



Malaviya National Institute of
Technology, J L N Marg, Jaipur
(Rajasthan) India



ADVERTISEMENT NO. 04/MNIT/ESTT/2015

**SPECIAL RECRUITMENT DRIVE FOR PERSONS OF
SC/ST/OBC(non-creamy layer)/PWD/EX-SERVICEMAN**

Online applications are invited from Indian Nationals for filling up the backlog vacancies of various non-teaching posts of the institute. For details of each category of posts and other information like qualification, experience, upper age limit, reservation and application fee etc. visit institute website www.mnit.ac.in

Online application process will start from 07/10/2015 and submission link will be disabled on 06/11/2015.

The process of recruitment may include Screening, Subjective, Trade tests and Interview as per no. of eligible candidates.

Registrar

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY

(An Institute of National importance under MHRD, Govt. of India)

J L N Marg, Jaipur-302017

(Advertisement No. 04/MNIT/ESTT/2015)

Special recruitment drive for filling up backlog vacancies of non-teaching posts.

(Summary of the Vacancies)

S. No.	Designation	No. of Posts	Category	Pay Band with Grade pay
Officer Post:				
i.	Assistant Registrar	01	OBC	15600-39100 PB-3 (GP-5400/-)
Technical Higher Posts:				
i.	Technical Assistant Chemical Engg.	03	01(SC), 01(OBC), 01(Ex-serviceman in any of the category)	9300-34800 PB-2 (GP-4200/-)
ii.	Technical Assistant Chemistry	01	01(ST)	9300-34800 PB-2 (GP-4200/-)
iii.	Technical Assistant Civil Engg.	03	01(SC), 01(ST), 01(OBC)	9300-34800 PB-2 (GP-4200/-)
iv.	Technical Assistant Electrical Engg.	02	01(SC), 01(Ex-serviceman in any of the category)	9300-34800 PB-2 (GP-4200/-)
v.	Technical Assistant Electronics & Communication Engg.	02	01(SC), 01(OBC-Hearing Impaired)	9300-34800 PB-2 (GP-4200/-)
vi.	Technical Assistant Mechanical Engg. (Work Shop)	06	02(SC), 02(OBC), 02(Ex-serviceman in any of the category)	9300-34800 PB-2 (GP-4200/-)
vii.	Technical Assistant Metallurgical & Material Engineering	03	01(SC), 01(OBC), 01(Ex-serviceman in any of the category)	9300-34800 PB-2 (GP-4200/-)
viii.	Technical Assistant Physics	02	01(ST), 01(Ex-serviceman in any of the category)	9300-34800 PB-2 (GP-4200/-)
ix.	JEn (Civil)	02	01(ST), 01(OBC)	9300-34800 PB-2 (GP-4200/-)
x.	Technical Assistant (For Material Research Centre)	01	01(SC)	9300-34800 PB-2 (GP-4200/-)

i.	Technical Assistant (For Architecture and Planning)	03	01(Visually Impaired OPEN), 01(SC), 01(OBC)	9300-34800 PB-2 (GP-4200/-)
Ministerial Higher Posts:				
i.	Accountant	04	01(ST) 03(OBC)	9300-34800 PB-2 (GP-4200/-)
Technical Lower Posts:				
i.	Technician (Mechanical) (For Center for Energy and Environment)	01	01(ST)	5200-20200 PB-1 (GP-2000/-)
Total Posts:		34		

Important Note-1: Appointing authority has the power to interchange the above mentioned posts within the respective reserve category so that backlog reserved vacancies can be filled up to the maximum extent.

Important Note-2: In case of selection of Ex-Serviceman, he/she will be got appointment against the category to which he/she belongs.

Note:

All internal candidates are also required to apply online. One advanced copy of the online application may be forwarded through proper channel to Recruitment Cell for granting permission.

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

INVITES ONLINE RECRUITMENT APPLICATIONS
(Available through Institute website <http://www.mnit.ac.in>)

VACANCY DETAILS

1. Name of the Post: Assistant Registrar

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Assistant Registrar:</p> <p>Group – A</p> <p>PB – 3 (Rs.15,600 – 39,100/-)</p> <p>with Grade Pay of Rs 5400/-.</p>	<p>Essential:</p> <p>Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute with excellent academic record or</p> <p>Employees of the institute serving as Superintendent (SG-II) or Secretary (Selection Grade II) for at least six years at Grade Pay of Rs. 4800/- or higher with Masters' degree, and exemplary performance record. (Age bar not applicable; no relaxation in educational qualifications.)</p> <p>Desirable:</p> <p>i) Qualification in area of Management/Engineering/Law.</p> <p>ii) Experience in handling computerized administration/legal/financial/establishment matters.</p> <p>A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).</p> <p>Age Limit: Not exceeding 35 years.</p> <p>Period of Probation: 2 years</p>

2. Name of the Post: Technical Assistant/JEN

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
<p>1.</p>	<p>Technical Higher: Technical Assistant /JEN No. of Post with concerned trade:</p> <p>TA Chemical Engg. – 03</p> <p>TA Chemistry - 01</p> <p>TA Civil Engg. – 03</p> <p>TA Electrical Engg. - 02</p> <p>TA Elect. & Comm. Engg. – 02</p> <p>TA Mechanical Engg.- 06 (Work Shop) ©</p> <p>TA Metallurgical & Material Engineering – 03</p> <p>TA Physics – 02</p> <p>JEn (Civil) – 02</p> <p>TA Material Research Centre - 01 #</p> <p>TA – (For Architecture and Planning) -03**</p> <p>Group – B</p> <p>PB – 2 (Rs.9,300 – 34,800/-) With Grade Pay of Rs 4200/-.</p>	<p>Essential: First class Bachelor’s (Honors) Degree in Sciences in relevant subject (trade) or equivalent grade from a recognized University / Institute (Technical Assistant). OR First class Diploma in Engineering in relevant field with excellent academic record (Technical Assistant/Junior Engineer) OR Post-graduate degree in science or B.E. / B. Tech. in relevant field from a recognized University or Institute (Technical Assistant/Junior Engineer).</p> <p>Desirable (SPECIFIC): © Persons with 5 years experience in foundry, fittings, machines, shops, welding, IC engine/automobile, refrigeration and air-conditioning, dynamics of machine, heat transfer lab etc.(One post each in areas mentioned above)</p> <p># B.Tech. in relevant branch of Engineering or M.Sc. in Physics/Materials Science/Chemistry. Must have at least 2 years experience of installing, Maintaining & Running any or all the equipment viz. TEM, FESEM, XRD, SPM, VSM, NMR etc. Having thorough knowledge of the latest versions of any of the above machines of renowned manufacturers. Must have command over advanced application software, Should have adequate knowledge of different applications.</p> <p>**Diploma in Architecture/Architecture Assistantship with proficiency in software namely:- 1. Revit 2. 3D Max 3. Maya or similar Software of Multimedia or **Sculptor with BFA degree in sculptor from prestigious institute along with working knowledge of different materials viz. Stone, Metal and Terracotta etc.</p> <p>Age Limit: Not exceeding 30 years.</p> <p>Period of Probation: 2 years</p>

3. Name of the Post: Accountant

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	Ministerial Higher: Accountant Group – C PB – 2 (Rs.9,300 – 34,800/-) With Grade Pay of Rs 4200/-.	Essential : i. First class Bachelor's Degree in Commerce with Honours in Accountancy/Finance or equivalent in grade from a recognized University or Institute. OR Master's Degree in Commerce/MBA (Finance) from a recognized University or Institute with excellent academic record. ii. Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software. Age Limit: Not exceeding 30 years Period of Probation: 2 years

4. Name of the Post: Technician

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	Technical Lower: Technician No. of Post with concerned trade : 01 Mechanical (For Center for Energy and Environment) \$\$ Group – C PB – 1 (Rs.5,200 – 20,200/-) with Grade Pay of Rs 2000/-.	Essential : B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant) OR Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant). OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant). OR Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician or Work Assistant). Desirable (SPECIFIC): \$\$ Diploma/B.E./B.Tech. In Mechanical Engg./Refrigeration and Air-conditioning with relevant experience in Assembly, installation and maintenance of Solar Thermal System, Biogas plant, Air-conditioning systems, Fabrication work. Age Limit: Below 27 years Period of Probation: 2 years

IMPORTANT

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION THROUGH INSTITUTE WEBSITE (<http://www.mnit.ac.in>) IS **06.11.2015**.

NOTES:

1. Upper age is relaxable by 05 years in respect of SC/ST and 03 years in respect of OBC candidates as per Govt. of India norms. In addition to that 10 years relaxation in respect of Group “C” and “D” Posts and 05 years relaxation in respect of Group “A” and “B” Posts are admissible for “PH”. Ex-Servicemen would be allowed a relaxation of age limit upto 03years and 08 years in the case of disabled Defense Services personnel belonging to SC/ST.
2. The period of probation is two years. It may be extended by the Appointing Authority.
3. Candidates are requested to apply **only online against this advertisement** through Online Recruitment Application which is available on the website <http://www.mnit.ac.in> and NOT write to the Institute for Application forms. They are also requested to go through carefully the details of posts and instructions available on the website <http://www.mnit.ac.in>.
4. Applications must be accompanied by non-refundable Application Fee of **Rs. 1000/- for the position of Assistant Registrar for OBC**. For the **position in the Grade Pay of Rs. 2000/- the fee will be Rs. 250/- for Gen/OBC categories and Rs. 75/- for SC/ST/PWD categories and for other positions (Grade Pay of Rs.4200/-) Rs. 600 for Gen/OBC categories and Rs. 150/- for SC/ST/PWD categories**. The Application Fee should be remitted Online only (**online payment option is available in Application Form**). Any query related to online payment may be sent on helpline e-mail ID i.e. recruitmenthelp04@mnit.ac.in (**MNIT staff members are exempted to deposit the Application Fee. For this they must apply only using institute mail ID for registering on the portal**).
5. **All recruitment and pay-fixation shall be decided by the Appointing Authority only on the recommendations of duly constituted Selection Committees. The decision of the competent authority shall be final in the matter of selection. There shall be no scope of fixing of altering pay (pay in pay-band or grade pay) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and credentials of a candidate.**

GENERAL INSTRUCTIONS AND INFORMATION:

- a. Candidates **must apply online ONLY** through the website <http://www.mnit.ac.in> Applications received through any other mode would 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. Kindly kept hard copy of the duly filled application along with the proof of required fee deposited.
- b. Application fee shall be paid online only. **The mode of payment is available in Application Form, kindly adhere it.**
- c. The Institute shall retain completed online applications data for non-shortlisted candidates only for three months.
- d. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner. But before applying for more than one post he/she should kept in mind

that it may be possible of clash of date and time in two or more different examinations/tests for which he/she shortlisted. In these circumstances, such candidate shall permit only for one examination/test on his/her choice.

- e. Candidates with multiple discipline specialization may also be considered.
- f. Number and nature of posts shown above may change and vary at the time of selection/recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
- g. After submitting the Online Recruitment Application, the candidates are required to take a print out of the finally submitted Online Recruitment Application. The eligible candidates have to bring the hard copy of the submitted online application, if called for examination/interview.
- h. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
- i. In case of large number of applications received, the Institute has right to set higher norms than the minimum while short listing. Short listing may be done based on academic performance and quality/quantity of relevant experience or alimentation test based on multiple choice questions (MCQs) approach may also be conducted. **The list of short listed candidates will be displayed on the Institute website approximately within one month from the closing date for submission of online application.**
- j. **All qualifications, experience and preferred age limit will be considered as on the closing date, i.e. the last date (06.11.2015) of the submission of application form.**
- k. Persons serving in Govt. /Semi Govt. /PSUs /Universities/ Educational Institutions are required to submit NOC at the time of appearing for interview.
- l. Relevant Caste/Category certificates (enclosed Performa “A” to “C”) are required to be submitted at the time of examination/interview. No other certificate will be accepted as a sufficient proof.
- m. The persons with disability (PWD) shall be required to submit the Medical Certificate in the (enclosed Performa “D”) issued by the competent medical authorities for the purpose of employment as per Government of India norms at the time of examination/interview. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation.
- n. Ex-servicemen are required to submit a certificate (enclosed Performa “E”) at the time of examination/interview.
- o. **Original documents with one set of self attested copies will have to be produced at the time of interview for verification.**
- p. **Any dispute regarding the selection/recruitment process will be subject to Courts/Tribunal having jurisdiction over Jaipur**
- q. The applicants are required to visit the Institute website regularly. The names of candidates eligible for further participation in the selection process shall be uploaded on Institute website for future participation in selection processes. **No separate communication/intimation in this regards shall be made by the institute.**
- r. Help line e-mail ID is recruitmenthelp04@mnit.ac.in

DOCUMENTS/CERTIFICATES:

- A. Only following Documents/Certificates are to be submitted essentially along with the Printout of the Online Recruitment Application at the time of coming for examination/ interview, failing which the candidature would summarily be rejected and candidate would be debarred from further participation in the selection process.

- a. Self attested copies of Degree/Certificate along with mark sheets of Secondary/Senior Secondary (10+2). Graduate and Post graduate examination as proof of educational qualification claimed. In the absence of Degree/Certificate, provisional certificate along with mark sheets will be accepted.
- b. Self attested copies of Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be relevant to the post.
- c. Self attested copy of Physically Handicapped Certificate in prescribed Performa by the competent authority from Physically Handicapped Persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- d. ID proof.

B. Following Original Documents, Certificates are to be produced along with self attested copies at the time of Interview, including other items as specified on the Institute website for candidates called for Interview, failing which the candidate would not be allowed to appear in the Interview:

- a. Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th 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; Certificate issued by the Directorate of Birth & Death Registration authority or any competent authority designated by the Central/State(s) Government in this behalf will be considered as valid proof.
- b. Degree/Diploma 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.
- c. 'NOC' and experience Certificate(s) from the Head(s) of Organization(s) Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- d. Caste certificate by candidate seeking reservation as SC/ ST/OBC, in the prescribed Performa only from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/OBC and the village/ town the candidate is ordinarily a resident of.
- e. Physically Handicapped certificate in prescribed Performa only issued by the competent authority to the Person with Disability for being eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- f. Certificate(s) related to Computer Proficiency, extra-curricular activities and training/project under, if any.
- g. Proof of payment of applicable Application Fee.
- h. ID Proof.

NOTE-I: Original certificates along with one set of self attested copies should be produced only at the time of interview for verification.

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

NOTE-III: Candidates should ensure that all information filled up by him/her in e-form or to be given in future are correct. If any information found incorrect/false at any time/stage his/her claim for service will be treated as “rejected/terminated”.

CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING ONLINE RECRUITMENT APPLICATION

1. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for examination/interview.
2. That after submitting the Online Recruitment Application, a print out of the finally submitted Application is to be taken. This printout of Application must brought by the candidate, who is eligible for subsequent participation in the selection process along with specified documents/certificates.
3. That all the qualifications and experiences in the relevant field (over and above the minimum qualifications and experiences prescribed) are mentioned in the Online Recruitment Application.
4. Nothing other than the claims made in the Online Recruitment Application shall be considered, however proof of such claims are to be shown in original at the time of submission during subsequent selection process.
5. Proof of payment of applicable fee.

PRESCRIBED PROFORMA

Performa-A

The form of certificate to be produced by Scheduled Caste and Scheduled Tribe candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*son/daughter* ofvillage/town* in District/Division*of the State/Union Territory* belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* 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 List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh

Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, 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 (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and 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) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

Note: Any other Resolution issued by the Ministry of Social Justice and Empowerment, Government of India published in the Gazette of India and applicable for the SC/ST reservation in Central Autonomous institutions shall also be considered.

%2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued to Shri/Shrimati* Father/Mother of Shri/Shrimati/Kumariof village/town* in.....District/Division..... of the State/Union Territory* who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* ofissued by thedated.....
% 3. Shri/Shrimati/Kumari* and/or* his/her* family ordinarily resides invillage/town*of District/Division* of the State/Union Territory* of.....

Date:

Signature

Place:

**Designation

(With Seal of Office) State/Union Territory*

*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 Scheduled Caste/Scheduled Tribe Certificate.

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/t 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)

Performa-B

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India (NOT more than ONE year old).

This is to certify that Shri/Shrimati/Kumari* son/daughter* of Shri..... of village/town* in District/Division* of the State/Union Territory* belongs to the Community..... which is recognised 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-I, 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-I, 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-I, 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-I, 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-i, 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-I, 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-I, 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-I, 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-I, 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-I, 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-I, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 120i5/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-I, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 1201i/1/200i-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-I, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-I, No. 67 dated 12th March, 2007.

Note: Any other Resolution issued by the Ministry of Social Justice and Empowerment, Government of India published in the Gazette of India and applicable for the OBC reservation in Central Autonomous institutions shall also be considered.

Shri/Shrimati/Kumari* and/or* his/her* family ordinarily resides 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 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 or the latest notification of the Government of India.

Place:

Signature:.....

Date:

**Designation:.....

*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

(With seal of Office) State/Union Territory

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 OBC Certificate

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/f Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

-I-(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)

Note 1: Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

Performa-C

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I _____ Son/daughter _____ of Shri _____ resident of _____ village/town/city _____ District _____ state _____ hereby declare that I belong to the community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 3603313/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 or the latest notification of the Government of India.

Signature Full Name Address

Place:

Date:

Performa-D
**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/daug
age sex identification mark(s) m hter of Shri
is suffering from

A. Locomotors or Cerebral Palsy:

- (i) BL—Both legs affected but not arms
- (ii) BA—Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA—Both legs and both arms affected
- (iv) OL—One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) QA—One arm affected (right or left) (a) Impaired reach
(b) Weakness of grip
(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)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Reassessment of this case is not recommended/is recommended after a period of years months.*

3. Percentage of disability in his/her case is Percent.

4. 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 sitting. | 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 _____)
Member Medical Board

(Dr _____)
Member Medical Board

(Dr _____)
Chairman Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (With seal)
Strike out whichever is not applicable.

Proforma-E

FORM OF UNDERTAKING TO BE GIVEN BY
CANDIDATES APPLYING FOR CIVIL POSTS UNDER
EX-SERVICEMEN CATEGORY

I _____ understand that, if selected on the basis of the recruitment/examinations to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I _____ also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Signature of Candidate

Dated: