



जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

राया-सूचानी ;बागला, जिला सांबा-181143 जम्मू, जम्मू एवं कश्मीर
Rahya- Suchani (Bagla), District Samba-181143 Jammu (J &K)
Ph. No. 01923-249658; Website: www.cujammu.ac.in

Employment Notification No. 19

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

Applications on the prescribed form, available on the University website www.cujammu.ac.in, are invited from eligible candidates for appointment to the various non-teaching positions.

The downloaded application form, complete in all respects along with Demand Draft of Rs. 500/- (except in case candidates belonging SC/ST and Persons with Disability categories) from any Nationalized/Scheduled Bank drawn in favour of **Finance Officer Central University of Jammu**, payable at Jammu must be sent through **Registered/Speed Post only** to the **DEPUTY REGISTRAR (ADMINISTRATION), CENTRAL UNIVERSITY OF JAMMU, RAHYA SUCHANI (BAGLA), DISTRICT SAMBA, - 181143, JAMMU, (J&K)**, so as to reach on or before **17th April, 2017 by 05:30PM**.

For further details as to eligibility, number of posts, category wise reservation (SC/ST/OBC/PwD) and terms and conditions please visit University website www.cujammu.ac.in

The University reserves the right not to fill any of the posts advertised.


REGISTRAR I/c

No. CUJ/Admin/10-12/ (Advt. Rect.) /2017/225
Dated: 10th March, 2017



जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

राया-सूचानी, बागला, जिला सांबा-181143 जम्मू, जम्मू एवं कश्मीर
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EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS Employment Notification No. - 19

Applications on prescribed form are invited from eligible candidates for appointment to the following posts in the University so as to reach this office by **17th April, 2017** through **registered / speed post only**:

S. No.	Name of the Post	Pay Band & Grade Pay	No. of Posts
1.	Finance Officer (Tenure Post: 3 years)	Rs. 37400-67000 + GP Rs. 10,000/-	01-UR
2.	Controller of Examinations (Tenure Post: 5 years)	Rs. 37400-67000 + GP Rs. 10,000/-	01-UR
3.	Internal Audit Officer	Rs.15600-39100+GP Rs.7600	01(PwD) OH
4.	Executive Engineer	Rs.15600-39100+GP Rs.6600	01-UR
5.	Private Secretary	Rs. 9300-34800+GP Rs.4600	01(PwD) OH

Note: UR-Unreserved, OBC- Other Backward Classes, SC- Scheduled Castes, ST- Scheduled Tribes, PwD- Persons with Disabilities

The University reserves the right not to fill any of the posts advertised.

1. **FINANCE OFFICER** (PB Rs. 37400-67000 + GP Rs. 10,000/-)
(Tenure Post: 3 years)
Age: Preferably below 57 Years

Essential Qualifications and / or experience:

- i.) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- ii.) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with at least 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Handwritten signature

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Desirable: Persons possessing Master's degree in Business Administration (Finance) / Commerce or possessing CA / ICWA qualification.

2. **CONTROLLER OF EXAMINATIONS** (PB Rs. 37400-67000 + GP Rs. 10,000/-)
(Tenure Post: 5 years)
Age: Preferably below 57 Years

Essential Qualifications and/or experience:

- i.) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- ii.) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with at least 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable: Relevant experience in conducting University / National level educational institutions examinations or other comparable examinations.

3. **INTERNAL AUDIT OFFICER** (PB RS. 15600-39100+ GP RS.7600)
(Appointment shall be on deputation basis)

Age: Preferably below 45 Years

Essential Qualifications and/or experience:

Officers belonging to Audit and Accounts Services or other similar organized services in Central/State Govt., holding analogous posts on regular basis

OR

with three years regular service in PB-3 (Rs.15600-39100) + G.P. Rs. 6600/-

OR

with five years regular service in PB-3 (Rs.15600-39100) + G.P. Rs. 5400/-

4. **EXECUTIVE ENGINEER** (PB Rs.15600-39100+GP Rs.6600)

Age: Preferably below 50 years

Essential:

- i.) Bachelor's degree in Engineering (Civil) from a recognized University/ Institute or equivalent.
- ii.) Eight years of experience in relevant field as Assistant Engineer from CPWD/ State Government PWD services or similar organized services/ Semi Government/

AM at

DX

iii.) PSU/ Statutory or Autonomous organization/ University System/ reputed private organizations.

Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields.

Desirable:

- i.) Experience in construction projects of multistory buildings and have experience in planning/ estimation/ tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparation/ checking of estimates, drawings, structural details, bill of quantities, substitute/ deviation items statements and other associated issues related with building and constructions.
- ii.) Knowledge of Computer Aided Design (CAD) and latest Management Technology/ other relevant software.

5. PRIVATE SECRETARY (PB Rs. 9300-34800+ GP Rs.4600)

Age: Preferably below 35 years

Essential:

- i.) Bachelor's Degree from a recognized University/ Institute.
- ii.) Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.
- iii.) Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.
- iv.) Knowledge of computer applications.
- v.) Three years' experience as Personal Assistant in Central/ State Governments, University/ Research Institution or Autonomous organization.

OTHER CONDITIONS:

1. The candidate selected for the post shall be required to serve at any place notified as the Campus of Central University of Jammu.
2. Relaxation in qualification may be provided to SC/ST/PwD candidates, based on only the qualifying marks without including any grace mark procedures will be as per the Govt. of India/UGC rules.
3. The period put in by the candidates as Residency Period to acquire M. Phil. and /or Ph.D. Degree shall not be counted towards teaching/research experience. Candidates must provide the details with regard to the Residency Period in the application form.
4. (i) The reservation for the SC/ST/OBC/Persons with Disabilities in appointments for the SC/ST/OBC/PWD candidates will be as per the Govt. of India/UGC rules.



- (ii) Candidates applying against post reserved for Persons with Disabilities should indicate whether he/she, belongs to SC/ST/OBC or General Category, wherever applicable.
- (iii) Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation for Persons with Disabilities.
5. Candidates seeking reservation under SC/ST/OBC/PwD category are required to submit certificates on the format prescribed by the Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required certificates in the prescribed enclosed format. Further, they shall submit the declaration given in the application form.
6. The appointment under reserved category will be provisional and subject to certificate being verified through the proper channels. If the verification reveals that the claim of the candidate belonging to particular category is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code / Ranbir Penal Code for production of false certificates.
7. The person appointed against the post shall be governed by the Act/Statutes/Ordinances/Recruitment Rules governing the service conditions/method of recruitments as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/Guidelines of the UGC adopted by the University from time to time.
8. The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/terminated forthwith without notice.
9. Candidates who have been awarded degrees from foreign Universities should enclose "*Equivalence Certificates*" issued by the Association of Indian Universities, New Delhi.
10. The selected candidates shall be appointed under written contract.
11. The recruitment to the advertised posts shall be carried out in accordance with the UGC Regulations as amended from time to time / University / GOI norms.
12. Age of superannuation for all the positions shall be as per UGC / GOI norms.



13. Candidate who is already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview/test.
14. Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application before the last date and should produce a "No Objection Certificate" from the employer at the time of interview/test failing which he/she shall not be interviewed/permited to appear in the test.
15. Person serving and willing to be considered for appointment on deputation basis can also apply.
16. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
17. The grade point B in the 7 point scale (Grade O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
18. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this clause.
19. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Executive Council shall be final.
20. The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
21. The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.



22. The selected candidates including in-service candidates shall be governed by the Act / Statutes / Ordinances / Regulations / Rules of the University and also the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other Rule / Resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
23. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview/test. In case the candidate fails to submit the original documents for verification of the certified / xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the interview/test and his/her candidature shall be treated as cancelled without any further communication in this regard.
24. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee.
- (ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- (iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- (iv) The University reserves the right to reject any application without assigning any reason thereof.
25. Interim enquiries shall not be entertained.
26. Canvassing in any form shall disqualify the candidature of the candidate.
27. Applicants are required to apply on separate form for each post. Each application without the required application fee by way of demand payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstances

GENERAL INSTRUCTIONS:

1. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST Candidates will be reimbursed contribution equal to second-class railway/ bus fare by shortest route on production of tickets.
2. Applications not accompanied with necessary supporting documents, duly self attested clear Xeroxed copies of degree certificate/marks sheet/ experience certificate/ category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected summarily.



3. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
4. If the space provided in application form is insufficient, information may be given on separate sheet as per format duly signed by the candidate and same may be securely attached with the application form.
5. Candidates are advised to attach a duly signed list of enclosures with the application form.
6. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
7. The University will not be responsible for any postal delay.
8. Candidates in their own interest are advised to remain in touch with the University website (www.cujammu.ac.in). They should also regularly check University website for updates, corrigendum etc. Issuance of notifications in the newspapers is not obligatory on the part of the University.
9. Any change of postal address given in the application form should at once be communicated to the University.
10. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview/test.
11. In case of any dispute, any suit or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.
12. Relaxation in upper age limit to the candidates belonging to SC, ST, OBC and Persons with Disabilities will be given as per the guidelines of the Govt. of India.
13. Candidates belonging to SC, ST and PwD categories are exempt from the payment of applications fee, provided the necessary certificate to that effect from the Competent Authorities in the prescribed Format is enclosed with the application. Except in case of SC/ST/Persons with Disability Categories, applications without the requisite fee will not be considered.
14. The University will have the right to restrict the number of the candidates to be called for interview/test on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
15. Application form (i) received after the last date of receipt of application, or (ii) incomplete in any respect or (iii) any fresh paper / enclosures after the last date of receipt of application, shall not be entertained.



16. Application fee once paid shall not be refunded under any circumstances.

17. In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.

18. The envelope should be superscribed as "Application for the post of _____".

HOW TO APPLY?

The detailed eligibility conditions and prescribed application form is available on the university website www.cujammu.ac.in. The downloaded application form, complete in all respect must be sent to the **Deputy Registrar (Administration), Central University of Jammu Rahya Suchani (Bagla), District Samba, 181143, Jammu(J&K)** along with a demand draft of Rs. 500/- (except in case Candidates belonging to SC/ST and Persons with Disability categories) from any National/ Scheduled Bank drawn in favour of **Finance Officer, Central University of Jammu**, payable at Jammu, through **Registered/Speed Post only**, so as to reach on or before **17th April, 2017**. The post applied for, 'Advertisement number and Date' shall be superscribed on the left top side of the cover. The University shall not be responsible for postal delay. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

The Candidates are requested to regularly visit the University Website www.cujammu.ac.in for future references.


REGISTRAR I/c

No. CUJ/Adm/10-12/(Advt. Rect.) /2017/ 225

Date: 10th March, 2017

Encl:

1. Application Form
2. Caste Certificates (if applicable)
3. Disability Certificates
4. Checklist

Copy forward for information to: (with a request to display on notice board):

1. Secretary, Ministry of Human Resource Department, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi
2. Secretary, U.G.C., Bahadur Shah Zafar Marg, New Delhi.-110002
3. Secretary General, Association of Indian University, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002
4. Joint Secretary (CU), U.G.C., New Delhi-110002
5. Commissioner Secretary to Govt., Higher Education Department, Govt. of J&K, Civil Secretariat, Srinagar
6. Registrars of all Indian Central Universities for publicity
7. Director Information, Govt. of Jammu and Kashmir, Panjtirthi, Jammu



जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

राया-सूचानी (बागला), जिला सांबा-181143 जम्मू (जम्मू एवं कश्मीर)
Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K)
Ph: 01923 – 249 643 & Website: www.cujammu.ac.in

APPLICATION FORM FOR APPOINTMENT

Name of the post applied for

Advt. No..... Date.....

Demand Draft Details

Name of the Bank..... Bank Draft Number

Date..... Amount Rs. 500/-.

Paste a self
attested recent
passport size
photograph

A. General Information:

1. Name in Full.....

(IN BLOCK LETTERS)

2. Parentage i. Fathers name

ii. Mothers name

3. Date of Birth: Day..... Month..... Year

4. Gender: Male Female

5. Please tick the Category

Gen SC ST OBC Differently abled persons

6. Nationality 7. Religion

8. State to which the applicant belongs.....

9. Permanent Address.....

.....

..... Pin Code.....

Address for Correspondence.....

..... Pin Code.....

Email ID..... Phone No..... Mobile

10. If selected how much time will you require to join?.....

*Fee is exempted in case of SC/ST candidate and PwD Candidates.

B. Educational Qualifications:

Exam. Passed	Board / University	Year of Passin	Marks Obtaine	Maximu m	% of Mark	Div. / Grade	Subjects
Matriculation							
Higher Secondary							
Bachelor's degree							
Master's Degree							
M. Phil.							
Ph. D.							
Any other Qualifications							

C. Teaching Experience (if any):

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							

D. Research Experience (if any):

Designation	Name of the Organization	Seale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							

E. Technical Experience (if any):

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							
IV							

F. Administrative Experience (if any)

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							
IV							

G. Details of the current employment (if any)

H. State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal Court. (Please tick YES or NO)

I hereby declare that all entries made by me in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false my candidature / appointment is liable to be cancelled / terminated.

Place.....
Date.....

Signature of the Applicant

(The endorsement below is to be signed and forwarded by the Head of Department / Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected)

ENDORSEMENT OF THE EMPLOYER

Ref. No.
Date.....

Forwarded

The applicant(name) is holding the post of in this College / University / Institution / Department on a temporary / substantive basis since (date). His / her present Pay is Rs..... in the Pay structure of Rs..... with AGP/GP of Rs..... and he/she is drawing salary of Rs..... per month. His/her next date of increment isWe have no objection to his/her application being considered.

Signature of the Officer
(with office seal)

Note: The candidate must mention his/her name and Post for at the back of the Demand Draft.

DECLARATION / UNDERTAKING
(for OBC Candidates only)

I, _____ son/daughter of Shri _____ resident of
village / town / city _____ district _____ State hereby declare
that I belong to the _____ community which is recognized as 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. 360 12/22/93-Estt. (SCT) dated 8/9/1993. It is also declared that I do not
belong to persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office
Memorandum,

dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum
No.36033/3/2004 Estt. (Res) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

Declaration / undertaking not signed by Candidate will be rejected

False declaration will render the applicant liable for termination of registration at any time

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
_____ Village/Town _____ /District/Division*
_____ of the _____ State/Union Territory belongs to the
_____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) 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 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (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) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

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

*The Scheduled Castes 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.

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 belongs to the _____ Caste*/Tribe which is recognised 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* _____ District/Division* of the State/Union Territory * of _____.

Place _____

Signature _____

Date _____

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 : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____
In District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. 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**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- the authority issuing the certificate may have to mention the details of Resolution of government of India, in which the case of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____ Date _____

**DISABILITY CERTIFICATE**

1. This is certified that Shri/Smt/Kum _____
 _____ son/wife/daughter of Shri _____ age _____
 Sex _____ identification mark(S) _____ is suffering from permanent disability of following category :

- A. Locomotors or cerebral palsy :
- | | |
|--|--|
| (i) BL-Both legs affected by 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) OA-One arm affected. | (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.
 Re-assessment 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 _____)

Member
Medical Board

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

Check list of Documents Enclosed		
S.No.	Documents	
1	Matric/Secondary/High School (10 th Class) Marks Sheet	
2	Matric/Secondary/High School (10 th Class) Certificates	
3	Sr. Secondary/Intermediate (12 th Class) Marks Sheet	
4	Sr. Secondary/Intermediate (12 th Class) High School Certificate	
5	Bachelor's Degree Marks Sheet	
6	Bachelor's Degree	
7	Master's Degree Marks Sheet	
8	Master's Degree	
9	M.Phil Marks Sheet	
10	M.Phil Degree	
11	Ph.D. Degree	
12	Experience Certificate(s) from previous employers:	
13	Endorsement from the present employer	
14	DD for the application fees (in original)	
15.	API Score Sheet for Librarian and Deputy Librarian	
16.	Category Certificate (if applicable) SC/ST/OBC in the prescribed format	
17.	Disability Certificates (if applicable) in the prescribed format issued by a Medical Board.	
18.	Any other (Please Specify)	

Date:

Signature of the Candidate

NOTE: Document should be attached alongwith the application form in the same sequence as mentioned above.