (unreserved) '.
26.	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-

	Ahmedabad in this regard, shall be final and binding on the candidates. (Refer Annexure-VI).
27.	Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for post.
28.	All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
29.	In addition to basic pay, Dearness Allowance, House Rent Allowance and Transport Allowance are payable as per extant rules on the subject. The employees will be eligible for other benefits like Medical, LTC, Children's Education Allowance as per the Institute norms.
30.	<p>The Institute reserves the right to:</p> <p>(a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.</p> <p>(b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever</p> <p>(c) Increase/decrease the number of posts without giving any reason.</p> <p>(d) Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment.</p> <p>(e) Hold Written test / Skill Test / Presentation and/or Interview for selection, whenever circumstances so warrant;</p> <p>Candidates are advised to visit the Website www.niperahm.ac.in regularly.</p>
31.	A Candidate's admission to the Test/presentation/Interview and subsequent process is strictly provisional. The mere fact that the call letter(s)/has been issued to the candidate does not imply that his/her candidature has been finally cleared by the NIPER-Ahmedabad. The NIPER-Ahmedabad 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 shortcomings is/are detected after appointment in the NIPER-Ahmedabad, their services are liable to be summarily terminated.
32.	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 provided by the candidates.
33.	Applicants shall have to produce original testimonials at the time of Test /Presentation / interview, failing which they will not be allowed to appear in Test /Presentation / interview.
34.	Selection committee reserves the rights to give higher initial pay and position to exceptionally qualified and deserving selected applicants.
35.	Applicants shall be required to make online payment of non-refundable application fee of Rs. 500/- for each post (Application fee is exempted for SC, ST, Female and PwBD applicants). Submission of the application form and payment of fee should be done only through the online process. Please visit Institute's website (www.niperahm.ac.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.
36.	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website www.niperahm.ac.in . They should also regularly check their email account for updates.
37.	No TA/DA and accommodation shall be provided for attending Test/interview.
38.	Call letters and other correspondence for attending the interview, etc., will be sent only to the eligible candidates by email only.
39.	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.
40.	Candidates, who have obtained degrees or diplomas or certificates for various courses from any institution declared fake/derecognized by the UGC/AICTE/PCI/AIU 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.
41.	NIPER-Ahmedabad 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.
42.	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.
43.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, NIPER-Ahmedabad 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.
44.	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.
45.	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. Candidate, who is 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.
46.	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-Ahmedabad website shall prevail.
47.	All information/corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified in the Institute website (www.niperahm.ac.in) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the institute.
48.	Errors and omissions in notification and selection process are subject to corrections as per rules and regulations. Moreover, guidelines relating to recruitment rules shall be followed as per NIPER Act, 1998/NIPER Statues/Recruitment Rules and as amended from time to time.
49.	Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals situated at Gandhinagar / Ahmedabad only.
50.	After successful submission of an application form an application number will be generated. All recruitment-related correspondence shall be made using the application number generated for the recruitment process as reference number. Please save your application number for future correspondence and records.
51.	PLEASE NOTE THAT CANDIDATES NEED NOT TO SEND HARD COPIES OF APPLICATION AFTER SUBMISSION OF ONLINE FORM TO THE INSTITUTE.

Note: - Pattern of examination and syllabus for Non-Faculty recruitment process will be published soon on our website www.niperahm.ac.in.

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***:

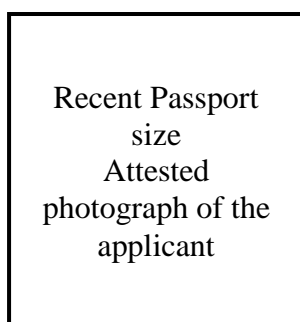
- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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 _____



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- ***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.
 - ****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 - *****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

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			
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
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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:
Officer)

(Signature of Commanding

Date:

Office Seal:_____

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)