

# National Institute of Design, Madhya Pradesh

Acharpura, Eint Khedi, Post Arwaliya, Bhopal M.P. 462038

## Recruitment to various Administrative Posts

**Notification No:- NIDMP/1-70/(17) Rectt.- Admin/2025 dated 07.10.2025**

Sl. No.	Name of Post	Pay Level/Consolidated Pay	Vacancy	Category wise Vacancies for contract.					
				SC	ST	OBC	EWS	UR	Total
1.	Chief Administrative Officer	<b>On Deputation – Pay Level - 12</b> of the Pay Matrix of 7th CPC <b>On Contract –</b> Monthly Consolidated Remuneration <b>Rs 122140/-*</b>	Deputation/ Contract	0	0	0	0	01	01 (On Deputation vacancy basis)
2.	Controller of Finance and Accounts	<b>On Deputation – Pay Level - 12</b> of the Pay Matrix of 7th CPC <b>On Contract –</b> Monthly Consolidated Remuneration <b>Rs 122140/-*</b>	Deputation/ Contract	0	0	0	0	01	01 (On Deputation vacancy basis)
<b>Total Posts</b>				0	0	0	0	02	02

### **Note:-**

**1- \* Based on First Cell of the Pay Level + DA @ 55% (as on date of advertisement, subject to change as per the applicable DA rate as on the date of joining of the candidate).**

**2. Method of recruitment for each post i.e. Deputation - D** (for the appointment on Deputation basis will be initially upto 09.03.2028 for the post of CAO and upto 22.09.2027 for the post of CFA. The other terms and conditions of the deputation including Pay & Allowances, shall be regulated as per the DoPT OM No 6/8/2009-Est (pay-II), dated 17.06.2010). **Contract – C** (The appointment on a contract basis will be initially for a period of one year, extendable further as per the requirement of the Institute (Upto one year extension at a time) solely at discretion of the Institute. The overall duration of the contract shall not exceed 03 years. Further, the candidates engaged against the subject recruitment (on Deputation/Contract basis) shall not be conferred any right to claim absorption in regular establishment of the Institute.

For other details regarding general information and application proforma please visit our website [www.nidmp.ac.in](http://www.nidmp.ac.in) .

Interested persons may download and fill up the application proforma, available on NID MP website [www.nidmp.ac.in](http://www.nidmp.ac.in) and attach copies of all educational qualifications, experience, Salary certificate, Vigilance Clearance, etc. (as applicable), paste passport size photograph, sign the application and should send their applications in the attach format for the post to this office in a sealed envelope clearly super scribed as “**APPLICATION FOR THE POST OF .....**” by **Registered Post/Speed Post Only**:

**The Administrative Officer,  
Establishment Section,  
National Institute of Design, Madhya Pradesh  
Village- Acharpura, Eint Khedi, Bhopal  
Distt. - Bhopal, State -Madhya Pradesh, Pin- 462038**

Last date for receipt of hard copy of the applications at NID MP is **30.11.2025**

**CHIEF ADMINISTRATIVE OFFICER (Officiating)**

**I. Essential/ Desirable Qualification, Age and Experience:**

(1) Essential/ Desirable qualifications, age and experience for the above posts are as per Recruitment Rules for Administration Staff in NID MP, available at **ANNEXURE-I**. Formats of various certificate are given at **ANNEXURE II**.

(2) The educational qualifications as mentioned in this advertisement must be acquired from the university/institution recognized/approved by the UGC/AICTE or the Institutions/University established by the Central/State Government.

(3) The Experience required for the post(s) would only be reckoned from the date of acquiring essential qualification as mentioned in this advertisement. The Experience acquired during pursuing higher qualification shall not be considered/ reckoned for calculation of total minimum experience required for the post applied for.

**II. Age Limit/Relaxation:**

- (1) The maximum age limit for each post shall be as per NID MP Recruitment Rules.
- (2) Age limit and other eligibility conditions for all the positions shall be determined on the last date of submission of the application notified.
- (3) Age relaxation for SC/ST/OBC/PwD/Ex-Servicemen candidates shall be applicable as per Government of India norms. **No relaxation will be applicable to SC/ST/OBC/PwD candidates applying for Unreserved (UR) vacancies.**

Sl. No.	Category	Age Relaxation permissible beyond the Upper age limit only for the reserved post in respective category
(i)	SC/ST	5 years
(ii)	OBC (NCL)	3 years
(iii)	PwD (UR)	10 years
(iv)	PwD + OBC (NCL)	13 years
(v)	PwD + SC/ST	15 years
(vi)	Ex-Servicemen	<p>For the Group A posts above, age relaxation of 5 years will be allowed to the ex-serviceman candidates, from Defence Forces (Army, Navy &amp; Air Force), will be allowed, as per rules.</p> <p>For the Group B &amp; C posts above, age relaxation upto the extent of service rendered in Defence Forces (Army, Navy &amp; Air Force) plus 3 years will be allowed, as per rules.</p> <p>The Ex-serviceman candidates will be mandatorily required to produce a certificate that they have been released from the Defence Forces as per the specified format.</p>

- (4) For other categories, the Institute shall follow provisions of age relaxation contained in DoPT O.M. No. 15012/ 2/ 2010 – Estt (D) dated 27.03.2012 regarding consolidated orders on relaxation in upper age limit allowed to various categories of government servants.
- (5) Date of birth shall be considered as indicated in SSC/Secondary School Leaving Certificate. In cases where D.O.B. is not stated in these certificates, any other certificate issued by Gol/State Government shall be considered. No subsequent request for change shall be entertained under any circumstances.
- (6) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 30.11.2025, i.e. the last date of receipt of offline applications under this advertisement. **Even in case of extension of last date for receipt of application, the relevant date for determining all eligibility criteria will be 30.11.2025.**

### **III. Application Fee:**

Candidates belonging to UR, EWS, OBC (Non-creamy layer) category shall be required to make payment of non-refundable application fee of **Rs. 1000/- (in the form of Demand Draft from any scheduled bank in favor of “National Institute of Design Madhya Pradesh” payable at Bhopal for each posts applied.** SC, ST, PwD, Ex.-Servicemen and Women candidates are exempted from payment of application fees. SC, ST, PwD and Ex.-Servicemen candidates are required to attached valid certificates issued by competent authority to claim fee exemption, otherwise their application will be rejected. **No fee is required to be paid by candidates applying on Deputation.**

### **IV. Important instructions other General Terms & Conditions:**

- (1) The applicant must be a citizen of India and preferably below the age as prescribed against each of the post as on the last date for receipt of applications i.e., 30.11.2025
- (2) Candidates applying in response to this advertisement should satisfy themselves regarding their eligibility for the post. They must be fulfilling eligibility criteria as on the last date of submission of applications, failing which their application will be rejected.
- (3) NID MP reserves the right to fill or not to fill all the advertised positions and cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
- (4) NID MP reserves the right to modify/increase/decrease the number of advertised vacant positions at its discretion.
- (5) The recruitment shall be done only on the recommendations of the duly constituted Statutory Selection Committee. The decision of the Appointing Authority shall be final.
- (6) NID MP will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate or the date of Notification to this effect. Thereafter, no query on the subject shall be entertained.
- (7) The appointment on a contract basis will be initially for a period of one year, extendable further as per the requirement of the Institute.
- (8) On the day of joining, the consolidated pay for the selected candidates on contract will be

fixed based on the applicable rates of Dearness Allowance, as applicable to regular employees of the Institute. The consolidated pay, so fixed, will not be revised upwards during the tenure of initial year. The applicable taxes will be deducted from the monthly payable remuneration.

(9) The selected candidate shall be entitled to casual leave of 08 days in a year on a pro-rata basis during the contract period. 02 Restricted Holidays (RH) shall also be allowed in a year. Leave can't be carried forward or accumulated to the next year. No leave encashment for un-availed leave/s is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

(10) Office timings and working days shall be as per the Institute guidelines/rules and regulations.

(11) No other allowances/ perks or benefits would be admissible except the above.

(12) The Institute can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the individual. The individual can also seek termination of the contract upon giving one month's notice to the Institute.

(13) The candidate selected on contract will only be paid the remuneration specified above, during the tenure of the contract of initial engagement. Thereafter, a revision in consolidated pay may be considered, as per annual increment and increased dearness allowance for the subsequent year(s), subject to annual performance review and subsequent continuation of contract as per the sole discretion of the Institute.

(14) Candidates applying must ensure that they meet the eligibility criteria as stipulated in the advertisement beforehand. They will be allowed to appear in the recruitment process based on the information furnished by them in their application form. In case, it is found at any stage of recruitment process, that the information furnished by the candidate is false or the candidate does not fulfill eligibility conditions, he/she will be disqualified, his/her candidature will be cancelled and if selected, engagement may be cancelled/terminated. No further correspondence in this regard will be entertained.

(15) Applications which are not in prescribed form/ filled incorrectly/ incomplete and without relevant supporting documents attached may be outrightly rejected. No correspondence will be entertained in this regard.

(16) The Institute reserves the right to issue an offer of engagement in respect of the candidates selected against as per its own discretion.

(17) Candidates are required to attach all applicable certificates in support of caste/ category, educational qualifications, experience (the experience certificate should clearly state pay details, Designation, duration etc.), photograph, signature, CV etc.

(18) Mere fulfilment of eligibility criteria does not guarantee candidates being called for Written/ Skill Test/ Interview. NID MP reserves the right to restrict the number of candidates to be called for Written/ Skill Test or Interview by short-listing the applications based on higher benchmark for short-listing criteria as may be decided by the Institute.

(19) NID MP reserves the right to reject or accept the candidature of any candidate at any stage. The Institute reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.

(20) Issuance of an admit card for the written test/Interview will not confer any right for engagement.

(21) No correspondence will be entertained from candidates not shortlisted for Written/Test/ Interview.

(22) In case of any inadvertent mistake/error in the process of selection which may be detected

at any stage even after the issue of offer of appointment, NID MP reserves the right to withdraw/ cancel/ modify any communication made to the candidate.

(23) The Selection process shall be conducted only at NID MP campus or as decided by the Institute on a date specified. No request for change of venue/ date of selection process shall be considered under any circumstances.

(24) No TA/DA will be paid for appearing in the Recruitment/Selection Process.

(25) The candidates appearing for the recruitment process shall have to make their own boarding and lodging arrangement.

(26) Original documents along with one set of self-attested copies of testimonials/documents will have to be produced on the day of Written Test/Interview for verification. Non - production of original of any of the requisite documents will render the candidate ineligible for appearing in the Written Test/Interview. In case, it is observed that the candidate is not fulfilling the criteria at the time of documents verification, he/she will not be allowed to appear in the Interview despite qualifying the written test and being shortlisted for the Interview.

(27) Candidates are advised to visit NID MP website <https://www.nidmp.ac.in> regularly. Any addendum/corrigendum/notice shall be published only on the Institute website. List of candidates shortlisted for participating in various stages of the selection process such as Written/ Interview etc. will be displayed only on NID MP website. No separate communication/ intimation in this regard shall be made by the Institute.

(28) All communications in regard with recruitment will be made by email/Institute website only. Candidates should check their email including SPAM folder regularly. Besides, all information regarding Test schedule etc. will also be provided through NID MP website and registered e-mail id of candidates. No separate communication through post will be sent.

(29) Hence, candidates are advised in their own interest to provide their functional email id and to white-list the e-mail id **career@nidmp.ac.in** so that communications sent from Institute does not end up in spam folder. NID MP will not be responsible for non-receipt of intimation via e-mail due to any technical reason/ problem not attributable to the Institute.

(30) Candidates should not have been convicted by any Court of Law.

(31) The decision of NID MP in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), will be final and binding on the candidates. No enquiry / correspondence will be entertained in this regard.

(32) In case, after appointment, any information given/ declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

(33) Candidates must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining NID MP service as per the Government of India norms.

(34) All the engagements are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, and medical fitness followed by police verification of the selected candidates. During the period of Institute service, if NID MP, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India /Institute Rules.

(35) NID MP reserves the right to extend the closing date for receipt of applications and also

reserves the right to postpone/ cancel the recruitment exercise for any/all the post at any stage.

(36) The Institute reserves the right, not to fill the post herein advertised in case of non-availability of suitable candidates.

(37) Photographs: One recent (not earlier than three months from the date of application) colour passport size photograph with a clear front view of the candidate without cap, scarf and sunglasses should be pasted while filling the application form. Identical extra colour passport size photograph as pasted on the application Form should be kept for providing the same at the time of verification or as required by NID MP. Candidates may note that Institute may reject the candidature at any stage for attaching old/ unclear photograph on the application form and actual physical appearance of the candidate.

(38) No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with year wise mark sheets. Only a grade card/ marksheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the candidate is eligible for award of degree.

(39) Experience Certificate(s) from employer(s) should mention Pay/CTC, nature of employment, period of employment, designation (Post) and all other work experience related details which candidate has claimed in the candidate's application. Offer of appointment shall not be treated as proof of experience. It is the responsibility of the candidates to provide conclusive documentary proof(s) in support of experience claimed.

(40) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Bhopal and courts/ Tribunals/ forums at Bhopal only shall have sole and exclusive jurisdiction to try any such cause/ disputes.

(41) Action against candidates found guilty of misconduct: Candidates are warned not to furnish any particulars that are false or to suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document.

(42) Without prejudice to criminal action/ debarment from NID MP recruitment process wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

(i) Making wrong declarations and giving misinterpretation of the facts in the application.

(ii) Involved in malpractices.

(iii) Using unfair means during Selection Process/Interview.

(iv) Obtaining support for his/her candidature by any means.

(v) Impersonate/Procuring impersonation by any person.

(vi) Submitting fabricated documents/ documents which have been tampered with.

(vii) Making statements which are incorrect or false or suppressing material information.

(viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.

(ix) Candidature can also be cancelled at any stage of the recruitment for any other ground which the NID MP considers to be sufficient cause for cancellation of candidature.

(43) Canvassing in any manner will entail disqualification of the candidature.

(44) Candidates not found eligible for the particular applied post as mentioned in the above

advertisement shall be disqualified. Screening of applications will be done on the basis of criteria mentioned in the advertisement only.

(45) The crucial date for determining the age limit and post qualification experience shall be the closing date for receipt of application i.e. 30.11.2025. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

(46) The already employed regular service candidates of Central Govt./Autonomous Bodies/Statutory Bodies/State Govt. should send their applications through proper channel. Application not forwarded through proper channel shall be rejected.

**(47) The Candidates who wish to apply to a post on Deputation basis, also need to apply hard copy through proper channel by filing the application form along with submission of documents related to essential educational qualification, experience, educational documents along with all relevant Certificate (as applicable). Besides the above, the candidate also needs to fill and attach the Cadre Controlling Authority endorsement while submission of offline application form. Candidates, applying on deputation, need to send the hard copy of application form, duly endorsed and completed by the cadre controlling authority/Parent Employer, along with clear No Objection Certification, attested copies of up-to-date ACR/APARS of the last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during last ten years.**

(48) The appointment on Deputation basis will be initially for a Two-year tenure. The other terms and conditions of the deputation including Pay & Allowances, shall be regulated as per the DoPT OM No 6/8/2009-Est (pay-II), dated 17.06.2010 as amended from time to time and other relevant instructions of the Govt. of India/DoPT.

(49) Applications on Deputation basis without the Cadre Controlling Authority endorsement by the cadre controlling authority/Parent Employer, along with clear No Objection Certification, attested copies of up-to-date ACR/APARS of the last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during last ten years/incomplete and without relevant supporting documents attached may be outrightly rejected. No correspondence will be entertained in this regard.

(50) A candidate can apply for more than one post by submitting a separate application form and by paying the application fee for each post separately. Candidates will be considered only for the post applied for.

(51) The Eligible and Willing Candidates are encouraged to fill up the application in the prescribed format and attach copies of all educational qualifications, experience, Salary certificate, Vigilance Clearance, D.D., etc. (as applicable), paste passport size photograph, sign the application and should send their applications in the attach format for the post to this office in a sealed envelope clearly super scribed as "APPLICATION FOR THE POST OF -----" by Registered Post/Speed Post only.

**The Administrative Officer,  
Establishment Section,  
National Institute of Design, Madhya Pradesh  
Village- Acharpura, Eint Khedi, Bhopal  
Distt. - Bhopal, State -Madhya Pradesh, Pin- 462038**

(52) Applications sent by any other mode shall not be entertained and no query shall be entertained by the Institute in this regard.



(53) The said physical copies of application forms received after the due date notified shall not be considered. The Institute shall not be responsible for postal delay, if any.

**VIII. Documents/ Certificate to be produced at the time of selection process and one set of photocopies attached with the application form:**

(1) Following documents/certificates, in original along with one set of photocopies, are required to be brought at the time of appearing in the selection/document verification process, failing which the candidature will be summarily rejected and candidate will be debarred from participation in the further selection process:

- 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, School leaving certificate indicating date of Birth will be considered.
- b) Higher Secondary / Class XII (or equivalent) board marksheet and passing certificate.
- c) Degree/Diploma Certificate(s), as applicable, along with marksheets pertaining to all the academic years as proof of educational qualification claimed.
- d) The Caste/Tribe/Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class. The SC and ST certificates must be produced in the prescribed proforma **(ANNEXURE-II [A])**. Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof. The caste of the candidate must be in the State-wise Central list of SCs given at "<http://socialjustice.nic.in/UserView/PrintUserView?mid=76750>" or "<http://www.socialjustice.nic.in/UserView/index?mid=76750>"  
The caste of the candidate must be in the State-wise Central list of STs given at "[https://tribal.nic.in/ST/Latest List of Scheduled tribes.pdf](https://tribal.nic.in/ST/Latest%20List%20of%20Scheduled%20tribes.pdf)"
- e) OBC Non-Creamy Layer certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the State-wise Central list of OBCs given at [www.ncbc.nic.in/User\\_Panel/CentralListStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx). The OBC certificate must be produced in the prescribed proforma **(ANNEXURE-II [B])**.
- f) EWS certificate issued on or after 1st April, 2022 shall be considered for reservation under EWS category, whose family has gross annual income below Rs. 8.00 lakh (Rupees Eight Lakh only) for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the assets as mentioned in DOPT,

Govt. of India OM No.36039/1/2019-Estt (Res) dated 31st January, 2019 shall also be excluded from being identified as EWS, irrespective of the family income. The EWS certificate must be produced in the prescribed proforma (**Annexure-II [C]**). Certificate to be rendered by PwD is placed as **Annexure II (D)**.

- g) Prescribed format of certificates to be submitted by Ex-Servicemen and serving Armed Forces Personnel is placed at Annexure II (E).
- h) Photo identity card (issued by govt. agency).
- i) NOC and experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP)/Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- j) Participation certificate in sports and other activities, if applicable.
- k) Degree as referred above should have been awarded by a recognized University/Institute.
- l) Any other relevant documents in support of the entries filled in application form,

**Note: Date of birth mentioned in Application form is final. No subsequent request for change of date of birth will be considered or granted. Certificate other than the prescribed formats will not be accepted.**

**IX. Important Dates:**

The applicants may visit the official website [www.nidmp.ac.in](http://www.nidmp.ac.in) for detailed advertisement. **The last date for receiving the hard copy of applications at duly complete in all respects, by Registered Post/Speed Post NID MP is 30.11.2025.**

**X. Checklist:**

- (1) Whether all details in offline application form have been filled up correctly?
- (2) Whether recent Passport Size Photograph attached?
- (3) Whether receipt for payment of application fee, if applicable, attached?
- (4) Whether certificates of essential qualification attached?
- (5) Whether caste/category certificate, if applicable, attached??
- (6) Whether Ex-servicemen certificate, if applicable, attached??
- (7) Whether NOC from parent employer, if applicable, attached??
- (8) Whether relevant experience certificate, if applicable, attached?

**CHIEF ADMINISTRATIVE OFFICER (OFFG.)**

## RECRUITMENT FOR VARIOUS ADMINISTRATIVE POSITIONS IN NID MP

## 1. Recruitment for the Post of Chief Administrative Officer

1.	Name of Post	:	Chief Administrative Officer
2.	No. of Posts	:	<b>One (UR-01) {On Deputation/ Contract}</b>
3.	Classification of Post	:	Group A
4.	Age	:	Not exceeding 56 years on Deputation basis  Not exceeding 50 years on Contract basis (as on date of closure of application)  Age relaxation admissible as per Govt of India Rules.
5.	Pay Band	:	<b><u>For Deputation Post:</u></b>  Pay Level -12 of the 7 <sup>th</sup> CPC pay matrix  <b><u>For Contract Post:</u></b>  Fixed Monthly Consolidated Remuneration of Rs <b>122140/-*</b>
6.	Educational Qualification/ Experience	:	<b>Essential:</b> (i) Degree in any discipline of a recognized institute or University. Working Knowledge in computer. (ii) A Minimum of 10 years of relevant experience in a Government/ Educational/Research Institution. The candidate would be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution. <b>Desirable:</b> Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post
7.	Conditions for Deputation	:	Officer under the Central/State/U.T. Government/ Universities/ Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least three years of service in the post in the grade pay Rs. 6,600/-.

## 2. Recruitment for the Post of CONTROLLER OF FINANCE AND ACCOUNTS

1.	Name of Post	:	CONTROLLER OF FINANCE AND ACCOUNTS
2.	No. of Posts	:	<b>One (01) UR – 01 {On Deputation/ Contract}</b>
3.	Classification of Post	:	Group A
4.	Pay Band	:	<p><b><u>For Deputation Post:</u></b></p> <p>Pay Level -12 of the 7<sup>th</sup> CPC pay matrix</p> <p><b><u>For Contract Post:</u></b></p> <p>Fixed Monthly Consolidated Remuneration of Rs 122140/-*</p>
5.	Age	:	<p>Not exceeding 56 years on Deputation basis</p> <p>Not exceeding 50 years on Contract basis (as on date of closure of application)</p> <p>Age relaxation admissible as per Govt of India Rules</p>
6.	Educational Qualification/ Experience	:	<p><b>Essential:</b></p> <p>(i) Master degree in Commerce/ Financial Management from recognized University/ Institution or C.A. or equivalent</p> <p>(ii) A minimum of 10 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules</p> <p><b>Desirable:</b></p> <p>(i) Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post.</p> <p>(ii) Passing the Departmental Accounts examination</p> <p>(iii) Members of the Organized Accounts Cadre of Government of India/ State Government</p>
7.	Conditions for Deputation	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay Rs. 6,600/-.

**THE FORM OF 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 State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]

@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) Order (Amendment) Act, 1990

@The Constitution (ST) Order (Amendment) Act, 1991

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

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

@The Constitution of (Scheduled Castes and Scheduled Tribes) Orders (Amendment)

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate  
issued \_\_\_\_\_ to \_\_\_\_\_ Shri/Shrimati  
\_\_\_\_\_ Father/mother \_\_\_\_\_  
\_\_\_\_\_ of Shri/Srimati/Kumari \_\_\_\_\_ of village/town \_\_\_\_\_  
\_\_\_\_\_ in District/Division \_\_\_\_\_ of the  
State/Union Territory \_\_\_\_\_ who belongs to the

\_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory of \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

Date :

Signature

Place :

Office Seal

**NOTE:** The term "Ordinarily" 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 SC/ST Certificate:

- (i) 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. (\*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).

**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, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Signature\_\_\_\_\_

Designation\_\_\_\_\_ \$

Dated:

Seal

-----  
\*-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.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

Affix                  resent  
passport size photo

**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 Rs.8.00 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.

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

3.

Signature with Seal of office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

\* 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.

## Annexure II [D]

### THE FORM CERTIFICATE TO BE PRODUCED BY PERSONS WITH DISABILITIES (PwD)/PHYSICALLY HANDICAPPED CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA

#### NAME & ADDRESS OF THE MEDICAL INSTITUTE/HOSPITAL

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

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

This is certified that we have carefully examined Shri/ Smt./ Kum.  
\_\_\_\_\_ son/ wife/ daughter of Shri \_\_\_\_\_ Date  
of birth \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ Registration  
No. \_\_\_\_\_ permanent resident of  
\_\_\_\_\_ (Address) whose photograph is affixed above and are  
satisfied that he/she is a case of \_\_\_\_\_ disability of following category:

#### **A. Locomotor 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) OA – One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (vi) BH – Stiff back and hips (cannot sit or stoop)

- (vii) MW – Muscular weakness and limited physical endurance
- (viii) SD – Spinal Deformity without any associated neurological/limb dysfunction
- (ix) SI – Spinal Injury without any associated neurological/limb dysfunction

**B. Blindness or Low Vision:**

- (i) B – Blind
- (ii) PB – Partially blind

**C. Hearing impairment:**

- (i) D – Deaf
- (ii) PD – Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of.....years ..... months.

\* 3. Percentage of disability in his/her case is..... Percent.

4. Shri/Smt./Kum. .... meets the following physical requirements for discharge of his/her duties:—

- (i) MF—Can perform work by manipulating with fingers. Yes/No
- (ii) PP—Can perform work by pulling and pushing Yes/No
- (iii) L—Can perform work by lifting. Yes/No
- (iv) KC—Can perform work by kneeling and crouching. Yes/No
- (v) BN—Can perform work by bending. Yes/No
- (vi) S—Can perform work by sitting. Yes/No
- (vii) ST—Can perform work by standing. Yes/No
- (viii) W—Can perform work by walking. Yes/No
- (ix) SE—Can perform work by seeing. Yes/No
- (x) H—Can perform work by hearing/speaking. Yes/No
- (xi) RW—Can perform work by reading and writing. Yes/No
- (xii) C - Can perform work by communication. Yes/No

(Dr.....)

Member

Medical Board

(Dr. ....)

Member

Medical Board

(Dr.....)

Chairman

Medical Board

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

\* Strike out whichever is not applicable.

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES  
PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT  
RECRUITMENT/CONTRACT**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of  
birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_  
in Army/Navy/Air Force.

He has been released from military services:

- (a) on completion of assignment otherwise than
  - (i) by way of dismissal, or
  - (ii) by way of discharge on account of misconduct or inefficiency, or
  - (iii) on his own request, but without earning his pension, or
  - (iv) he has not been transferred to the reserve pending such release
- (b) on account of physical disability attributable to Military Service.
- (c) on invalidment after putting in at least five years of Military service.

He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Note: \*Strike out whichever is not applicable.

Date:

Place:

Signature Designation & Official Seal

**B. Form B. Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

is serving in the Army/Navy/Air Force from \_\_\_\_\_.

He is due for release retirement on completion of his specific period of assignment on \_\_\_\_\_.

No disciplinary case is pending against him.

\*Strike out whichever is not applicable.

Date:

Place:

Signature Designation & Official Seal

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination 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 Service and Posts) Rules, 1979, as amended from time to time.

Signature and name of the Candidate

Date:

Place: