



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India
At & Post : Lavad, Taluka : Gandhinagar, Gujarat, India. Pin - 382305

NOTIFICATION NO. 01/2021, Dated: 03/11/2021

ADVERTISEMENT FOR NON – TEACHING POSITIONS

Rashtriya Raksha University (RRU) invites applications in the prescribed format from eligible candidates through direct recruitment for the non-teaching positions as below:

Sl. No.	Name of Post	Number of Vacancy	Category	Level	Pay Scale as per 7 th CPCS
01	Pro Vice-Chancellor	01	UR	15	1,82,200/-
02	Registrar	01	UR	14	1,44,200/-
03	Finance Officer	01	UR	14	1,44,200/-
04	Senior Administrative Assistant cum Coordinator	01	OBC	05	29,200/-
05	Administrative Assistant cum Coordinator	02	UR (02)	03	21,700/-

Abbreviation: UR = Unreserved, SC = Scheduled Caste, OBC = Other Backward Class, PwBD = Persons with Benchmark Disabilities, OA = One Arm, OL = One Leg, OAL = One Arm and One Leg, BL = Both Legs.

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIRMENTS, ETC.

01	Name of Post	Pro Vice-Chancellor
02	Age Limit	Not exceeding 62 years.
03	Educational and other qualifications required for direct recruitment	<p>Eligibility Criteria for the position of Pro Vice-Chancellor.</p> <p>The candidate must be a Professor or qualified to be appointed as a Professor in Central / State Government / Semi Government Organizations or Central / State Universities or any higher education institution recognized by / affiliated With Central / State University.</p> <p>(i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC CARE-LIST journals with ISSN number/ISBN Number and a total research score of 120 as per the criteria of UGC.</p> <p>(ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions/industries with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">or</p> <p>An outstanding professional with Ph.D. in relevant/allied/applied disciplines from academics/research institutions/industries, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence.</p>
04	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process.)

01	Name of Post	Registrar
02	Age Limit	Not exceeding 56 Years
03	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <p>(i) A master's degree with at least 55% marks in aggregate or its equivalent of 'B' in the UGC seven-point scale.</p> <p>(ii) At least 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post,</p> <p style="text-align: center;">or</p> <p>(iii) At least 15 years of experience as Assistant Professor in the Academic Level – 11 and above.,</p> <p style="text-align: center;">or</p> <p>(iv) At least with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">or</p> <p>(v) Comparable experience in research establishments and/or other institutions of higher education or research,</p> <p>Desirable:</p> <p>(vi) Proven ability in administration, preferably in a large educational or research institution, financial or personnel management with the capacity to lead administration in a residential R&D institution.</p> <p>(vii) Additional degree or diploma in Management or Law</p> <p>(viii) Competence in computer skills and all forms of communication.</p>
04	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process.)

01	Name of Post	Finance Officer
02	Age Limit	Not exceeding 50 Years
03	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <p>(ix) A master's degree with at least 55% marks in aggregate or its equivalent of 'B' in the UGC seven-point scale.</p> <p>(x) At least 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post, or</p> <p>(xi) At least 15 years of experience as Assistant Professor in the Academic Level – 11 and above., or</p> <p>(xii) At least with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. or</p> <p>(xiii) Comparable experience in research establishments and/or other institutions of higher education or research,</p> <p>• Desirable:</p> <p>(i) Proven ability in administration, preferably in a large educational or research institution, financial or personnel management with the capacity to lead administration in a residential R&D institution.</p> <p>(ii) Additional degree or diploma in Management or Law</p> <p>(iii) Competence in computer skills and all forms of communication.</p>
04	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	Direct for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process.)

01	Name of Post	Senior Administrative Assistant cum Coordinator (Equivalent to Senior Clerk, Level -5)
02	Age Limit	18-27 Years as on last date of submission of application form.
03	Educational and other qualifications required for direct recruitment	Qualification: (i) Graduation degree from any UGC recognized University or its equivalent Institution in India. Desirable : (i) Proficiency in basic computer skills (ii) Adequate knowledge of English and working knowledge of Hindi.
04	Mode of Recruitment	Competitive Examination and Interview

01	Name of Post	Administrative Assistant cum Coordinator (Equivalent to Junior Clerk as Level -3)
02	Age Limit	18-27 Years as on last date of submission of application form.
03	Educational and other qualifications required for direct recruitment	<p>Qualification:</p> <p>(i) Graduation degree from any UGC recognized University or its equivalent Institution in India.</p> <p>Desirable :</p> <p>(ii) Proficiency in basic computer skills</p> <p>(iii) Adequate knowledge of English and working knowledge of Hindi.</p>
04	Mode of Recruitment	Competitive Examination and Interview

GENERAL INSTRUCTIONS TO THE APPLICANTS

1. Candidates can apply against the advertised post in the prescribed format.
2. Candidate must enclose a receipt of non-refundable application fee of **Rs. 2000** (for the post of Pro Vice-Chancellor, Registrar and Finance Officer) and **Rs.500** (For the post of Sr.Adm.Asst cum Coordinator and Adm.Asst cum Coordinator) (Exempted for SC/ST/PH candidates) with application. Candidate should follow the following procedure to deposit the application fees in the bank account of the University :
 - a. Visit : <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
 - b. Click the Check Box and Proceed
 - c. Select **GUJARAT** for State of Corporate / Institution & Select **Educational Institutions** for Type of Corporate / Institution, Click "**GO**"
 - d. Select **Rashtriya Raksha University** from the Drop down menu for Educational Institutions Name, Click "**Submit**"
 - e. Select **Other Fees - Other Than Students** as the case may be for Payment Category & Fill up the form
 - f. Select **OTHERS** from the Type of Fees drop down menu, Rest of the field needs to be filled up according to your details.
 - g. Choose the Payment option as per your convenience and proceed for the payment.
 - h. **Please do not forget to give the purpose of payment in REMARKs (Post for which application is made by candidate).**
3. Candidates who wish to apply for more than one post will be required TO SUBMIT SEPARATE APPLICATIONS ALONG WITH SEPARATE APPLICATION FEES. Application fees will be non-refundable.
4. Incomplete application in all respect will not be entertained.
5. The Experience, age and qualification will be reckoned as on the last date of the application i.e. 24/11/2021.
6. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. ***The University shall not be responsible for any postal delay at any stage and will not consider an application received after the last date to the University.***
7. Applicants must produce original testimonials, certificates / educational qualifications and other documents at the time of interview, if called.
8. The applicants must ensure that he / she fulfils the eligibility conditions for the post applying for.
9. The University shall verify the antecedents and documents submitted by candidates at any time, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates have undesirable clandestine antecedents / background and have suppressed the said information, his / her services shall be liable to be terminated.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.

In case of reserved posts, a relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes (OBC) (Non-creamy Layer) / Differently-abled (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 (a)

to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment.

The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

Reservations for SC, ST, OBC, EWS and Persons with Benchmark Disabilities will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong. Candidates seeking reservation under SC / ST category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (Annexure-I).

11. Candidates seeking reservation under OBC category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (Annexure-II).
12. 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 Govt. of India, issued by competent authority, vide: Column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004- Estt.(Res) dated 14.10.2008. The Caste Certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014.
13. The person with Degree of Disability of 40% and above are eligible for applying for the posts earmarked for persons with benchmark disabilities as under:

Sr. No.	Category	Description	% of Reservation
1	a	Blindness and low vision	1 %
2	b	Deaf and hard of hearing;	1 %
3	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1 %
4	d	Autism, intellectual disability, specific learning disability and mental illness;	1 %
5	E	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

In case of candidates want to claim benefits under the Persons with Benchmark Disabilities (PwBD) category, the candidates' relevant disability should not be less than 40%. Proof to this effect, must be enclosed with the application as per Annexure - IV-I, IV-II (which ever applicable) without which the application will be treated as 'General (unreserved)'.

14. EWS vacancies are tentative and subject to further directives of GoI and outcome of any litigation.
15. The appointment is provisional and its subject to the Income and Asset certificate being verified

through proper channel and if the verification reveals that the claim to belong to EWS is fake / false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of fake / false certificate. The Income and Asset Certificate (Annexure-III) issued by any one of the authorities mentioned in the prescribed format as given in Annexure-III shall only be accepted as proof of candidate's claim as belonging to EWS.

16. Candidates seeking reservation under SC / ST / OBC / PwBD / EWS category are required to submit certificate in the prescribed format and duly countersigned by the competent authority of Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required creamy layer certificates in the above
17. The qualifications and other conditions prescribed in the present advertisement are subject to the regulations / norms stipulated by the GoI / UGC / University from time to time.
18. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by duly constituted Screening Committee(s) and approved by the competent authority. Call letters for attending interview will be sent only to the short-listed candidates through E-mail only. No correspondence will be entertained with the applicants who are not short-listed to be called for interview.
19. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
20. Candidates already in service must submit a No Objection Certificate (NOC) from their employer and forward their applications (hard copy) through proper channel. In case the applicants are in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicants may submit an advance copy of the application along with all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received by the University by the last date mentioned in the notification, the applicants will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate in a sealed cover from his/her employer to the University at the time of interview.
21. The recruitment to the advertised posts shall be carried out in accordance with the prevailing University/UGC /GoI rules and regulations framed from time to time.
22. All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
23. The University reserves the right:
 - (a) To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - (b) To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - (c) To increase / decrease the number of posts after due procedure as per directions of UGC from time to time.
24. ***The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.***
25. No TA / DA will be paid for attending examination and interview. However, for outstation SC / ST / PwBD candidates will be reimbursed second-class single railway to and fro fare on shortest route after attending the interview and producing the proof of the journey in original. This is not applicable to SC / ST / PwBD candidates who are already employed in the Central / State Government services / Autonomous bodies, etc.
26. Admit Cards / Call letters and other correspondence for attending the Examination or/and Interview, will be sent only to the eligible candidates by email only.

27. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination or/and interview will be final.
28. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake / derecognized by the University Grants University, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
29. Candidates are advised to keep visiting University website on regular basis for further updates, if any.
30. Corrigendum / Addendum, if any, in the advertisement shall be published only on the university website, at the later stage, if any.
31. **Resolution of Tie Cases :** In the event of tie in the normalized scores of candidates in the written examination and interview, such cases will be resolved by applying following criteria, one after another, till the tie is resolved :
 - Total Marks in written examination
 - Date of Birth, with older candidates placed higher
 - Percentage of qualifying degree
32. Applications in hardcopy will be accepted along with all self-attested testimonials, certificates / educational qualifications and all supporting documents and which must reach to “The Assistant Registrar, Human Resource Section, Rashtriya Raksha University Address: At. Lavad, Ta. Dehgam, Gandhinagar PO -382305; on or before 24/11/2021, 5:00 P.M through Speed post/ RPAD.

Age limit and relaxation:

- Age limit for a particular category of post(s) is mentioned against each category of post.
- Proof of date of birth: The date of birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate only will be accepted by the University for determining the age eligibility and no subsequent request for its change will be considered or granted. Relaxation in upper Age-limit admissible to eligible categories of applicants as given below:

Category Codes	Category	Permissible Age-relaxation beyond upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwD	10 years
04	PwD + OBC	13 years
05	PwD + SC/ ST	15 years
06	Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date.
07	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st January, 1980 to 31st December, 1989	5 years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	3 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	8 years
10	For Sr.Adm.Asst and Adm.Asst. posts only, which are in the same line or allied cadres Central Govt. Civilian Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Up to 40 years of age
11	For Sr.Adm.Asst and Adm.Asst. posts only which are in the same line or allied cadres Central Govt. Civilian Employees (SC/ ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Up to 45 years of age

12	For Sr.Adm.Asst and Adm.Asst. posts only Widows/ Divorced Women/ Women judicially separated and who are not remarried	Up to 35 years of age
13	For Sr.Adm.Asst and Adm.Asst. posts only Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST)	Up to 40 years of age
14	Service Clerks in the last year of their colour service in the Armed Forces	Up to 45 years of age
15	Service Clerks in the last year of their colour service in the Armed Forces (SC/ ST)	Up to 50 years of age
16	Retrenched census employees of the Office of Registrar General of India (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment, and weightage of past service.

SPECIAL INSTRUCTIONS FOR THE EX-SERVICEMEN (ESM) APPLICANTS:

1. ESM applicants seeking fee concession, age-relaxation and reservation, etc. shall invariably submit, the requisite Certificate from Competent Authority and also submit a Declaration as per as and when called for by the University or at the time of Document Verification, otherwise their claims for age-relaxation, reservation etc. shall not be considered.
2. Vacancies for ESM are reserved for only administrative posts as per extant Government Order/ Instructions.
3. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
4. Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.
5. A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air

Force), who has put in not less than 15 years of service as on closing date of applications (i.e. 24.11.2021) with Armed Forces of the Union shall be considered eligible for appointment to the Administrative posts against posts reserved for ESM only. Thus, those Matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

6. Age-relaxation, fee concession and reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.
7. For any serviceman of the three Armed Forces of the Union to be treated as ESM for the purpose of securing the benefits of reservation etc. he / she must have already acquired, at the relevant time of submitting his/ her application for Post/ Service, the status of ESM; or is in a position to establish his/ her acquired entitlement by documentary evidence from the Competent Authority that he/ she would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the closing date of applications (i.e. 24/11/2021). Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of application (i.e. 24/11/2021).

Ex-Servicemen: An “Ex-serviceman” means a person:

- Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
 - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (c) who has been released from such service as a result of reduction in establishment;OR
- who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service; OR
- personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; OR
- Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; OR
- Gallantry award winners of the Armed forces including personnel of Territorial Army; OR
- Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

SCHEME OF EXAMINATION:

There will be a Competitive Examinations based on Objective Type Multiple Choice questions (MCQs) for the advertised posts for SL.No. 4 & 5. i.e. Senior Administrative Assistant cum Coordinator and Administrative Assistant cum Coordinator respectively.

Break up of syllabus for the examination :-

Part	Subject(s)	No. of Questions	Maximum Marks (1 Mark each)	Duration for Examination
A	General English	20	20	120 Minutes (140 Minutes for candidates with disabilities)
B	General Knowledge	20	20	
C	Logical Reasoning	15	15	
C	Computer Literacy	20	20	
D	Quantitative Aptitude	25	25	
	Total Marks		100	

- (i) There will be negative marking of 0.25 marks for each wrong answer.
- (ii) Marks scored by candidates in Examinations and Interview will be considered to determine final merit and cut-off marks.
- (iii) For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence/ Quantitative Aptitude subjects.
- (iv) Skill Tests like Typing/ Data Entry/ Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.
- (v) The University shall have the discretion to fix different minimum qualifying standards in each component of the Examination taking into consideration among others, category-wise vacancies and category-wise number of candidates.

SYLLABUS FOR EXAMINATION :

- General English:

It would include questions of one word substitution, Synonyms and Antonyms, Spelling error, Grammar Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Idioms and Phrases, Articles and punctuation.

General Knowledge :

The questions will be designed to test the general knowledge about Indian History, Indian Geography, Indian Economy, Indian Polity and Constitution, Awards, Sports, Current Affairs – India & World.

Logical Reasoning :

The questions will be designed to test the ability about Analogies – Semantic Analogy, Symbolic/Number Analogy, Similarities and differences, word building, relation concept, Arithmetic number series, Sematic Series, Coding and Decoding – small & capital letters/number coding, decoding and classification.

Computer Literacy :

The questions will be designed to test computer literacy which include Computer Characteristics, File System, Operating System, Ms-Office, IT Tools.

Quantitively Aptitude :

It would include questions of Number System, Highest Common Factor, Lowest Common Multiple, Simplification, Decimal Fractions, Ratio and Proportion, Unitary Method, Percentage, Time and Distance, Time and Work, Profit and Loss, Average, Simple and Compound Interest, Algebra, Data Interpretation.

ANNEXURE - I

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

This is to certify that Shri/Shrimati/Kumari* _____ son /
daughter _____ of _____ of
Village/Town/* _____ in District/Division *
_____ of the State/Union Territory* _____ belongs to the
Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes*
under:

@The Constitution (Scheduled Castes) order, 1950 _____

@The Constitution (Scheduled Tribes) order, 1950 _____

@The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

@The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.]

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the

Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962

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

@The Constitution (Pondicherry) Scheduled Castes Order 1964

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

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

@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968

@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order 1978

@The Constitution (Sikkim) Scheduled Tribes Order 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989

@The Constitution (SC) orders (Amendment) Act, 1990

@The Constitution (ST) orders (Amendment) Ordinance 1991

@The Constitution (ST) orders (Second Amendment) Act, 1991

@The Constitution (ST) orders (Amendment) Ordinance 1996

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

@The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002

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

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/Mother of Shri/Shrimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and/or* his/her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____.

Signature _____
**Designation _____

With a Seal of Office
State/Union Territory

Place: _____

Date: _____

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

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

**** List of authorities empowered to issue Caste/Tribe Certificates:**

- i (i) District Magistrate / Additional District Magistrate / Collector /Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate /Taluka Magistrate / Executive Magistrate.
- ii (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- iii (iii) Revenue Officers not below the rank of Tehsildar.
- iv (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

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

This is to certify that _____ son/daughter of _____ of village _____ District/Division _____ In the _____ State _____ belongs to the _____

Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997. vii) Resolution No.12011/99/94-BCC dated 11th December, 1997. viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- vii) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- viii) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4thApril, 2000.
- ix) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- x) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xi) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June, 2003.
- xii) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xiii) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri _____ and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Dept. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:

Seal:
University etc.

District Magistrate or Deputy

Note - I:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificate are indicated below:-
 - i) District Magistrate / Additional Magistrate / Collector / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate (not below the rank of 1st Class Stipendiary Magistrate).
 - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildar
 - iv) Sub -Divisional Officer of the area where the candidate and/or his family resides.

Note - II:

The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

Government of _____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE

TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____ permanent resident of Village/Street
_____ Post Office _____ District
_____ in the State/Union Territory
_____ Pin Code _____ whose photograph is
attested below belongs to Economically Weaker Sections, since the gross annual income* of
his/her family** is below ` 8 lakh (Rupees Eight Lakh only) for the financial year
_____. His/her family does not own or possess any of the following
assets***:

- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari _____ belongs to the
_____ caste which is not recognized as a Scheduled Caste, Scheduled
Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____
Name _____
Designation _____

**Repentant Passport
size
Attested photograph
of the applicant**

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Note :

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS:-

- (i) District Magistrate/ Additional District Magistrate/ Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate,
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

Form-V
CERTIFICATE OF DISABILITY
(In cases of amputation or complete permanent paralysis of limbs or dwarfism
and in case of blindness)

[See rule 18(1)]

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

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

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum.

_____ son/wife/daughter of Shri
 _____ Date of Birth _(DD/MM/YYYY)_ Age _____ years,
 male/female _____ registration No. _____ permanent resident of
 House No. _____ Ward/Village/Street _____ Post Office
 _____ District _____ State _____, whose

photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

_____.

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

Form-VI
CERTIFICATE OF DISABILITY
(In cases of multiple disabilities)
[See rule 18(1)]

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



Certificate No. _____ Date: _____

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

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
01	Locomotor disability	@		
02	Muscular Dystrophy			
03	Leprosy cured			
04	Dwarfism			
05	Cerebral Palsy			
06	Acid attack Victim			
07	Low vision	#		
08	Blindness	#		
09	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			

18	Parkinson's disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (_____ number and date of issue of the guidelines to be specified), is as follows: -

In figures: - _____ percent.

In words: - _____ percent.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i i) not necessary, or

ii ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _DD/MM/YYYY_.

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

e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

ANNEXURE – V

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement with
the Armed Forces on the (Date) _____.

Place: (Signature of Commanding Officer)

Date: Office Seal: _____

