



## असम विश्वविद्यालय

सिलचर-788011, असम

रोजगार अधिसूचना संख्या: 1/2024 दिनांक 29 जुलाई, 2024

रोजगार अधिसूचना संख्या 2/2023 दिनांक 7 जुलाई 2023 एवं 4/2023 दिनांक 7 सितम्बर 2023 के अधिकरण में असम विश्वविद्यालय के सिलचर मुख्यालय एवं दिफु परिसर में निम्नलिखित शिक्षकेतर पदों को भरने के लिए भारतीय नागरिकों से ऑनलाइन आवेदन (लिंक-<https://ausnt.samarth.edu.in>) आमंत्रित किए जाते हैं: - **सिलचर मुख्यालय:** (i) वित्त अधिकारी (1अनारक्षित) (ii) निदेशक, महाविद्यालय विकास परिषद (1अनारक्षित), (iii) आंतरिक लेखा परीक्षा अधिकारी (प्रतिनियुक्ति के आधार पर), (iv) अवर श्रेणी लिपिक (अनारक्षित) (v) एमटीएस-03 (अनारक्षित), (vi) प्रयोगशाला परिचर (1अनारक्षित)। **दीफु परिसर:** (i) अवर श्रेणी लिपिक (1अनारक्षित)।

**बैकलॉग रिक्तियाँ:** (i) पुस्तकालय परिचर-(1अन्य पिछड़ा वर्ग), (ii) हिंदी अनुवादक (1 दृष्टि बाधितदिव्यांग), (iii) अवर श्रेणी लिपिक-2 (1अन्य पिछड़ा वर्ग, 1अनुसूचित जाति), (iv) एमटीएस-05 (1अनुसूचित जाति, 3अन्य पिछड़ा वर्ग, 1अनुसूचित जनजाति), (v) प्रयोगशाला परिचर (2दृष्टि बाधितदिव्यांग)। **दीफु परिसर:** (i) अवर श्रेणी लिपिक (1अनुसूचित जाति)।

**कृपया ध्यान दें:** (क) जिन्होंने पूर्वमें रोजगार अधिसूचना संख्या 2/2023 और 4/2023 के तहत आवेदन किया है, उन्हें आवेदन संख्या का उल्लेख करते हुए समर्थ पोर्टल में अपना आवेदन पुनः जमा करना होगा। इस श्रेणी के अभ्यर्थियों को कोई आवेदन/पंजीकरण शुल्क देने की आवश्यकता नहीं है। (ख) यदि विशिष्ट दिव्यंगता वाले दृष्टि बाधितदिव्यांग के आरक्षित पदों के लिए उपयुक्त अभ्यर्थी नहीं मिलते हैं, तोअन्य सभी प्रकार की दिव्यांगताओं के लिए रिक्तियां खुली रहेंगी।कोई भी दृष्टि बाधितदिव्यांग उम्मीदवार दृष्टि बाधितदिव्यांगता के लिए आरक्षित पदों के लिए आवेदन कर सकता है। भरे हुए आवेदन जमा करने की अंतिम तिथि 7 सितंबर, 2024 है। विस्तृत पात्रता मानदंड, आवेदन शुल्क, दिशा-निर्देश आदि विश्वविद्यालय की वेबसाइट <http://www.aus.ac.in> अथवा <https://ausnt.samarth.edu.in> पर देखे जा सकते हैं। इस अधिसूचना से संबंधित कोई भी परिवर्तन/संशोधन/परिशिष्ट केवल विश्वविद्यालय की वेबसाइट पर उपलब्ध रहेंगे।

कुलसचिव



## ASSAM UNIVERSITY

SILCHAR-788011, ASSAM

Employment Notification No: 1/2024 Dated 29<sup>th</sup> July 2024

In supersession to employment notification no 2/2023 dated 7<sup>th</sup> July, 2023 and 4/2023 dated 7<sup>th</sup> September, 2023 Online applications (Link: <https://ausnt.samarth.edu.in>) are invited from Indian nationals to fill the following Non-Teaching posts in Assam University at its HQ Silchar. (i) Finance Officer (1UR) (ii) Director, CDC (1UR), (iii) Internal Audit Officer (on deputation basis), (iv) LDC-1(UR) (v) MTS -03 (UR), (vi) Laboratory Attendant (1 UR). **Diphu Campus:** (i) LDC (1UR)

**Backlog Vacancies:** (i) Library Attendant-(01 OBC), (ii) Hindi Translator (1 PwBD), (iii) LDC-2 (1 OBC, 1 SC), (iv) MTS -05 (1 SC, 3 OBC, 1 ST), (v) Laboratory Attendant (2 PwBD). **Diphu Campus:** (i) LDC (1 SC)

Please Note: (a) Those who have previously applied under employment notification no 2/2023 and 4/2023 are required to resubmit their application in the Samarth portal indicating the application number. Candidates in this category are not required to pay any application/registration fees. (b) If suitable candidates are not found, for the posts reserved for PwBD with a specific disability, the vacancy will be open for all other types of disabilities. Any PwBD candidate may apply against the posts reserved for PwBD. The deadline for submitting the filled-in application from is 7<sup>th</sup> September, 2024. Detailed eligibility criteria, application fees, instructions etc. can be found on the University's website <http://www.aus.ac.in> or <https://ausnt.samarth.edu.in> Any changes/amendments/addendums related to this notification will be available only on the university website.

Registrar

 <p><b>অসম বিশ্ববিদ্যালয়, সিলচর</b> <b>ASSAM UNIVERSITY, SILCHAR</b></p> <p><b>Employment Notification No: 1/2024</b> <b>dated 29<sup>th</sup> July, 2024</b> (For non-teaching posts- Group A, B &amp; C)</p>	<p><b>IMPORTANT NOTE:</b>  <b>Link for online application:</b> <a href="https://ausnt.samarth.edu.in">https://ausnt.samarth.edu.in</a>  <b>Last date of for online submission of Application form and Application fee payment:</b> 7<sup>th</sup> September, 2024</p> <p>A non-refundable Application fee of Rs. 1000/- shall be paid online through payment gateway by the candidates of UR and OBC categories for Post SI no 1- 3 and Rs 500/- for Post SI no 4 – 8. However, SC, ST, PWDs &amp; Women candidates are required to pay Rs. 200/- towards postal charges</p> <p>Those who have previously applied under Employment Notification No 2/2023 and 4/2023 are required to resubmit their application in the Samarth portal indicating the application number.</p>
<p>Online applications (Link: <a href="https://ausnt.samarth.edu.in">https://ausnt.samarth.edu.in</a>) are invited from Indian nationals for filling up various non-teaching posts on direct recruitment and deputation basis in the University as per following details:</p>	

SI No	Group	Post Name	Category	Pay Level & Matrix
1	A	Finance Officer	1UR	Level 14 (₹1,44,200-2,18,200)
2	A	Director, College Development Council(CDC)	1UR	Level 14 (₹1,44,200-2,18,200)
3	A	Internal Audit Officer (On Deputation )	1UR	Level-12: (₹78800-209200)
4	B	Hindi Translator	1PwBD	Level- 6: (₹35,400-1, 12,400)
5	C	Lower Division Clerk (LDC)	2UR (1 Silchar HQ, 1 Diphu Campus), 1OBC, 2SC (1 Silchar HQ, 1 Diphu Campus)	Level- 2 : (₹19900-63200)
6	C	Multi Tasking Staff (MTS)	3UR, 1SC, 3OBC, 1ST	Level- 1: (₹18,000-56,900)
7	C	Laboratory Attendant	1UR, 2PwBD	Level- 1: (₹18,000-56,900)
8	C	Library Attendant	1OBC	Level- 1: (₹18,000-56,900)

**Note:** (a) The post of Finance Officer and Director (CDC) are tenure posts for five years and he/she is eligible for re-appointment. (b) Those who have applied and shortlisted for the post of Finance Officer and Director, CDC against Adv. No. 1/2020 dated 1-1-2020, 2/2020 dated 28-5-2020, 3/2020 dated 21-9-2020, 5/2020 dated 15-12-2020 need not apply again, University may consider calling of such candidates based on the age limits prescribed for such positions. However such applicant may submit soft copy of Bio-data clearly highlighting recent achievements if any to the email id [recruitment@aus.ac.in](mailto:recruitment@aus.ac.in).

#### DETAIL ELIGIBILITY CRITERIA, INSTRUCTIONS & GUIDELINES.

SI No	Name of Post & post Code	Age limit	Essential Qualification/Desirable Qualification
1	<b>Finance Officer</b>	Preferably below 57 years	<p><b>Educational Qualification:</b> (i) A Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) At least 15 Years of experience as Assistant Professor in the Academic Level 11 and above including as Associate Professor along with experience in educational administration. **</p> <p>or</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p>or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
2	<b>Director, CDC</b>	57 years	<p><b>Educational Qualification:</b> (i) A Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 Years of experience as Assistant Professor in the Academic Level 11 and above or with eight years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. **</p>

			<p>or Comparable experience in research establishment and/or other institutions of higher education,</p> <p>or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>(iii) Preference will be given to the applicants having experience of managing Colleges, University Examinations / CAB/CFEIs at least five years. ii. The appointment will be on tenure for five years or till attaining the age of 62 years whichever is earlier. Iii. The Qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MHRD/UGC from time to time.</p>
3	<b>Internal Audit Officer</b> (Deputation)	56 years	<p><b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central/ State Govt. holding analogous posts on regular basis.</p> <p>or with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. department/Autonomous Bodies.</p> <p>or with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.</p>
4	<b>Hindi Translator</b>	35 years	<p><b>Educational Qualification:</b> Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>or Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>or Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p>or Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p>and Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p>

5	LDC	32 years	<b>Educational Qualification:</b> (i) A Bachelor's Degree from any recognized Institute/University. (ii) English Typing @ 35 wpm OR Hindi Typing @30wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
6	MTS	32 years	<b>Educational Qualification:</b> 10 <sup>th</sup> Pass from a recognized Board or ITI Pass.
7	Laboratory Attendant	32 years	<b>Educational Qualification:</b> 10+2 with Science stream from any recognized Central/ State Board OR 10 <sup>th</sup> Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate program in Laboratory Technology.
8	Library Attendant	32 years	<b>Educational Qualification:</b> i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.

**\*\*Minimum 5 years of continuous administrative experience as Head of the Department/Dean of School/Head of Institute (EC Resolution:165:03-24:21).**

#### **Important Notes & Instructions**

- Online mode of submission of application form shall be essential. NO NEED TO SUBMIT ANY HARD COPY, however applicants are advised keep a downloaded signed hard copy in their own custody after submission of online application. The said hard copy may be required during the selection and recruitment process.
- Applicants shall first register on the Recruitment portal, after which, they can fill up the prescribed electronic application form online. It is for the candidates to ensure that he/she fulfils the eligibility criteria and therefore urged to read the advertisement, other guidelines and instructions carefully before submitting any application.
- In case of any technical problems faced while filling online application, please send an email to [samarth@aus.ac.in](mailto:samarth@aus.ac.in).
- Educational Qualifications: (a) The candidates must have passed required examination or equivalent examination from a recognized Board/Council or University. (b) As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. (c) As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017, under Part-I (2) (P), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode. (d) All candidates shall have to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut- off date and he/ she has been declared passed. (e) Order/ letter in respect of equivalent Educational Qualifications will require to be produced by the candidates at the time of Document Verification or as and when required by the University, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the Employment Notification etc. (f) Candidates who have not acquired/ will not acquire the essential qualification as on 31.07.2023 will not be eligible and need not apply.
- Reservation:** (i) Age relaxation for SC/ST/OBC & PWD candidates shall be as per GOI guidelines. (ii) Reservations for candidates belonging to the SC/ST/OBC (Non-creamy layer)/EWS/and Persons with Benchmark Disabilities (PwBD) categories will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state the category they belong to. (iii) The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected. (iv) A candidate belonging to SC/ST/OBC who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the

unreserved vacancy cannot be considered for any relaxation. (v) When a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for un-reserved candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD candidates will not be considered as relaxed standard for the above purpose. (vi) The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical/disability certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected. (vii) In case a candidate wishes to claim benefits under the Persons with Benchmark Disabilities (PwBD)/category, the candidate's relevant disability should be not less than 40% OR as per rules of GoI amended from time to time. Proof to this effect in the form of a valid Disability Certificate must be enclosed along with the application without which the application will not be considered under the PwBD category. (viii) As notified in the Gazette of India on the 5<sup>th</sup> May, 2021 vide S.O. 1736(E) the Central Government appoints 01<sup>st</sup> day of June 2021 as the date from which the certificate of disability will only be granted on Unique Disability Identity Card Portal, namely, <http://www.swavlambancard.gov.in> by the competent medical authorities as notified by the States and Union Territories. (ix) Candidates applying for the post(s) reserved for OBC, should submit a self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Competent Authority, as per the format given in Government of India, Department of Personnel and Training failing which the application will not be considered and no appeal against its rejection will be entertained.

**Note:** Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.

**Payment of TA:** A candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (Sleeper Class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government Service/or holding any other employment under PSUs/Local Governments/Panchayats.

- 6. Power to relax:** (i) Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee. (ii) The relaxation in age shall also be given in respect of the following categories as mentioned against each:

Sl. No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt./State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/Stage autonomous bodies/organizations/Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging to the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

7. (a) Age relaxation for Assam University employees will be as per the internal Policy decision. (b) Candidates applying for more than one post **must apply separately** (by submitting all the relevant documents) and pay fee separately (No fees for SC/ST/PwBD/Women).
8. The crucial date for the claim of SC/ST/OBC/EWS/PwBD/Ex-Servicemen status or any other benefit sought such as fee concession, age-relaxation and claim for reservation, etc., where not specified otherwise, will be the last date specified for the receipt of applications, i.e., 07.09.2024.
9. A grade which is regarded as equivalent to 55% marks, wherever the grading system is followed by a recognized university, shall also be considered acceptable. It will be the responsibility of the candidate to provide equivalence certificate for grade achieved (in terms of percentage range) issued by the University awarding the degree, wherever required.
10. New Pension Scheme is applicable to the candidates upon their appointment at the University in accordance with the O.M. No. 1(13) EV/2001, dated 15.03.2004, Government of India, Ministry of Finance, Department of Expenditure, will be applicable with subsequent amendments from time to time.
11. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the

certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.

12. The University may conduct Written Test/Skill Test for all group 'B' and 'C' Non-teaching posts and the test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Finance & Accounts, Examinations, Language Proficiency in English and Hindi, etc.  
The University may conduct Noting/Drafting/Skill Test or any other type of test depending upon the job requirements.
13. The University will adopt its own procedure of screening and scrutinize the applications through the Screening Committees and based on the recommendations, the short listing of the candidates will be made.
14. No correspondence whatsoever will be made with applicants who are not short-listed.
15. The University may at its discretion adopt appropriate procedures for recruitment to 'Group-A' Non-teaching posts.
16. The conduct of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the service.
17. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
18. Any candidate from Central or State Government or Statutory Organizations or any other PSUs, who has been imposed of the major penalty of "Dismissal from Service" shall ordinarily be disqualified for further employment under the Government, as per CCS CCA Rules. Any candidate, who applied for any post/s in this notification infringing on the said rule in suppression of the fact/s is automatically disqualified and will not have any claim whatsoever in this regard.
19. In case of a candidate from Central or State Government or Statutory Organizations or any other PSUs, who has been imposed of the major penalty of "Removal from Service," as per CCS (CCA) Rules, the University in its own interest reserves the right whether or not to consider such application for appointment.
20. It is solely the responsibility of the applicant to disclose the fact of (a) dismissed, removed, terminated or debarred from Service (b) Convicted by a Criminal Court (c) an FIR filed against the candidate in any police station or is pending for action. The University in its own interest reserves the right whether or not to consider such application for appointment. If any candidate is found later by the University of suppressing the above fact/s, the candidate is deemed to have resorted to fraudulent practice, and will be subject to legal action, and in case of appointment, an appropriate disciplinary action as per Rules will be initiated.
21. The University shall verify the antecedents of the applicant, or the documents submitted by him/her at any time i.e., at the time of appointment or anytime during the tenure of service. In case, it is found that the documents/information submitted by the candidate are/is fake or if the candidate has criminal/clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated without prejudice to any other action initiated by the University forthwith.
22. Incomplete application/s without relevant supporting enclosures (self-attested copies of degree certificates/marks sheets/experience certificate/proof of age etc.) will be summarily rejected. Consequent upon adoption of self-certification provisions as required by the Government of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false & incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
23. Information already uploaded on the University website will not be provided to the candidate under the RTI Act, 2005. The uploaded information on the University website will be available for a specific period only. Therefore, candidates are advised to download the information and keep it for future reference. In the course of the recruitment or in the middle of the process neither any application under the Right to Information Act, 2005 shall be entertained nor will any information be provided. Factual information under the RTI Act, 2005, will be provided only after declaration of the final result and completion of the recruitment process for this notification. Reply to inferential (speculative) question(s) shall not be provided. No interim queries regarding screening/interview/selection will be entertained.
24. In case of any inadvertent errors in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
25. Any corrigendum, cancellation, or addendum to this advertisement will be notified only on the University website [www.aus.ac.in](http://www.aus.ac.in) and will not be published in any newspaper. Therefore, the candidates are advised to access the University website regularly.
26. In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D. (Now MoE), there shall be no interview for appointment to the Group 'C' and Group 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
27. (i) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.  
(ii) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.

- (iii) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.
28. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
  29. **Other Instruction:** All the correspondence (call letter for Interview etc.) will be made through e-mail and Speed Post. Therefore, all the candidates are advised to provide correct e-mail address and regularly check their e-mails for any updates from this University.
  30. Candidates in service should submit application through proper channel or enclose "NO OBJECTION CERTIFICATE", from their present employer. However, an advance copy may be sent directly. Application received after stipulated date or incomplete will not be entertained and shall be rejected; no further correspondence will be made in this regard.
  31. Mere submission of application / satisfying the eligibility criteria does not entail the candidate to be called for interview. University reserves the right to shortlist the applications and call for interview/written test. The University also reserves the right to reject the candidature of the candidate at any stage of recruitment / selection process, if anything found false, tampered, fabricated or suppression of any information while registering the application and submitting the certificate/ testimonials.
  32. If there is any change in the address after submission of application, the candidates should in his/her own interest arrange with the post office concerned for redirection of the communication from old to new address.
  33. Any subsequent representation for change of community status as well as post etc will not be entertained under any circumstances.
  34. The canvassing in favour of candidature both direct and indirect is strictly prohibited. Violation of this code of conduct will be treated as misconduct and will be brought to the notice of selection committee. The University reserves the right to cancel candidature of such candidates at any point of time if found in canvassing in any form.
  35. The eligibility of candidate will be determined in terms of age and other criteria will be reckoned as the last date of submission of application form.
  36. The University shall not be responsible for any delay or mishandling by any third party.
  37. In case of any disputes the territorial jurisdiction for adjudication shall be the Gauhati High Court.
  38. **Disqualification:** The following categories of persons shall not be eligible to apply for any position in the University:
    - (i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him; (ii) Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties; (iii) Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules; (iv) Who is not a citizen of India; and (v) Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.
  39. **Vigilance Clearance:** (i) Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application. (ii) Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures. (iii) Notwithstanding the provisions of para 10 in Schedule 2 of the CRR, wherever, there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment only. (iv) These are the model cadre recruitment rules which have been prepared generally to cover all the posts sanctioned to different Central Universities and its constituent/affiliated college(s), as far as possible. The Universities shall accordingly adopt the CRR only for such posts which are sanctioned to them by the UGC. This model CRR does not entitle any University to create any post mentioned in the model CRR other than those sanctioned to them by UGC. They shall not create/demand any other post merely because such posts exist in the model CRR.
  40. The foregoing clauses are only indicative of the UGC Model Cadre Recruitment Rules and Govt. of India Rules and instructions issued and amended from time to time.



**No. 36036/2/2013- Estt.(Res.)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
\*\*\*\*

North Block, New Delhi  
Dated: 30<sup>th</sup> May, 2014

To,  
The Chief Secretaries of  
all the State Governments/Union Territories

**Subject: Revision of format for OBC Caste Certificate**

Madam/Sir,

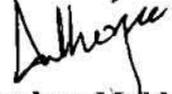
The Government of India had issued instructions on 8<sup>th</sup> September, 1993 vide DoPT O.M. No. 36012/22/93-Estt.(SCT) providing for reservation to Other Backward Classes in the services and posts under the Government of India. The format of the Caste Certificate was prescribed vide Annexure A of the O.M. No. 36012/22/93-Estt.(SCT) dated 15<sup>th</sup> November 1993. In the said format, the then Ministry of Welfare's Resolution No. 12011/68/93-BCC(C) dated 10<sup>th</sup> September 1993 was mentioned, which contained the list of castes and communities treated as OBCs till that time. Since then, a large number of castes and communities have been added to the Central List of OBCs through various resolutions of the Ministry of Social Justice and Empowerment. The details of the resolutions subsequent to the Resolution dated 10<sup>th</sup> September 1993 do not find mention in the existing format. The said format also prescribes that the certificate issuing authority should certify that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993.

2. Representations have been received in this Department wherein candidates belonging to OBC Communities have reportedly faced difficulty in getting the benefits of reservation. This is because of the fact that in the caste certificate issued by the concerned district authorities, although the name of the caste/community is mentioned in the certificate, the specific resolution by which the said caste/community has been included in the Central List of OBCs is not indicated.

3. Keeping in view such problems faced by the candidates, this issue was examined in consultation with the National Commission for Backward Classes and it has been decided to revise the existing format of OBC Caste Certificate. A copy of the revised format is enclosed (**Annexure**). All the certificate issuing authorities are requested to invariably mention the details of the **Resolution (Number and Date) by which the caste/community of the candidate** has been included in the Central List of OBCs and also to ensure that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993 as amended from time to time.

4. I am to request that the revised format of the Certificate may please be brought to the notice of authorities under the State Governments/Union Territories who are empowered to issue the Caste Certificate.

Yours faithfully



(Sandeep Mukherjee)

Under Secretary to the Government of India

Phone- 011-23092110

Copy to:

1. All Ministries/ Departments of the Government of India
2. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi-110001
3. Department of Public Enterprises, Block No.14, CGO Complex, New Delhi-110003
4. Railway Board, Ministry of Railways, *Rail Bhavan*, New Delhi
5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
6. Staff Selection Commission, CGO Complex. Lodhi Road, New Delhi
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi( w.r.t. their letter No.NCBC/7/32/2012-RW dated 16.5.2013)
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi – 110 002
11. Information and Facilitation Center, DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
13. The NIC, DoPT with a request to upload it at the website of this Department in OMs & Orders → Estt.(Reservation) → SC/ST/OBC and also under 'What's New'

**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

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste 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.

North Block, New Delhi,  
Dated: September 13, 2017

**OFFICE MEMORANDUM**

Subject: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8<sup>th</sup> September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of ₹ 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to ₹ 2.5 lakh, ₹ 4.5 lakh and ₹ 6 lakh vide this Department's OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, OM No. 36033/3/2004-Estt. (Res.) dated 14.10.2008 and OM No. 36033/1/2013-Estt. (Res.) dated 27.05.2013 respectively.

2. It has now been decided to raise the income limit from ₹ 6 lakh to ₹ 8 lakh per annum for determining the creamy layer amongst the Other Backward Classes. Accordingly, the expression "₹ 6 lakh" under Category VI in the Schedule to this Department's aforesaid O.M. dated 8<sup>th</sup> September, 1993 would be substituted by "₹ 8 lakh".
3. The provisions of this office memorandum have effect from 1<sup>st</sup> September, 2017.
4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.



(Debabrata Das)

Under Secretary to the Government of India  
Ph: 2304 0279

To:

1. All the Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi.
3. Department of Public Enterprises, New Delhi.
4. Railway Board, New Delhi.
5. Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Niti Aayog.
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
7. Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.

8. National Commission for Scheduled Castes/National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi.
9. National Commission for Backward Classes, Trikoot-1, Bhikaji Cama Place, R.K. Puram, New Delhi.
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi-110002.
11. Director General, Press Information Bureau, National Media Centre, 7E Raisina Road, New Delhi – with a request to give wide publicity to this OM
12. The NIC, DoPT with a request to upload it at the website of this Department in OMs & Orders > Estt. (Res.) > SC/ST/OBC and in 'What's New'

**Copies forwarded to:**

The Chief Secretaries of all the States/Union Territories for information and necessary action.



(Debabrata Das)

Under Secretary to the Government of India

OBC-NCL Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR  
ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF  
INDIA

This is to certify that Shri/Smt./Kum\* \_\_\_\_\_ Son/  
Daughter\* of Shri/Smt.\* \_\_\_\_\_ of Village/  
Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_  
in the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community that is recognized as a backward  
class under Government of India\*\*, Ministry of Social Justice and Empowerment's  
Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ \*\*\*

Shri/Smt./Kum. \_\_\_\_\_ 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 08/09/93 which is  
modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified  
vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM  
No.36036/2/2013-Estt (Res) dtd. 30/05/2014.

District Magistrate /  
Deputy Commissioner /

Dated:

Any other Competent Authority

Seal

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\* Please delete the word(s) which are not applicable.

\*\* As listed in the Annexure (for FORM-OBC-NCL)

\*\*\* The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

- (a) The term 'Ordinarily resides' 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 Certificates are indicated below:
- District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - Revenue Officer not below the rank of Tehsildar' and
  - Sub-Divisional Officer of the area where the candidate and/or his family resides

**ANNEXURE for FORM-OBC-NCL**

Sl. No.	Resolution No.	Date of Notification
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12018/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014

**FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE**

This is to certify that Shri/Shrimati\*/Kumari\* \_\_\_\_\_ son/daughter\* of  
\_\_\_\_\_ village/town\* \_\_\_\_\_ in District/Division\*  
\_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe\*  
under:

\*The Constitution (Scheduled Castes) Orders, 1950:

\*The Constitution (Scheduled Tribes) Order, 1950;

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

\*The Constitution (Jammu and Kashmir) Scheduled Order, 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 (Scheduled Tribes) (Uttar Pradesh) 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 Tribes Order, 1978.

2. 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 \_\_\_\_\_

Place \_\_\_\_\_

(with seal of office)  
State/Union Territory

Date \_\_\_\_\_

\_\_\_\_\_  
\* Please delete the words which are not applicable. Note:

The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

No. 36011/1/2012-Estt.(Res.)  
Government of India  
Department of Personnel and Training  
Establishment (Reservation) Section  
North Block, New Delhi-110001  
Dated the 10<sup>th</sup> January, 2013.

**OFFICE MEMORANDUM**

Sub:- Action against Government servants who get appointment on the basis of false SC/ST/OBC certificates.

The undersigned is directed to invite reference to this Department's OM No.11012/7/91- Estt.(A) dated 19.5.1993 which provides as under:-

"Wherever it is found that a Government servant, who was not qualified or eligible in terms of the recruitment rules etc., for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If, he is probationer or a temporary Government servant, he should be discharged or his services should be terminated. If he has become a permanent Government servant, an inquiry as prescribed in Rule 14 of CCS (CCA) Rules, 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed".

2. The position was reiterated vide this Department's OM No.42011/22/2006-Estt.(Res.) dated the 29<sup>th</sup> March, 2007

that the cases other than those protected by the specific order of the Apex Court should be dealt with in accordance with the instructions contained in the aforesaid O.M. However, it has been observed that disciplinary proceedings in the cases involving appointments on the basis of false/fake caste certificates take considerable time and the persons who have secured employment on the basis of false caste certificates enjoy the benefits of Government service whereas such Government servants should be removed/ dismissed from the service at the earliest.

3. It is requested that disciplinary enquiries involving the matter of securing jobs on the basis of false/fake certificates should be completed in a time bound manner and unscrupulous persons who have got appointment on the basis of fake/ false caste certificates should not be retained in service and should be dismissed/ removed thenceforth.

4. Contents of this OM may be brought to the notice of all concerned.



(Sharad Kumar Srivastava)

Under Secretary to the Government of India

1. All Ministries/ Department of the Government of India.
2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/ subordinate offices of the Ministry.
3. Union Public Service Commission, Shahjahan Road, New Delhi.
4. Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi.

**Frequent asked questions (FAQs) on the issue of residence/domicile and caste/tribe certificates.**

**Q.1. What is the purpose of issuance of Residence/domicile certificate to the students belonging to SC/ST and other than SC/ST while they are studying in Class V/VIII?**

**Answer:** The residence/domicile certificate is to be issued by the concerned authority of State Government/Union Territory to certify that the person bearing the certificate is a domicile/resident of State/Union Territory to whom the certificate being issued. Such certificate is issued as proof of residence to avail domicile/resident quota in educational institutions and in the State/Central Government services and also in the case of jobs where preference to local candidates is available as per Government of India instructions issued from time to time.

**Q.2. Who will be eligible to be issued the Residence/Domicile as well as Caste/Tribe certificates ?**

**Answer:** SC/ST students will be eligible to be issued the Domicile certificate and also Caste/Tribe Certificate, as the case may be.

Other students will be eligible to be issued only the Residence/Domicile certificate.

**Q.3. What is the objective behind issuance of residence/domicile certificates and caste/Tribe certificates at School level?**

**Answer:** In order to avoid difficulties faced by the SC/ST students, it has been proposed that "Caste or Tribe Certificate" and also the Domicile certificate may be issued to SC/ST students and only a Residence Certificate may be issued to other than SC/ST students all over the country, while studying in Class V or Class VIII, as an annual exercise. The State Government can choose either Class V or Class VIII to issue this certificate. Once Class V or VIII is chosen, the endeavour should be to issue it to all the students studying in that particular class.

**Q.4. Who will assist the students in getting the necessary documents/papers filled as an annual exercise for issue of Residence and also Caste/Tribe certificate?**

**Answer:** The Head Master/Principal of the School in which the students are studying would get the necessary documents/papers filled up from the students studying in Class V/VIII as an annual exercise for issue of Resident and also Caste/Tribe Certificate.

The School Head Master/Principal will get the documents collected from all the SC and ST students and also other than SC/ST students and arrange to submit them to the relevant State Government authority/revenue authorities for making the requisite certificate.

**Q.5. What would be the proposed time frame set up for completing the exercise for issuance of residence/domicile certificates and caste/tribe certificates to the students studying in V/VIII classes?**

**Answer:** A window of two months in September/October or any other time frame decided by the concerned State Government/Union Territory may be allocated /decided for completing this exercise.

**Q.6. What is the objective behind the issuance of caste certificates to Scheduled Castes and Scheduled Tribes?**

**Answer:** The main objective of issuance of caste/tribe certificate is to facilitate access of bona-fide candidates belonging to the Scheduled Castes and Scheduled Tribes to the reserved posts and services under the State/Central Government and secure admission in educational institutions and other facilities being provided by the State/Central Government to them.

**Q.7. How much time would be taken by the State authorities for issuance of such certificates?**

**Answer:** The concerned Revenue/State Government authorities would scrutinize/verify the documents and issue the relevant certificates preferably within a period of 30 – 60 days.

**Q.8. Who would be the custodian of such certificates?**

**Answer:** Once the certificate is made, it may be given to the students in cellophane cover, as far as practicable, though the School authorities and would be kept with the students for safe custody for availing the benefits/concessions and facilities available to the concerned category of students.

It can also be uploaded on E-locker facilities, wherever such facilities are available in the States.

**Q.9. How can the authenticity of data be verified ?**

**Answer:** The State Government may also try to get the information of students fed into the Meta Data to be made online and may link it to Aadhar enabled data, if feasible. Sincere efforts be made to issue these certificates alongwith Aadhar Number.

**Q.10. What remedy is available to the students if their application for issuance of residence/domicile and caste/tribe certificate is rejected?**

**Answer:** If the application of any student is rejected for issuance of the relevant certificate, the reasons will be provided and provision for one time appeal may be allowed by the State authorities. The procedure for appeal would be decided by the concerned State Government authorities.

**Q.11. Who will be responsible where acceptance for SC/ST domicile certificate is mandatorily done through Citizen Services Centres?**

**Answer:** In states where acceptance for SC/ST domicile certificate is mandatorily done only through Citizen Service Centres, it will be the responsibility of the Headmaster of the School for collection of the documents and ensuring that the application is digitally sent to the concerned authorities from the nearest Citizen Service Centres. If there is already a time limit prescribed by the State authorities through

executive order or regulation for issuing such certificates, then such time frame may be adhered to.

**Q.12. What is the existing procedure for issuing of Scheduled Caste/Scheduled Tribe certificates? Who is the competent authority to issue the same?**

**Answer:** Caste certificates are issued by the concerned State Government authorized authorities. Each State Government/UT administration has laid down its own procedure for issuance of certificates.

Efforts are being made to standardize the format of the certificate as far as possible.

Wherever feasible, efforts be made to issue the certificate in bilingual including the language (s) of the State.

The Central Government accepts the certificates issued by the following authorities on the prescribed format:-

- (1) District Magistrate / Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class stipendiary 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 and
- (4) Sub-Divisional Officer of the area where the candidate and /or his family normally resides.

Instructions have been issued recently vide O.M.No.36011/1/2012-Estt.(Res.) dated 8th October 2015 providing that where a candidate belonging to a Scheduled Caste, Scheduled Tribe and Other Backward Classes is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time and if there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned.

**Q.13. What are the points/facts/factors taken into account by the competent authority while issuing residence/ domicile and caste/Tribe certificates?**

**Answer:** The certificate issuing authority should verify and ensure that:

- (i) the caste or the tribe to which the candidate claims to belong to is included in the Presidential Orders issued from time to time under Articles 341 and 342 of the Constitution;
- (ii) the candidate belongs to the said caste/tribe;
- (iii) the candidate ordinarily resides in the concerned State or part of that State etc.

(The term 'ordinarily resides' has the same meaning as in section 20 of the Representation of Peoples Act 1950).

**Q.14. What is the procedure adopted for verification of antecedents and claims of the applicants before issue of such certificates and how the place of permanent abode of the applicant is ascertained?**

**Answer:** States/UTs have their own procedure for verification of antecedents and claims of the applicants to belong to a Scheduled Caste/Scheduled Tribe including ascertainment of the permanent residence of the candidates.

**Q.15. What are the guidelines that have been issued to the appointing authorities in regard to scrutiny and verification of caste certificates of candidates at the time of their entry into Government service?**

**Answer:** The Government of India has issued instructions regarding scrutiny and verification of the caste certificates of the candidates at the time of initial appointment and promotion against reserved vacancies. This Department re-iterated the instructions vide O.M. No.36011/3/2005-Estt. (Res.) dated 9<sup>th</sup> September 2005.

These guidelines would ensure that the benefit of reservation goes to genuine Scheduled Caste/Scheduled Tribe candidates only and reserved vacancies are not occupied by unscrupulous non-SC/ST candidates.

**Q.16. Whether the Government contemplates to draw a permanent mechanism to look into the anomalies that have crept into the whole procedure of issuance, verification and cancellation of SC/ST certificates and also for initiating disciplinary and penal action against holders/producers of the false caste certificates?**

**Answer:** The caste certificates are issued, verified and cancelled by the authorities of the respective State Governments. Each State Government has its own system/procedure in this regard. However, if it is found that a Government servant had produced a false caste certificate in order to secure appointment, action against him/her is required to be taken as per instructions contained in the Department of Personnel & Training's O.M.No.11012/7/91-Estt.(A) dated 19-5-93 which provides that wherever it is found that a Government servant, who was not qualified or eligible in terms of the recruitment rules etc. for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If he/she is a probationer or a temporary Government servant, he should be discharged or his services should be terminated. If he/she has become a permanent Govt. Servant, an inquiry as prescribed in Rule 14 of CCS (CCA) Rules, 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service.

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No.36035/02/2017-Estt (Res)  
GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS  
DEPARTMENT OF PERSONNEL & TRAINING

North Block, New Delhi  
Dated the 15<sup>th</sup> January, 2018

OFFICE MEMORANDUM

**Subject: Reservation for the Persons with Benchmark Disabilities – reg.**

With enactment of 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' from 19<sup>th</sup> April, 2017 and notification of 'THE RIGHTS OF PERSONS WITH DISABILITIES RULES, 2017' on 15<sup>th</sup> June, 2017, the following instructions are issued in line with the provisions made therein regarding reservation for Persons with Benchmark Disabilities, as defined under Section 2(r) of the Act against the posts and services of the Central Government.

**2. QUANTUM OF RESERVATION**

2.1 In case of direct recruitment, four per cent of the total number of vacancies to be filled up by direct recruitment, in the cadre strength in each group of posts i.e. Groups A, B and C shall be reserved for persons with benchmark disabilities.

2.2 Against the posts identified for each disabilities, of which, one per cent each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and one per cent, under clauses (d) and (e), unless otherwise excluded under the provisions of Para 3 hereunder:-

- (a) blindness and low vision;
- (b) deaf and hard of hearing;
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) autism, intellectual disability, specific learning disability and mental illness;
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

**3. EXEMPTION FROM RESERVATION:**

If any Ministry/Department in the Central Government considers it necessary to exempt any establishment or any cadre or cadres fully or partly from the provisions of reservation for persons with benchmark disabilities, it shall make a reference to the Department of Empowerment of Persons with Disabilities giving full justification for the proposal, who having regard to the type of work carried out in any Government establishment by notification and subject to such condition, if any, as may be specified in the notification, in consultation with the Chief Commissioner for Persons with Disabilities (CCPD) may exempt any Establishment or any cadre(s) fully or partly from the provisions of reservation for persons with benchmark disabilities.

**4. ADJUSTMENT AGAINST UNRESERVED VACANCIES:**

4.1 In the category of posts which are identified suitable for persons with benchmark disabilities, a person with benchmark disability cannot be denied the right to compete for appointment by direct recruitment against an unreserved vacancy. Thus a person with benchmark disability can be appointed by direct recruitment against vacancy not

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Previous  
OMs on  
the  
subject

OM No.  
36035/16  
/91-  
Estt.(SCT)  
dated  
18.02.  
1997

OM No.  
36035/3/  
2004-  
Estt.(Res)  
dated  
29.12.  
2005

specifically reserved for the persons with benchmark disability, provided the post is identified suitable for persons with benchmark disability of the relevant category.

4.2 Persons with benchmark disabilities selected without relaxed standards along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with benchmark disabilities which will thus comprise of candidates with benchmark disabilities who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards.

5. **CERTIFICATE OF DISABILITY:**

A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such person for any post, will be subject to such verification/re-verification as may be decided by the competent authority.

6. **COMPUTATION OF NUMBER OF POSTS TO BE RESERVED:**

6.1 The number of posts to be reserved for persons with benchmark disabilities in case of Group C posts shall be computed on the basis of total number of vacancies in the cadre strength of Group C posts, in the establishment, although the recruitment of the persons with benchmark disabilities would only be against the category of posts identified suitable for them. The number of vacancies to be reserved for the persons with benchmark disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified category of posts under the establishment. Since reservation, wherever applicable, for Persons with Benchmark Disabilities is provided computing total number of vacancies in the cadre strength in identified category of posts as well as unidentified category of posts, it may be possible that number of persons appointed by reservation in an identified category of post may exceed four per cent.

6.2 Reservation for persons with benchmark disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in the cadre in all the Group 'A' posts or Group 'B' posts respectively, and the computation of total vacancies shall include vacancies arising in the identified and non-identified category of posts.

7. **EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:**

7.1 Every Government establishment shall maintain group-wise a separate vacancy based 100 point vacancy based reservation roster register in the format given in **Annexure** for determining/effecting reservation for the Persons with Benchmark Disabilities - one each for Group 'A' posts filled by direct recruitment, Group 'B' posts filled by direct recruitment and Group 'C' posts filled by direct recruitment.

7.2 Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:

- 1st Block - point No. 01 to point No. 25
- 2nd Block - point No. 26 to point No. 50
- 3rd Block - point No. 51 to point No. 75
- 4th Block - point No. 76 to point No. 100

*G. Srinivasan*

7.3 Points 1, 26, 51 and 76 of the roster shall be earmarked for persons with benchmark disabilities - one point each for four respective categories of disabilities. The Head of the establishment shall ensure that vacancies identified at Sl. No.1, 26, 51 and 76 are earmarked for the respective categories of the persons with benchmark disabilities. However, the Head of the establishment shall decide the placement of the selected candidate in the roster register.

7.4 All the vacancies arising irrespective of vacancies reserved for Persons with Benchmark Disabilities shall be entered in the relevant roster. If the vacancy falling at point no. 1 is not identified for the Person with Benchmark Disability or the Head of the establishment considers it desirable not to fill it up by Persons with Benchmark Disabilities or it is not possible to fill up that post by the Persons with Benchmark Disabilities for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for the person with benchmark disability and filled as such.

7.5 Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the Persons with Benchmark Disabilities. The purpose of keeping points 1, 26, 51 and 76 as reserved is to fill up the first available suitable vacancy.

7.6 There is a possibility that none of the vacancies from 1 to 25 is suitable for any category of the person with benchmark disability. In that case two vacancies from 26 to 50 shall be filled as reserved for persons with benchmark disabilities. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 51 to 75. This means that if no vacancy can be reserved in a particular block, it shall be carried over into the next block

7.7 After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

7.8 If the number of vacancies in a year is such as to cover only one block (say 25 vacancies) or two (say 50 vacancies), the category of the persons with benchmark disabilities should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category, the Head of the establishment shall decide the category on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

8. **INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:**

8.1 Where in any recruitment year any vacancy cannot be filled up due to non availability of a suitable person with benchmark disability or for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the **following four** categories of disabilities, at one percent each to each category:

**(A)**

(a) blindness and low vision;

**(B)**

(b) deaf and hard of hearing;

*G. Jeyaraman*

(C)

- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

(D)

- (d) autism, intellectual disability, specific learning disability and mental illness;  
(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness,

8.2 Only when there is no person with benchmark disability available for the post in that year, the employer shall fill up the vacancy by appointment of a person, other than a person with benchmark disability.

8.3 If the nature of vacancies in an establishment is such that a given category of person cannot be employed, the vacancies may be interchanged with the prior approval of Department of Empowerment of Persons with Disabilities, among the above mentioned four categories.

8.4 If any vacancy reserved for any category of benchmark disability cannot be filled due to non-availability of a suitable person with that benchmark disability or, for any other sufficient reason, such vacancy shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.

8.5 In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation. In case no suitable person with benchmark disability is available for filling up the vacancy in the succeeding year also, the employer may fill up the vacancy by a person other than a person with benchmark disability. If the vacancy is filled by a person with benchmark disability of the category for which it was reserved or by a person of other category of benchmark disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with benchmark disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

8.6 The Government establishment shall interchange vacancies only if due process of recruitment viz. proper advertisement of vacancy to fill up the vacancies reserved for persons with benchmark disabilities has been complied with.

8.7 In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the persons with benchmark disabilities candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the current vacancies would be carried forward if not filled up provided that in every recruitment, the number of vacancies reserved for Persons with Benchmark Disabilities including carried forward vacancies will be announced beforehand, for the information of all aspirants.

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9. **HORIZONTALITY OF RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES:**

9.1 Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such as persons with benchmark disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with benchmark disabilities and out of two persons with benchmark disabilities appointed, one belongs to Scheduled Caste and the other belongs to Unreserved category, then the SC candidate with benchmark disability shall be adjusted against the SC point in the reservation roster and the Unreserved candidate with benchmark disability against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the candidate under benchmark disability belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

9.2 Since the persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with benchmark disabilities to indicate whether they belong to SC/ST/OBC or Unreserved. Thus, reservation for persons with benchmark disabilities is horizontal.

10. **CERTIFICATE BY REQUISITIONING AUTHORITY:**

10.1 In order to ensure proper implementation of the provisions of reservation for persons with benchmark disabilities, the requisitioning authority while sending the requisition to the recruiting agency or authority as the case may be for filling up of posts shall furnish the following certificate to the recruiting agency:-

*"It is certified that the requirements of the 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' which has become effective from 19<sup>th</sup> day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no..... of cycle no..... of 100 point reservation roster out of which..... number of vacancies are reserved for persons with benchmark disabilities."*

10.2 At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

11. **RELAXATION OF STANDARD OF SUITABILITY:**

11.1 If sufficient number of candidates with benchmark disabilities candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of disability.

G. Sivarani

11.2 Same relaxed standard should be applied for all the candidates with Benchmark Disabilities whether they belong to Unreserved/SC/ST/OBC. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

12. **MEDICAL EXAMINATION:**

As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with benchmark disabilities for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with benchmark disabilities of the relevant category and the candidate shall then be examined medically keeping this fact in view.

13. **ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH BENCHMARK DISABILITIES:**

The Ministries/Departments shall continue to upload data on representation of Persons with Benchmark Disabilities along with data on SCs, STs, OBCs in respect of posts/services under the Central Government on the URL i.e. [www.rrcps.nic.in](http://www.rrcps.nic.in) as on 1<sup>st</sup> January of every year. All Ministries/Departments have been provided respective usercode and password with guidelines for operating the URL.

14. **MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT:**

14.1 Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer.

14.2 The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-

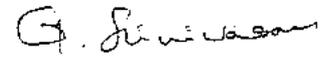
- (a) date of complaint;
- (b) name of complainant;
- (c) the name of the establishment or person against whom the complaint is made;
- (d) gist of the complaint;
- (e) date of disposal by the Grievance Redressal Officer; and
- (f) any other information.

14.3 Any person aggrieved with any matter relating to discrimination in employment against any person with disability may file a complaint with the Grievance Redressal Officer of the respective Government establishment.

14.4 Every complaint filed as per Para 14.3 above, shall be inquired into within two months of its registration and outcome thereof or action taken thereon shall be communicated to the complainant / Person with Benchmark Disability.

*G. Srinivasan*

15. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.



(G. Srinivasan)

Deputy Secretary to the Govt. of India  
Ph.No.011-23093074

To

- (i) All Ministries/Departments of the Govt. of India
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi
- (iv) Railway Board, Rail Bhavan, Delhi.
- (v) Union Public Service Commission/Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/Planning Commission.
- (vi) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (vii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi – 110001
- (viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (ix) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

**Copy to: Director, NIC, DOPT – with the request to immediately place this OM on the website of this Department (“what’s new” tab) for information of all concerned.**

## RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES

Year of Recruitment	Cycle No.	Point No.	Name of Post	Identified suitable for persons with benchmark disabilities covered under the following respective categories:				Unreserved or Reserved**	Name of the person appointed and date of appointment	whether the person appointed is in a, b, c and (d & e) or None***	Remark, if any
				a	b	c	(d & e)				

**Respective Categories**

- (a) blindness and low vision
- (b) deaf and hard of hearing
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- (d) autism, intellectual disability, specific learning disability and mental illness
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

\*\*If identified reserved, write **a/b/c/(d & e)** as the case may be, otherwise write UR

\*\*\*Write **a/b/c/(d & e)** or None, as the case may be

*G. J. J.*

Form-II

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP 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/YY)

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

= blindness

(Please tick as applicable)

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

(A) He/ She has .....% (in figure).....percent (in words)

permanent physical impairment/blindness in relation to his/her ..... (part of  
body) as per guidelines (to be specified).

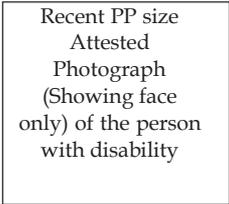
2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/Thumb  
impression of the person  
in whose favour  
disability certificate is  
issued.

Form-III  
 Disability Certificate  
 (In case of multiple disabilities)  
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)  
 (See rule 4)



Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/ Smt/Kum/son/wife/daughter of Shri.....  
 ..... Date of Birth..... Age.....years,  
 male/female.....

(DD) (MM) (YY)

Registration No..... permanent resident of House No.....  
 Ward/Village/Street..... Post Office .....  
 District.....State..... whose photograph is affixed above, and  
 are 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 (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per 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) (YY)

@ e.g. Left/Right/both arms/legs

# Single eye/both eyes

£ 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 disability certificate is issued.

Form-IV Disability Certificate  
(In cases other than those mentioned in Forms II and III)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)  
(See rule 4)

Recent PP size Attested  
Photograph(Showing  
face  
only) of the personwith  
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) (YY)

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 (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	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(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) (YY)  
 @ e.g. Left/Right/both arms/legs  
 # e.g. Single eye/both eyes  
 £ 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

(Authorized Signatory of notified Medical Authority)  
 (Name and Seal)

Countersigned

(Countersignature and seal of the  
 CMO/Medical Superintendent/Headof  
 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 disability  
 certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. Note: The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31st December, 1996.