

National Institute of Design, Madhya Pradesh

Village - Acharpura, Eint Khedi, Post Arwaliya, Dist. - Bhopal (M.P.) – 462 038

Recruitment to Administrative Post

Notification No: - NIDMP/1-70/ (26) Rectt. - Admin/2026 dated 31.08.2026

Sl. No.	Name of Post	Pay Level	Vacancy	Category Wise Vacancy					
				SC	ST	OBC	EWS	UR	Total
1.	Senior Library Assistant	Pay Level – 5 of the Pay Matrix of 7 th CPC	Direct recruitment (Lien Vacancy)	-	-	-	-	01	01
Total Post				-	-	-	-	01	01

1. Direct Recruitment – **DR (Against Lien Vacancy** (*The appointment against Lien Vacancy, likely to be continued).
2. For other details regarding general information and application proforma please visit our website www.nidmp.ac.in .
3. Interested persons may download and fill up the application proforma, available on NID MP website 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**

4. Last date for receipt of hard copy of the applications at NID MP is **30.09.2026**.

CHIEF ADMINISTRATIVE OFFICER

I. Essential/ Desirable Qualification, Age and Experience:

(1) Essential / Desirable qualifications, age and experience for the above posts are as per Recruitment Rules for Administrative Staff in NID MP, is available at **ANNEXURE-I**. Formats of various certificates 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 would only be reckoned from the date of acquiring essential qualification as mentioned in this advertisement. The experience acquired while pursuing higher qualification shall not be considered / reckoned for calculation of total minimum experience required for the post applied for.

II. Age Limit/Relaxation:

- a) The maximum age limit for the post shall be as per NID MP Recruitment Rules.
- b) Age limit and other eligibility conditions for the post shall be determined on the last date of submission of the application notified.
- c) Age relaxation for SC / ST / OBC / PwD / Ex-Servicemen candidates shall be applicable as per prevailing Government of India norms. **No relaxation will be applicable to SC / ST / OBC / PwD candidates applying for Unreserved (UR) vacancies.**
- d) 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.
- e) 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 Govt. of India / State Government shall be considered. No subsequent request for change shall be entertained under any circumstances.
- f) The date for determining eligibility of candidates in every respect, i.e. qualifications, experience and preferred age limit etc. shall be considered as on **30.09.2026**, 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 30.09.2026.**

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 **₹500/- in the form of Demand Draft from any scheduled bank in favor of “National Institute of Design Madhya Pradesh” payable at Bhopal for the post 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 attach valid certificates issued by Competent Authority to claim fee exemption, otherwise their application will be rejected.

IV. Mode of Selection: - The Mode of Selection shall be as follows: -

- (i) Eligible/Shortlisted candidates shall be called for selection process consisting of a written examination comprising descriptive/objective type questions, with a time duration of 90 minutes (Total – 100 marks) with one mark for each correct answer and negative marking of 0.25 marks for each wrong answer. Unattempted questions will be awarded zero marks, as per pattern of examination given below.
- (ii) Final selection may be made based on performance in written examination, subject to successfully qualifying the Documents Verification Process and on passing the subsequent 'Skill Test'. Candidates are to note that top ten candidates for the post, based on their performance in the written examination, shall only be eligible to appear for the Skill Test, subject to their successful document verification.
- (iii) Computer-Based Skill Test shall carry a maximum of 50 marks and shall be qualifying in nature. Candidates must secure a minimum overall score of 45% in the Skill Test to qualify. A candidate who fails to qualify in the Skill Test shall not be eligible to participate in the further stages of the recruitment process, irrespective of the marks obtained in the Written Examination. The duration of the skill test will be 60 minutes, and pattern of skill test will be as follows: -
 - (a) MS- Word (40 Marks)
 - (b) MS- Excel (10 Marks)
- (iv) The written test will be based on practical knowledge tasks related to topics mentioned in the broad syllabus and as relevant for Job profile.
- (v) The schedule of Written Examination and Skill Test shall be uploaded on Institute website in due course.
- (vi) The pattern of Written Examination is given below:
 - a) English: - 10 MCQ of one mark each
 - b) General Awareness: - 10 MCQ of one mark each
 - c) Quantitative aptitude: - 10 MCQ of one mark each
- (vii) Job Profile/Subject related: - 70 MCQ of one mark each based on notified syllabus of the examination Job Profile / Subject related.
- (viii) Broad syllabus for Written Examination/skill test is given below:

Post	Broad syllabus for written test	Skill Proficiency Test
Senior Library Assistant	Language proficiency in English, Quantitative Aptitude, Principles of Library Management, Library Building & Resources Management, Library Automation & Digitization, Application of ICT in Libraries, Library Services, Web based & Emerging Technologies in Libraries, Digitization & Preservation, Open-Source Software and its application, Research Methods and Statistical Techniques etc. as relevant for Job profile of the post.	Computer based Skill Test to assess candidate's drafting, conceptualizing and other domain specific knowledge and Skills (refer Para IV(iii) above for pattern of Skill Test).

V. Minimum qualifying marks in Written Examination:

The minimum qualifying marks in the written examination for further shortlisting for the recruitment process shall be as follows:

1. UR: 30%

VI. Resolution of Tie Cases: In the event of tie-in scores of candidates in written examination, merit will be decided by applying the following criteria, one after another, till the tie is resolved:

1. Date of birth, with older candidate placed higher.
2. Alphabetical order in which the names of the candidates appear

VII. Important instructions other General Terms & Conditions:

- (1) The applicant must be a citizen of India and should preferably be within the age limit prescribed for the respective post as on the closing date for receipt of applications, i.e., **30.09.2026**.
- (2) Candidates applying in response to this advertisement must ensure that they fulfil all the prescribed eligibility criteria for the post. The eligibility conditions shall be determined as on the closing date for submission of applications. Applications of candidates who do not meet the prescribed eligibility criteria will be rejected.
- (3) Candidates are also required to attach photocopies of the experience, educational documents along with Caste Certificate, if applicable, and Identity Proof with the application form. Shortlisted candidates shall be required to submit the educational qualification certificates, Experience certificates, Age, Caste/disability certificate-if applicable and salary certificate/pay-slips and shall be required to carry the originals of the same with a set of self-attested copies at the time of document verification. Non-production of original document(s) of any of the requisite documents will render the candidate ineligible for appearing in the selection process. In case the candidate is not fulfilling the criteria at the time of applying application form as well as 'Document Verification', he/she will not be allowed to appear in the selection process.
- (4) Persons employed in Government / Semi Government Organizations / Autonomous Bodies / PSU's will have to attach 'No Objection Certificate (NOC)' and a 'Certificate of Vigilance Clearance' from their parent employer along with their application failing which their candidature will be cancelled, and they will not be allowed in the further selection process.
- (5) Degrees etc. in support of educational qualifications should have been awarded by a recognized University/ Institute from Central/State Government regulatory bodies like UGC, AICTE etc. The Institute reserves the right to carry out positive verification of the qualification and experience cited by a candidate. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets at the time of document verification.
- (6) Incomplete/Incorrectly filled applications and/or those without requisite fee and the supporting documents related to qualification and/or experience or those applications which are found not as per format provided by the Institute are liable to be summarily rejected.
- (7) Candidates will be allowed to appear in the document verification/selection process on the basis of the information/documents furnished by them in their application form. They are, therefore, advised to ensure that they fulfil all the eligibility conditions before applying. In case, it is found at a later stage that the information furnished by the candidate is false, incomplete, misrepresented or the candidate does not fulfil eligibility conditions, the candidature of such a candidate will be cancelled and no correspondence in this regard will be entertained. Issuance of Admit Card for the selection process will neither confer any rights for appointment, nor shall it be deemed as confirmation of meeting the eligibility criteria.
- (8) 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.

- (9) 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 be required before joining NID MP services or during the course of services as per the Government of India norms.
- (10) Police verification of the selected candidates shall be done as per the latest instructions issued by the Govt of India. In case the police verification is received as negative, the engagement of such individual shall be liable to be terminated by the Institute with immediate effect.
- (11) The Institute can terminate the probationer 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 or one month pay in lieu of one month notice. The individual can also seek resignation from the post upon giving three months' notice to the Institute.
- (12) All modification(s) / amendment(s) shall be displayed on NID MP official website only at www.nidmp.ac.in under 'careers section'. Therefore, candidates are advised to regularly check the website for updates/instructions/notifications, if any, regarding the recruitment process.
- (13) Once applied, the applicants are advised to check the NID MP official website as well as their own registered e-mail regularly for any updates. Any Corrigendum / Addendum / Notification pertaining to this recruitment advertisement shall be published on NID MP official website only.
- (14) All the appointments are for full time commitment and subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, 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 may also be initiated by the institute against such candidate(s) as per Government of India Rules.
- (15) NID MP reserves the right to fill or not to fill the advertised post and cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
- (16) 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.
- (17) 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.
- (18) Office timings and working days shall be as per the Institute guidelines/rules and regulations, as applicable from time to time.
- (19) Mere fulfilment of eligibility criteria does not guarantee candidates being called for Written/Skill Test. NID MP reserves the right to restrict the number of candidates to be called for Written/Skill Test by short-listing the applications based on higher benchmark for short-listing criteria as may be decided by the Institute.
- (20) 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.
- (21) No correspondence will be entertained from candidates not shortlisted for Written/ Skill Test.
- (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 Written/Skill Test shall be conducted only at NID MP 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) Institute will not arrange any boarding and lodging facility for the candidates, and they will have to make their own arrangement for attending Written/Skill Test.
- (26) Original documents along with one set of self-attested copies of testimonials/documents will have to be produced on the day of Skill Test for document verification. Non - production of original of any of the requisite documents will render the candidate ineligible for appearing in the Skill Test. 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 Skill Test despite qualifying for the written test and being shortlisted for the Skill Test.
- (27) Candidates are advised in their own interest to provide their functional email-id & to whitelist 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. All other communications in regard with recruitment will be made by email only.
- (28) Candidates should not have been convicted by any Court of Law.
- (29) 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, whatsoever, will be entertained in this regard.
- (30) 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.
- (31) The Institute reserves the right not to fill the post herein advertised in case of non-availability of suitable candidates.
- (32) 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 in 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 photographs on the application form and actual physical appearance of the candidate.
- (33) 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.
- (34) Experience Certificate(s) from employer(s) should clearly 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.

- (35) 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.
- (36) 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.
- (37) 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 Written / Skill Test.
 - (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 recruitment for any other ground which the NID MP considers to be sufficient cause for cancellation of candidature.
- (38) Canvassing in any manner will entail disqualification of the candidature.
- (39) 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 the criteria mentioned in the advertisement.
- (40) The crucial date for determining the age limit and post qualification experience shall be the closing date for receipt of application i.e. **30.09.2026**. 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.
- (41) 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, valid demand draft, etc. (as applicable), paste passport size colour photograph and put signature at the prescribed space on the application and should send their applications in the attach format to Institute 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

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

- (43) 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:

(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 the 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 the 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 12th (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) 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 03rd 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 a duly completed application form. No other certificate will be accepted as sufficient proof.
- 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. The OBC certificate must be produced in the prescribed proforma (**ANNEXURE-II [B]**).
- f) EWS certificate issued on or after 01st April 2022 shall be considered for reservation under EWS category, whose family has gross annual income below ₹ 8.00 Lakhs (Rupees Eight Lakhs 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]**).
- g) Certificate to be rendered by PwD is placed as **Annexure II (D)**.
- h) Prescribed format of certificates to be submitted by Ex-Servicemen and serving Armed Forces Personnel is placed at **Annexure II (E)**.
- i) Photo identity card (issued by govt. agency).

- j) 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).
- k) Participation certificate in sports and other activities, if applicable.
- l) Degrees, as referred above, should have been awarded by a recognized University/Institute.
- m) Any other relevant documents in support of the entries filled in the application form.

Note: Date of birth mentioned in Application form is final. No subsequent request for the 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 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 30th Sept 2026.

X. Checklist:

- (1) Whether all details in offline application form have been filled up correctly?
- (2) Whether recent Passport Size Photograph attached?
- (3) Whether applicable 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

RECRUITMENT FOR SENIOR LIBRARY ASSISTANT IN NID MP

1.	Name of Post	:	Senior Library Assistant
2.	No. of Post	:	One (01) UR – 01 {On Direct recruitment against Lien Vacancy}
3.	Classification of Post	:	Group C
4.	Pay Band	:	Pay Level – 5 of the 7 th CPC pay matrix
5.	Age	:	Not exceeding 30 years as on date of closure of application Age relaxation admissible as per Govt of India Rules
6.	Educational Qualification / Experience	:	Essential: (i) Bachelor's degree in library science or equivalent from a recognized University. Desirable: (i) Experience in library administration
7.	Probation period	:	02 years for direct recruits
8.	Job Profile (Indicative but not exhaustive)	:	Senior Assistant Librarian shall function under the supervision and directions of the Head Librarian of the Institute and expected to have good knowledge of tasks and responsibilities in the areas as detailed below, which shall include, but not be limited to, the following: - To Assist the Head Librarian in operation and functioning of Library/Resource Center, Digitization of the important and valuable resources in the KMC, procurement of relevant e-books, e- magazines/ journals, to ensure and strengthen the resource systems at the Library Resource Centre, Library-Resource Centre Memberships, circulation, reader related issues, etc, Acquisition procedures, approvals, sanctions, etc. from the competent authorities. - Classification of books and AV materials. - Archival collection, classification, restoration, maintenance, etc. - Institutional contacts (memberships, Inter-Library Loans, reference services, etc.). - To carry out any other tasks, as assigned by the Higher Authorities of the Institute.

**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND
SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER
NID MADHYA PRADESH.**

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 /
 Divisionof 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:

Office 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
colour 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 ₹ 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).

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.

**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: _____

Paste recent colour
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.
Reassessment 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 the Indian Army / Indian Navy / Indian 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 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: