



Malaviya National Institute of Technology
J.L.N.Marg, Jaipur (Rajasthan) Pin-302017

ADVERTISEMENT NO. 05/MNIT/ESTT/2013

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

Online application process will start from **12/12/2013** and submission link will be disabled at 23:59 Hrs on **11/01/2014**.

Registrar

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY

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

J L N Marg, Jaipur-302017

(Advertisement No. 05/MNIT/ESTT/2013)

Advertisement for filling up vacancies of non-teaching posts.

(Summary of the Vacancies)

| S. No. | Designation | No. of Posts | Pay Band with Grade pay |
|--|---------------------|--------------|------------------------------|
| 1 | Deputy Registrar | 01 | 15600-39100 PB-3 (GP-7600/-) |
| 2 | Assistant Registrar | 01* | 15600-39100 PB-3 (GP-5400/-) |
| 3 | Deputy Librarian | 01 | 15600-39100 PB-3 (GP-8000/-) |
| 4 | Assistant Librarian | 01 | 15600-39100 PB-3 (GP-6000/-) |
| Total Posts : 4 (Unreserved : 3 posts and *one post reserved for OBC) | | | |

| S. No. | Designation | No. of Posts | Pay Band with Grade pay |
|--------|--|--------------|-----------------------------|
| 5 | Technical Higher Posts: | | |
| i. | Technical Assistant Chemical Engg. | 02 | 9300-34800 PB-2 (GP-4200/-) |
| ii. | Technical Assistant Civil Engg. | 05 | 9300-34800 PB-2 (GP-4200/-) |
| iii. | Technical Assistant Computer Engg. + IT | 04 | 9300-34800 PB-2 (GP-4200/-) |
| iv. | Technical Assistant Computer Centre | 03 | 9300-34800 PB-2 (GP-4200/-) |
| v. | Technical Assistant Electronics & Communication Engg. | 03 | 9300-34800 PB-2 (GP-4200/-) |
| vi. | Technical Assistant Electrical Engg. | 02 | 9300-34800 PB-2 (GP-4200/-) |
| vii. | Technical Assistant Mechanical Engg. | 05 | 9300-34800 PB-2 (GP-4200/-) |
| viii. | Technical Assistant Metallurgical & Material Engineering | 03 | 9300-34800 PB-2 (GP-4200/-) |
| S. No. | Designation | No. of Posts | Pay Band with Grade pay |
| ix. | Technical Assistant Chemistry | 01 | 9300-34800 PB-2 (GP-4200/-) |
| x. | Technical Assistant Physics | 02 | 9300-34800 PB-2 (GP-4200/-) |
| xi. | Technical Assistant Library | 01 | 9300-34800 PB-2 (GP-4200/-) |
| xii. | JEn (Civil) | 03 | 9300-34800 PB-2 (GP-4200/-) |

| | | | |
|-------|------------------------|----|-----------------------------|
| xiii. | JEn (Electrical) | 02 | 9300-34800 PB-2 (GP-4200/-) |
| xiv. | JEn (Horticultural) | 01 | 9300-34800 PB-2 (GP-4200/-) |
| xv. | JEn (Air-conditioning) | 01 | 9300-34800 PB-2 (GP-4200/-) |

Total Posts : 38 (Unreserved : 22 posts including one reserved for visually impaired, **SC : 4 posts, ST : 2 posts** and **OBC :10 posts** including one reserved for hearing impaired).

| S. No. | Designation | No. of Posts | Pay Band with Grade pay |
|--------|--|--------------|----------------------------|
| 6 | Technical Lower Posts: | | |
| i. | Technician Chemical Engg. | 02 | 5200-20200 PB-1(BP-2000/-) |
| ii. | Technician Civil Engg. | 04 | 5200-20200 PB-1(BP-2000/-) |
| iii. | Technician Computer Engg. + IT | 03 | 5200-20200 PB-1(BP-2000/-) |
| iv. | Technician Computer Centre | 03 | 5200-20200 PB-1(BP-2000/-) |
| v. | Technician Electronics & Communication Engg. | 02 | 5200-20200 PB-1(BP-2000/-) |
| vi. | Technician Electrical Engg. | 02 | 5200-20200 PB-1(BP-2000/-) |
| vii. | Technician Mechanical Engg. | 04 | 5200-20200 PB-1(BP-2000/-) |
| viii. | Technician Metallurgical & Materials Engineering | 02 | 5200-20200 PB-1(BP-2000/-) |
| ix. | Technician (Laboratory Assistant) Chemistry | 01 | 5200-20200 PB-1(BP-2000/-) |
| x. | Technician (Laboratory Assistant) Physics | 01 | 5200-20200 PB-1(BP-2000/-) |
| xi. | Work Assistant Estate | 02 | 5200-20200 PB-1(BP-2000/-) |
| xii. | Work Assistant Library | 02 | 5200-20200 PB-1(BP-2000/-) |
| xiii. | Driver | 01 | 5200-20200 PB-1(BP-2000/-) |

Total Posts : 29 (Unreserved : 11 posts including one Reserved for Loco motor disabled or cerebral palsy, **SC : 6 posts, ST : 3 posts** and **OBC :6 posts, Ex-Servicemen : 3 posts** including one Ex-servicemen Reserved in concerned Category).

| S. No. | Designation | No. of Posts | Pay Band with Grade pay |
|--|----------------------------------|---------------------|--------------------------------|
| 7 | Ministerial Higher Posts: | | |
| i. | Superintendent | 02 | 9300-34800 PB-2 (GP-4200/-) |
| ii. | Accountant | 04 | 9300-34800 PB-2 (GP-4200/-) |
| Total Posts : 6 (Unreserved : 5 posts and OBC :1 post). | | | |

| | Designation | No. of Posts | Pay Band with Grade pay |
|---|---------------------------------|---------------------|--------------------------------|
| 8 | Ministerial Lower Posts: | | |
| i. | Junior Assistant | 02 | 5200-20200 PB-1(GP-2000/-) |
| ii. | Stenographer | 02 | 5200-20200 PB-1(GP-2000/-) |
| Total Posts: 4 (Unreserved: 2 posts, OBC:1 post and Ex-serviceman: 1 post(Open). | | | |

Note :

- 1. For the regular employees working in MNIT, Jaipur, there shall be no age bar and passing of essential qualifying examination is sufficient.*
- 2. Age relaxation will also be given to persons who have worked/working in MNIT, Jaipur on contract/adhoc basis. The relaxation shall be limited to maximum period of services rendered in the Institute.*
- 3. In case of exceptionally qualified and/or experienced candidates age relaxation upto 5 years may be given by Director.*

(Clauses/Provisions shown in italics are subject to final approval of the BOG)

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

VACANCY DETAILS

1. Name of the Post: Deputy Registrar

Essential qualifications and experience

| S. No. | Name of the Post | Educational and other qualifications required for post(s) |
|--------|---|--|
| 1. | Deputy Registrar: Post- 01 (UR) Group – A PB – 3 (Rs. 15,600 – 39,100/-) with Grade Pay of Rs 7600/-. | Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute. Experience: i) 9 years' experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 5 years of administrative experience as Assistant Registrar or equivalent Desirable: i) Qualification in area of Management / Engineering / Law. ii) Experience in handling computerized administration / legal/ financial / establishment matters. A Chartered of Cost Accountant degree or diploma Age Limit: Not exceeding 45 years. Period of Probation: 2 years |

2. Name of the Post: Assistant Registrar

Essential qualifications and experience

| S. No. | Name of the Post | Educational and other qualifications required for post(s) |
|--------|--|--|
| 1. | Assistant Registrar: Post- 01(OBC) Group – A PB – 3 (Rs. 15,600 – 39,100/-) with Grade Pay of Rs 5400/-. | Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record. Experience : Minimum 5 years supervisory experience in the pay scale carrying Grade Pay of Rs. 4600/- in Government office/University/Technical Institute. OR Employees of the institute serving as superintendent (SG-II) or Secretary (SG-II) for at least 6 years at GP of Rs. 4800/- or higher with Masters' degree and exemplary performance record. [Age bar not applicable. No relaxation in educational qualification.] Desirable: |

| | | |
|--|--|--|
| | | <p>i) Qualification in area of Management / Engineering / Law.</p> <p>ii) Experience in handling computerized administration / legal/ financial / establishment matters.</p> <p>iii) A Chartered of Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts) or Assistant Registrar (Internal Audit)</p> <p>Age Limit: Not exceeding 35 years.</p> <p>Period of Probation: 2 years</p> |
|--|--|--|

3. Name of the Post: Deputy Librarian

Essential qualifications and experience

| S. No. | Name of the Post | Educational and other qualifications required for post(s) |
|--------|---|---|
| 1. | <p>Deputy Librarian: Post- 01 (UR)</p> <p>Group – A</p> <p>PB – 3 (Rs. 15,600 – 39,100/-) with Grade Pay of Rs 8000/-.</p> | <p>Essential:</p> <p>(i) Masters' degree in Library Science/Information Science/Documentation Science with CGPA of 6.5 in 10 point scale or atleast 60% of the marks or its equivalent Grade 'B' in the UGC 7 point scale and a consistently good academic record.</p> <p>(ii) Ten years experience as an Assistant University Librarian /out of which at least 5 years to be in a post with GP of Rs. 7000/- or an equivalent post.</p> <p>(iii) Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.</p> <p>Desirable : <i>Experience of establishing digital library of National Level Institution and/or working in Digital Library.</i></p> <p>Age Limit: Not exceeding 45 years.</p> <p>Period of Probation: 1 year</p> |

(Clauses/Provisions shown in bold and italics are subject to final approval of the BOG)

4. Name of the Post: Assistant Librarian

Essential qualifications and experience

| S. No. | Name of the Post | Educational and other qualifications required for post(s) |
|--------|--|--|
| 1. | <p>Assistant Librarian: Post- 01 (UR)</p> <p>Group – A</p> <p>PB – 3 (Rs. 15,600 – 39,100/-) with Grade Pay of Rs 6000/-.</p> | <p>Essential:</p> <p>(i) Masters' degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or atleast 60% of the marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service.</p> <p>(ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iii) However, candidate who are or have been awarded Ph.D. Degree in accordance with the UGC (minimum standard & procedure for award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for requirement and appointment Assistant Librarian.</p> |

| | | |
|--|--|--|
| | | <p>Desirable : PG Diploma in Library Automation & Networking or PGDCA or equivalent.</p> <p>And/or</p> <p>Experience of establishing digital library of National Level Institution and/or working in Digital Library.</p> <p>Age Limit: Not exceeding 35 years.</p> <p>Period of Probation: 2 years</p> |
|--|--|--|

(Clauses/Provisions shown in bold and italics are subject to final approval of the BOG)

5. Name of the Post: Technical Assistant, JEn etc.

Essential qualifications and experience

| S. No. | Name of the Post | Educational and other qualifications required for post(s) |
|--------|---|---|
| 1. | <p>Technical Higher: Technical Assistant (TA) /JEn No. of Post with concerned trade:</p> <p>TA Chemical Engg. – 02</p> <p>TA Civil Engg. – 05</p> <p>TA Computer Engg. + IT – 04</p> <p>TA Computer Centre - 03 @</p> <p>TA Elect. & Comm. Engg. – 03</p> <p>TA Electrical Engg. – 02</p> <p>TA Mechanical Engg.-05</p> <p>TA Metallurgical & Material Engineering – 03</p> <p>TA Chemistry – 01</p> <p>TA Physics – 02</p> <p>JEn (Civil) – 03</p> <p>JEn (Electrical) – 02</p> <p>JEn (Horticultural) – 01 \$</p> <p>JEn (Air-conditioning) – 01</p> <p>TA Library – 01 **</p> <p>Group – B</p> <p>PB – 2 (Rs.9,300 – 34,800/-) with Grade Pay of Rs 4200/-.</p> | <p>Essential:</p> <p>First class Bachelor's (Honors) Degree in Sciences or equivalent grade in relevant subject (trade) from a recognized University / Institute (Technical Assistant).</p> <p>OR</p> <p>First class Diploma in Engineering of three years' duration in relevant field with excellent academic record (Technical Assistant/JEn)</p> <p>OR</p> <p>Post-graduate degree in science or B.E. / B. Tech. in relevant field from a recognized University or Institute.</p> <p>@ MCA or BCA/PGDCA with five years experience may also be considered in addition to above.</p> <p>\$ Candidates with qualification of Degree/PG Degree in Agriculture must have studied Horticulture as a subject at UG/PG Level.</p> <p>** Masters' degree in Library Science/Information Science/Documentation Science or an equivalent professional degree or Bachelor's degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with five years experience</p> <p>Age Limit: Not exceeding 30 years.</p> <p>Period of Probation: 2 years</p> |

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6. Name of the Post: Technician, Work Assistant, Driver etc.

Essential qualifications and experience

| S. No. | Name of the Post | Educational and other qualifications required for post(s) |
|------------------|---|--|
| <p>1.</p> | <p>Technical Lower: Technician , Technician (Laboratory Assistant), Work Assistant, Driver etc No. of Post with concerned trade :</p> <p>Technician Chemical Engg. – 02 Technician Civil Engg. – 04 Technician Computer Engg. + IT- 03 Technician Computer Centre – 03 @ Technician Electronics & Communication Engg. -02 Technician Electrical Engg.- 02 Technician Mechanical Engg. – 04 Technician Metallurgical & Material Engineering – 02 Technician (Laboratory Assistant) Chemistry – 01 Technician (Laboratory Assistant) Physics – 01 Work Assistant Estate – 02 Work Assistant Library – 02 ** Driver – 1</p> <p>Group – C</p> <p>PB – 1 (Rs.5,200 – 20,200/-) with Grade Pay of Rs 2000/-.</p> | <p>Essential : B.Sc. Degree in relevant field from a recognized University/Institute (Technician (Laboratory Assistant)) OR Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant). OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant). OR Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician or Work Assistant). OR Senior Secondary (10+2) from a recognized Board having LMV driving license. Knowledge of English and Hindi Traffic Signs & Signals is essential (for Driver).</p> <p>@ MCA or BCA/PGDCA with three years experience may also be considered in addition to above.</p> <p>** Bachelor degree in library science or First class diploma course in library science with three years experience. or First class certificate course in library science with five years experience.</p> <p><u>Age Limit:</u> Below 27 years</p> <p><u>Period of Probation:</u> 2 years</p> |

(Clauses/Provisions shown in bold and italics are subject to final approval of the BOG)

7. Name of the Post: Superintendent, Accountant

Essential qualifications and experience

| S. No. | Name of the Post | Educational and other qualifications required for post(s) |
|--------|---|--|
| 1. | <p>Ministerial Higher: Superintendent/Accountant</p> <p>Post Superintendent - 02 (UR)</p> <p>Post Accountant – 04 (3UR,1OBC)</p> <p>Group – C</p> <p>PB – 2 (Rs.9,300 – 34,800/-) with Grade Pay of Rs. 4200/-</p> | <p>Essential :</p> <p>Superintendent: i) First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (in universities without a system of Honours Degree, equivalent number of courses.</p> <p style="text-align: center;">OR</p> <p>Master's Degree from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz. word processing, Spread Sheet.</p> <p>Accountant: i) First class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute.</p> <p style="text-align: center;">Or</p> <p>Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software.</p> <p>Desirable: Knowledge of Works on Tally.</p> <p>Age Limit: Not exceeding 30 years.</p> <p>Period of Probation: 2 years</p> |

8. Name of the Post: Junior Assistant, Stenographer

(Essential qualifications and experience)

| S. No. | Name of the Post | Educational and other qualifications required for post(s) |
|--------|--|---|
| 1. | <p>Ministerial Lower: Junior Assistant, Stenographer</p> <p>Post Junior Assistant- 02 (1UR, 1OBC)</p> <p>Post Stenographer – 02 (1UR, 1Ex-Servicemen)</p> <p>Group – C</p> <p>PB – 1 (Rs. 5,200 – 20,200) with Grade Pay of Rs. 2000/-</p> | <p>Essential :</p> <p>Junior Assistant : Senior Secondary (10+2) or equivalent in any discipline with a minimum Typing speed of 35 w.p.m. Hindi & English (on computer) and proficiency in Computer Word Processing and Spread Sheet.</p> <p>Desirable: Proficiency in other computer skills.</p> <p>Stenographer: Senior Secondary (10+2) or equivalent from a recognized Board or university. Minimum speed in short hand 80 w.p.m. (English) in stenography and typing of 35 wpm in English on computer.</p> <p>Desirable: Proficiency in other computer skills.</p> <p>Age Limit: Below 27 years</p> <p>Period of Probation: 2 years</p> |

(Clauses/Provisions shown in bold and italics are subject to final approval of the BOG)

IMPORTANT

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION THROUGH INSTITUTE WEBSITE (<http://www.mnit.ac.in>) IS **23:59 HRS ON 11.01.2014.**

NOTES:

1. Upper age is relaxable by 05 years in respect of SC/ST and 03 years in respect of OBC candidates as per Govt. of India norms. In addition to that 10 years relaxation in respect of Group “C” and “D” Posts and 05 years relaxation in respect of Group “A” and “B” Posts are admissible for “PH”. Ex-Servicemen would be allowed a relaxation of age limit upto 03years and 08 years in the case of disabled Defence Services personnel belonging to SC/ST.
2. Candidates are requested to apply **only online against this advertisement** through Online Recruitment Application which is available on the website <http://www.mnit.ac.in> and NOT write to the Institute for Application forms. They are also requested to go through carefully the details of posts and instructions available on the website <http://www.mnit.ac.in>.

GENERAL INSTRUCTIONS AND INFORMATION:

- a) Candidates **must apply online ONLY** through the website <http://www.mnit.ac.in> Applications received through any other mode would not be accepted and summarily rejected. Every completed online application shall be identified by a unique application reference number, which should be used in any future communication.
- b) The Institute shall retain completed online applications data for non-shortlisted candidates only for three months.
- c) Candidates who wish to apply for more than one posts should apply separately for each post in the prescribed manner.
- d) Candidates with multiple discipline specialization may also be considered.
- e) After submitting the Online Recruitment Application, the candidates are required to take a print out of the finally submitted Online Recruitment Application. The eligible candidates have to bring the hard copy of the submitted online application, if called for examination/interview.
- f) In case of large number of applications received, the Institute has right to set higher norms than the minimum while short listing. Shortlisting may be done based on academic performance and quality/quantity of relevant experience or alimention test based on multiple choice questions (MCQs) approach may also be conducted. **The list of short listed candidates will be displayed on the Institute website approximately within one month from the closing date for submission of online application.**
- g) **All qualifications, experience and preferred age limit will be considered as on the closing date, i.e. the last date of the submission of application form.**
- h) Persons serving in Govt./Semi Govt. /PSUs /Universities/ Educational Institutions are required to submit NOC at the time of appearing for interview.
- i) Relevant Caste/Category certificates (enclosed Performa “A”) are required to be submitted at the time of examination/interview. No other certificate will be accepted as a sufficient proof.
- j) The persons with disability (PWD) shall be required to submit the Medical Certificate in the (enclosed Performa “B”) issued by the competent medical authorities for the purpose of employment as per Government of India norms at the time of examination/interview.

Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation.

- k) Ex-servicemen are required to submit a certificate (enclosed Performa "C") at the time of examination/interview.
- l) Original documents with one set of self attested copies will have to be produced at the time of interview for verification.**
- m) The applicants are required to visit the Institute website regularly. The names of candidates eligible for further participation in the selection process shall be uploaded on Institute website.
- n) Contact Details : Registrar MNIT, JLN Marg, Jaipur Phone (0141-2529078)
- o) The Institute has the right to increase/decrease the number of vacancies advertised.**

DOCUMENTS/CERTIFICATES:

- A) Only following Documents/Certificates are to be submitted essentially along with the Printout of the Online Recruitment Application at the time of coming for examination/interview, failing which the candidature would summarily be rejected and candidate would be debarred from further participation in the selection process.
 - a) Self attested copies of Degree/Certificate along with mark sheets of Secondary/Senior Secondary (10+2). Graduate and Post graduate examination as proof of educational qualification claimed. In the absence of Degree/Certificate, provisional certificate along with mark sheets will be accepted.
 - b) Self attested copies of Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be relevant to the post.
 - a) Self attested copy of Physically Handicapped Certificate in prescribed Performa by the competent authority from Physically Handicapped Persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- B) Following Original Documents, Certificates are to be produced along with self attested copies at the time of Interview, including other items as specified on the Institute website for candidates called for Interview, failing which the candidate would not be allowed to appear in the Interview:
 - a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards; Certificate issued by the Directorate of Birth & Death Registration authority or any competent authority designated by the Central/State(s) Government in this behalf will be considered as valid proof.
 - b) Degree/Diploma certificate along with mark-sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree/Certificate, mark sheets of the Degree program will be accepted.
 - c) 'NOC' and experience Certificate(s) from the Head(s) of Organization(s) Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should

also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

- d) Caste certificate by candidate seeking reservation as SC/ ST/OBC, in the prescribed Performa only from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/OBC and the village/ town the candidate is ordinarily a resident of.
- e) Physically Handicapped certificate in prescribed Performa only issued by the competent authority to the Person with Disability for being eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- f) Certificate(s) related to Computer Proficiency, extra-curricular activities and training/project under, if any.

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

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

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

CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING ONLINE RECRUITMENT APPLICATION

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

PRESCRIBED PROFORMA

Performa-A

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

This is to certify that Shri/Shrimati/Kumari*son/daughter* ofvillage/town* in District/Division*of the State/Union Territory* belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the

Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh

Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- The Constitution (SC) Order (Amendment) Act, 1990
- The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

This certificate is issued to Shri/Shrimati* Father/Mother of Shri/Shrimati/Kumariof village/town*

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

Date :
Place :

Signature
**Designation
(With Seal of Office) State/Union Territory*

*Please delete the words which are not applicable.
@Please quote specific Presidential Order.
% Delete the paragraph which is not applicable.

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

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ist Class Stipendiary Magistrate/t Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

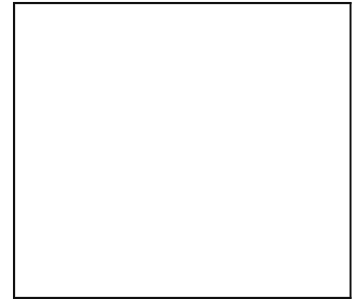
Performa-B

The form of certificate to be produced by Physically Handicapped candidates applying for appointment to posts under the Government of India

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No

Date



DISABILITY CERTIFICATE

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

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

A. Locomotors or Cerebral Palsy:

- (i) BL—Both legs affected but not arms
- (ii) BA—Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA—Both legs and both arms affected
- (iv) OL—One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) QA—One arm affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (vi) BH—Stiff back and hips (cannot sit or stoop)
- (vii) MW—Muscular weakness and limited physical endurance. B. Blindness or Low Vision:
 - (i) B—Blind
 - (ii) PB—Partially blind

Proforma-C

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

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

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

Place :

Signature of Candidate

Dated :