



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, रायबरेली

नाईपर रायबरेली ट्रांजिट कैम्पस, बिजनौर – सिसेंडी रोड, सरोजनी नगर, लखनऊ (यू०पी०) – 226002

National Institute of Pharmaceutical Education & Research, Raebareli

Transit Campus of NIPER Raebareli, Bijnor - Sisendi Road, Sarojini Nagar, Lucknow (UP) - 226002

Ref. No.: NIPER-R/2023-24/Recruitment/Non-Faculty/V/

Date: 04th October, 2023

National Institute of Pharmaceutical Education and Research, Raebareli (NIPER-R) is “an Institute of National Importance” set up by an Act of Parliament under the aegis of the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India, to impart higher education and undertake advanced research in the field of Pharmaceutical Sciences and Technology.

Non-Faculty Positions:

NIPER-R desires to recruit **Non-Faculty** staff for the institute in various departments as detailed below. NIPER-R is looking for candidates, who exhibit a high level of achievement, in their expertise. Online Applications are invited from eligible Indian Nationals for Direct Recruitment for the Non-Faculty position on a regular basis through open competition.

PostCode	Designation /Position	Discipline	Pay Level (7 th CPC)	Reservation					Max. Age (in Yrs.)
				UR	OBC	SC	ST	EWS	
Non - Faculty Positions									
NT-005	Secretary to Director	Administration	08	1	0	0	0	0	40
Date & time of commencement of Online Applications						04/10/2023, from 11:00 AM			
Last date & time of Online Application & Payment of Fees						06/11/2023, up to 06:00 PM			
Last date for receipt of a hard copy of the online application along with all enclosures						13/11/2023, up to 05:00 PM			

For the online application form and other important details, please visit Institute's Website:

<http://niperraebareli.edu.in/>

Abbreviations Used:

UR - Unreserved,

OBC - Other Backward Classes,

SC - Schedule Castes,

ST - Scheduled Tribes &

EWS - Economically Weaker Sections

Sd/-
Registrar

QUALIFICATION AND EXPERIENCE CRITERIA

Post Code / Designation (Department) and Pay Matrix	Number of Positions /Reservation/ Max age limit	Essential and Desirable Qualifications	Period of Probation
<p align="center">NT-005</p> <p align="center">Secretary to Director</p> <p align="center">Pay level-08 (as per 7th CPC)</p>	<p align="center">01 (One)</p> <p align="center">UR</p> <p align="center">40 Years</p>	<p><u>Essential Qualification:</u></p> <p>Bachelor's Degree in any discipline from a recognized Institute/ University.</p> <p>Proficiency in typing in English with a minimum speed of 40 wpm</p> <p><u>Experience:</u></p> <p>5 (Five) years of experience as Personal Assistant or equivalent in Central/ State Govt. /Organizations / PSUs/University/Research Institution or Central / State autonomous other recognized institutes of repute.</p> <p><u>Desirable Qualification:</u></p> <p>Knowledge of computer applications.</p>	<p align="center">(02)</p> <p align="center">Two Year</p>

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION, AND CLARIFICATIONS

1. Eligibility, Age, Qualification & Experience:

a)	Candidates of only Indian Nationality can apply for these posts.
b)	Pay-levels mentioned are as per the 7 th Central Pay Commission.
c)	The qualifications and experience of candidates must be relevant to the position applied for.
d)	Age and experience requirements shall be reckoned as on the closing date of the advertisement.
e)	Mere fulfillment of qualifications and experience does not entitle a candidate to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number based on relevant criteria, higher than the minimum prescribed.
f)	The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to 1) Eligibility; 2) Acceptance or rejection of the application; 3) Incomplete or incorrect information (if any) furnished by the applicant; 4) Shortlisting and selection; No request or correspondence of any kind in this regard would be entertained.
g)	No vigilance or disciplinary case should have been contemplated, initiated, pending, or taken against the candidate as of the date of submitting the application. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
h)	The candidates should not have faced any action by any law enforcement agency and should not have been convicted by any Court of Law, either in India or abroad.
i)	All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
j)	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.
k)	<u>The Institute reserves the right to:</u> 1. Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. 2. Fill or not to fill up some or all the posts advertised for any reasons whatsoever. Increase/decrease the number of posts without giving any reason. 3. Any edition/deletion and changes in the matter of terms and conditions given in this recruitment notification.

2. Vacancies and Positions:

a)	The vacancies and positions are as given in the advertisement above.
b)	The Institute reserves the right not to fill any, some, or all the advertised positions; or cancel the advertisement in whole or in part, without assigning any reason and without incurring any liability. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify, or alter the requirements or recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
c)	Higher basic pay may be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
d)	Appointments under Direct Recruitment are regular in nature with a probation period as per the norms of the Institute, the same shall be confirmed depending upon satisfactory performance of the incumbent.

3. Reservations and Age Relaxation:

a)	The reservations/relaxations policy for SC/ ST/ OBC/PwBD/EWS applicants will be as per the existing Govt. of India policy. The upper age limit of Ex-servicemen shall be relaxed as per the rule.
b)	Reservations and concessions for SC, ST, OBC, and Persons with Benchmark Disabilities will be as per existing Government of India norms as amended from time to time. Applicants applying for the reserved posts should clearly state to which category they belong.
c)	Applicants seeking reservation under SC/ST category are required to submit a certificate on the format prescribed by the Government of India, Department of Personnel & Training (<i>Annexure-I</i>).
d)	Applicants seeking reservation under the OBC category are required to submit a certificate in the format prescribed by the Government of India, Department of Personnel & Training. (<i>Annexure-II</i>)
e)	Applicants applying for the post(s) reserved for OBC, should submit a self-attested copy of a valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by the 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 form as prescribed by the Govt. of India vide OM No.36036/2/2013-Estt (Res.) dated 30/05/2014.
f)	A person with a Degree of Disability of 40% and above is eligible for applying for the PwBD. Proof to this effect must be enclosed with the application as per Annexure - III-(a), III- (b), III-(c) (<i>Whichever is applicable</i>) without which the application will be treated as ' General(unreserved) '.
g)	<i>The age relaxations are shown below:</i>

Category	Age Relaxation
OBC	3 Years against reserved posts only
SC/ST	5 Years against reserved posts only
PwBD with 40% minimum disability	15 years for SC/ST, 13Years for OBC, and 10 Years for others against all the posts identified suitable for the relevant category of disability; subject to maximum age not exceeding 56 Years on the last date for receipt of application
Ex-Servicemen	As per the Government of India norms.

4. Disqualification:

a)	The Institute shall verify the antecedents and documents submitted by applicants at any time, at the time of appointment, or during the tenure of service. In case, it is found that the Applicants have submitted fake documents, or the Applicants have undesirable clandestine antecedents/background and have suppressed the material information, his/her services shall be liable to be terminated.
b)	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 Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for an appointment.
c)	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the Applicants.
d)	Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for the post.
e)	Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the UGC/AICTE/PCI shall not be eligible for being considered for recruitment to the posts advertised. If this is detected at any stage during their service, their service will be terminated forthwith.
f)	A Candidate's admission to the Written Test/Interview and subsequent process is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the NIPER-Raebareli. The NIPER- Raebareli 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 fulfill 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 an appointment in the NIPER- Raebareli, their services are liable to be summarily terminated.

5. How to Apply and Other Terms and Conditions:

Interested candidates are invited to apply online using the prescribed link given on the Institute website (www.niperraebareli.edu.in), alternatively, the candidates may also apply Online by **clicking the Link >>** <https://niperraebarelint.samarth.edu.in/> from **11:00 AM on 04.10.2023 to 6:00 PM on 06.11.2023**.

a)	The selection committee reserves the right to recommend higher initial pay and position to exceptionally qualified and deserving selected applicants.
b)	No TA/DA and accommodation shall be provided for attending the Written Test & or Interview/Skill Test.
c)	Call letters and other correspondence for attending the Written Test & or Interview/Skill Test etc., will be sent only to the eligible candidates by Email only and the list will be displayed on the Institute's website.
d)	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes, and Acts 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.
e)	No interim correspondence whatsoever will be entertained from Applicants regarding the conduct and result of the test(s) or Interviews and reasons for not being called for the test(s) or interview.
f)	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, NIPER-Raebareli 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.
g)	No person shall be recruited unless he/she is in good mental and physical health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Candidates, who are finally approved for appointment to the institute, shall produce Medical Certificate from an authorized Government Medical Officer at the time of joining the Institute.
h)	Candidates are advised to visit the website: www.niperraebareli.edu.in regularly. Only Email communication will be sent.
i)	In case any dispute arises on account of the interpretation of clauses in any version of this Advertisement in a language other than English, the English version available on the NIPER-Raebareli Website shall prevail.
j)	Errors and omissions in the notification and selection process are subject to corrections as per Rules and regulations. Moreover, the guidelines relating to recruitment rules shall be followed as per NIPER Act, 1998, and as amended from time to time.
k)	In the case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentages based on the formula as per their university/institute guidelines.

<p>l)</p>	<p>The Institute reserves the right to:</p> <ul style="list-style-type: none"> ❖ Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. ❖ Fill or not fill up some or all the posts advertised for any reasons whatsoever. ❖ Increase/Decrease the number of posts without giving any reason. ❖ Any addition/deletion and changes in the matter of terms and conditions given in this notification of the recruitment. ❖ Hold written test, Skill/Trade test, Presentation, and/or Interview for selection, whenever circumstances so warrant. ❖ To frame the criteria rules by the committee while shortlisting.
<p>m)</p>	<p>Only the online applications with required uploaded enclosures will be accepted. Applicants should send ONE hard copy of the application to reach before the date and time mentioned at 5 (t) along with all self-attested testimonials, certificates, and all supporting documents wherever required without which the application will not be considered. Applicants must produce original testimonials, certificates, and other documents at the time of the interview if called.</p> <p><u>The envelope should be super-scribed as :</u></p> <p>Application for the Post of ‘Secretary to Director (NT-005)’ vide advertisement no. Ref. No.: NIPER-R/2023-24/ Recruitment/Non-Faculty/V Date: 04th, October 2023</p> <p><u>Postal Address for sending the Application through Speed Post, Registered Post, or Courier:</u></p> <p>Registrar, National Institute of Pharmaceutical Education and Research (NIPER), Raebareli New Transit Campus, Ahmadpur-Kamlapur (Near CRPF Base Camp and Bijnor Police Station), Bijnaur-Sisendi Road, PO: Mati, Tehsil: Sarojini Nagar, Lucknow, Uttar Pradesh, PIN-226002</p> <p>Email: recruitment.niperr@gmail.com Website: www.niperraebareli.edu.in</p>
<p>n)</p>	<p><u>The applicants serving in Govt./Semi-Govt./PSUs/Autonomous organizations</u> must send their application (in the prescribed format Annexure-IV) along with the relevant documents “Through Proper Channel”.</p> <p>In case the applicants are in service, and delay is expected in getting the endorsement of the employer concerned on the original application, the applicants may submit an advance copy of the application along with all enclosures directly (with or without the employer's endorsement on the advance copy), but their candidature shall only be considered if the applications are received to this office through the proper channel, within 07 days after the closing date for receipt of applications (Annexure-IV).</p> <p>The applicants will also have to submit a <u>'NO OBJECTION CERTIFICATE'</u> along with a <u>Vigilance Clearance Certificate</u> in a sealed cover envelope from his/her employer at the time of the Interview / Written / Skill Test.</p>

o)	Request for a 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 the wrong address provided by the candidates
p)	Incomplete Hard copies of the application or those without relevant supporting documents (self-attested copies of Date of birth/Degrees/Certificates/Mark sheets/Experience Certificates/documents, etc.) will be rejected. Applicants shall have to produce original testimonials at the time of the Test/interview, failing which they will not be allowed to appear in the Test/interview.
q)	<p><u>Procedure for the Payment of Recruitment Fee :</u></p> <p>After successful Registration and before final submission of the application form, the candidates are required to Pay the Recruitment Fee through the SBI Collect portal. <i>The application will be valid only after the payment of the required recruitment fee by the candidate and mentioning the transaction details in the appropriate column of the application form.</i></p> <p>The URL for Fee Payment is as under:- https://www.onlinesbi.sbi/sbicollect/icollethome.htm?corpID=4357359</p> <p style="text-align: center;">OR</p> <p>Candidates may also, directly pay the required Fee by visiting the SBI Collect Portal. The procedure for payment of the Recruitment Fee directly through the SBI Collect Portal is mentioned as under: <i>Visit SBI Collect Website >> Click on 'Recruitment' >> Select State 'Uttar Pradesh' >> Select 'National Institute of Pharmaceutical Education and Research >> Enter Form/Registration Number along with basic Applicant Details and Click on to Pay the required Fee.</i></p> <p>For Payment of Recruitment Fee for the post of Secretary to Director, Select the option: 'RECRUITMENT FEE FOR PAY LEVEL 9 AND BELOW</p> <p>The fee of Rs. 500/- (Rupees Five Hundred Only) for the post of Secretary to Director, has to be paid through the link provided inside the portal. Once the fee is submitted online, the candidates are requested to enter the reference number, payment date, and amount paid in the designated filed in NIPER Raebareli recruitment portal, without which, the final submission will not be allowed. The fee once paid will not be refunded or adjusted under any circumstances.</p> <p><i>No fee is required for the candidates belonging to SC/ST, PwD category.</i></p>
r)	<p>The candidate, after submission of the Application and payment of the required Fee, are required to take the print of the PDF application form and fee receipt generated by SBI Collect portal, sign, and send the same along with all self-attested relevant supporting documents by Speed Post / Registered Post / Courier to: Registrar, National Institute of Pharmaceutical Education and Research (NIPER), Raebareli New Transit Campus, Ahmadpur-Kamlapur (Near CRPF Base Camp and Bijnor Police Station), PO: Mati, Tehsil - Sarojini Nagar, Lucknow, Uttar Pradesh, PIN: 226002 <i>With super scribing the envelope as mentioned at 5 (m) above.</i></p>
s)	<p>In case of any corrigendum/addendum pertaining to this advertisement, the same shall be Published on the Institute's website only. Accordingly, all applicants in their own interests Are advised to regularly visit the Institute's website www.niperraebareli.edu.in <i>Applicant are also advised to regularly check their registered email account for all future updates related to recruitment.</i></p>

t)	The application is to be submitted in four distinct steps, as below:	
	<ol style="list-style-type: none"> 1) Registration (online) 2) Fee Submission (online through SBI Collect) 3) Application Submission (online) 4) Dispatch a physical copy of the online application with all other enclosures. 	
	The deadline for the above-mentioned stages of application is as follows:	
	❖ Commencement of Online Registration	04.10.2023 from 11 am
❖ Last date of Online Application & Payment of Fees	06.11.2023 up to 6 pm	
❖ Last date of receipt of hard copy of the online application at NIPER-R along with all relevant enclosures.	13.11.2023 up to 5 pm	
u)	The Institute will NOT be responsible for non-receipt of application (s) within the stipulated period due to any postal delay/ loss of application/ document sent in transit. Applications received after the last date and time will NOT be considered.	
v)	The Institute will communicate only with short-listed and selected candidates. It is explicitly made clear that no correspondence, whatsoever, shall be entertained from applicants not shortlisted for interview or not selected for appointment.	
w)	Applicants should read carefully the requisite minimum essential qualifications, age, eligibility, experience criteria, etc., laid down in the advertisement and are advised to ensure before applying that they possess essential qualifications and experience for the post. The Experience and Qualification will be reckoned on the last date for submission of the application. No updating of qualifications and experience will be entertained after the last date. The qualifications and experience given in the Advt. are minimum and the Institute may prefer candidates with higher credentials and experience in the Govt. system for similar positions. Therefore, mere fulfillment of minimum qualifications and experience does not entitle any candidate to receive a call letter for an interview and the decision of the NIPER Raebareli shall be final.	
x)	The maximum age limit and eligibility conditions shall be reckoned as on the date of the last date for receipt of applications.	
y)	Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request with respect to making changes in any data/particulars entered by the candidate in the Online Application will be entertained once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.	
z)	The persons applying for more than one post must apply separately for each post (along with payment of prescribed fees for each post). An incomplete application in any respect will not be considered.	
aa)	It is advised that the Applications to the Institute may be sent well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The Institute will not be responsible for any postal delay at any stage.	

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 photo copies 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 certificates 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-I, 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-I, 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-I, 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-I, 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) DistrictMagistrate/AdditionalMagistrate/Collector/Dy.Commissioner/AdditionalDeputy Commissioner/DeputyCollector/IstClassStipendaryMagistrate/Sub-DivisionalMagistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rankof 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 ofthe candidate and also, for assuming that the candidate does not fall in the creamy layer.



Form-V
CERTIFICATE OF DISABILITY
(In cases of amputation or complete permanent paralysis of limbs or dwarfism and
incase of blindness)
[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested
photograph
(Showing face only)
of the person with
disability.

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____
_____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) Age
_____ years, male/female _____ registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph is
affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____.

(A) he/she has _____ % (in figure) _____ percent (in words) permanent Locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (_____ number and date of issue of the guidelines to be specified).

1. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory of
Notified Medical Authority)

Signature/thumb
impression of
the person in
whose favour

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 photographs
 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 therelevant 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

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.

CertificateNo. _____ 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

Note: - In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

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

Employer's Certificate/ Recommendation

Shri/Smt./Dr. _____ is a **Permanent/Temporary/Contractual** employee of the organization holding the post _____ 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 the 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)