



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
सरदार વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થા, સુરત  
(Established by the Government of India under NITSER Act.)  
P.O. ICHCHHANATH, SURAT-395 007, GUJARAT, INDIA  
Website: <http://www.svnit.ac.in>

Advt No. Estt. /2024/Gr\_A (DR)/1816

Date: October 09 2024

**RECRUITMENT FOR NON-TEACHING GROUP 'A' POSITIONS (DEPUTY REGISTRAR)**

Sardar Vallabhbhai National Institute of Technology Surat (SVNIT) was established by the Government of India by an Act of Parliament, offering UG, PG and Ph.D. Programs in Engineering/ Technology and Sciences. The Institute is in search of bright, dynamic, experienced, qualified, and suitable Indian Nationals to cater the Institute's requirement. The Institute invites online applications for the following Non-teaching positions on direct recruitment in various departments/ sections of the Institute:

Sl. No	Name of the Post (s) & Specialization/ Relevant Field	Pay Level (as per 7 CPC)	No of Vacant Posts					Total	Upper Age Limit
			UR	SC	ST	OBC-NCL	EWS		
1	Deputy Registrar	Pay Level 12	02	-	-	01	-	03	50
	<b>Total</b>		<b>02</b>	<b>0</b>	<b>0</b>	<b>01</b>	<b>0</b>	<b>03</b>	

The eligibility criteria for the above posts are as per Recruitment Rules of NITs (2019) and as updated from time to time by Ministry of Education, Govt. of India. For details regarding the online Application Form, Educational Qualifications, Experience, other requirements and terms & conditions for these positions, please visit the Institute website <http://www.svnit.ac.in>. The number of Posts may vary at the time of final selection / recruitment.

The interested candidates may apply online through the Institute website <http://www.svnit.ac.in> and send the filled in downloaded online application form duly signed alongwith self-attested documents viz. relevant testimonials, certificates, payment receipts etc. by speed/ registered posts to the Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat - 395 007, Gujarat, The applications received through any other mode shall not be accepted and summarily rejected. **The last date for submission of online application is 25.11.2024 till 5.00 p.m. and receipt of downloaded signed completed application at SVNIT Surat is 02.12.2024**

-sd/-  
REGISTRAR



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	<b>Total</b>		<b>02</b>	<b>0</b>	<b>0</b>	<b>01</b>	<b>0</b>	<b>03</b>	

The eligibility criteria for the above posts is as per Recruitment Rules of NITs issued in 2019 (Annexure-IA) and as updated from time to time by Ministry of Education, Govt. of India.

**Instructions to the Applicants:**

The interested eligible candidates may apply ONLINE through the Institute website <http://www.svnit.ac.in>. The filled in downloaded online application form duly signed alongwith self-attested documents viz. relevant testimonials, certificates, payment receipts etc. must be sent by speed/ registered posts to the Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat – 395 007, Gujarat so as to reach within prescribed due date failing which, their candidature will not be considered. The Institute will not be responsible for any postal delay. **The last date for submission of online application is 25.11.2024 till 5.00 p.m. and receipt of downloaded signed completed application at SVNIT Surat is 02.12.2024. The Envelope containing the application form must be superscribed as 'Application for the post of ....., Application ID No.....'**

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

The essential/ desirable qualifications, age and experience for the above posts are as per Recruitment Rules (2019) for Non-teaching staff in NITs, available at **ANNEXURE-I A**. The applicants are advised to refer the same before filling the online application form.

## **2. Age Limit and applicable Relaxation:**

- I. Maximum age limit for each post shall be as per Recruitment Rules of NITs.
- II. Age relaxation for OBC/ PwD/ Ex-Servicemen applicants shall be applicable as per Government of India norms. No relaxation would be applicable to other candidates applying for Unreserved (UR) vacancies.
- III. The crucial date for determining the maximum age limit shall be the last date of submission of online applications under this advertisement.
- IV. Only the date of birth as indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted.

## **3. General Instructions:**

- I. The Institute shall retain data of online application of shortlisted/non-shortlisted candidates only upto six months after the date of completion of the recruitment process.
- II. It is the responsibility of the applicant to assess his/her own eligibility to the post(s) for which he/she is applying in accordance with the Advertisement. In future, if it is found at any state, that during the process of selection or even after appointment the applicant was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reason; his/her candidature / appointment shall be liable to be cancelled / terminated immediately.
- III. The Number of posts shown above may change and may vary at the time of personal selection/recruitment. The Institute reserves the right not to fill any/all posts advertised and to reject any/all application without assigning any reason.
- IV. Applications that are not in prescribed form / without relevant supporting enclosures may be rejected. No correspondence will be entertained in this regard.
- V. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel any/all communication made with the applicants.
- VI. The period of Experience rendered by a candidate on part-time basis /daily wages or as visiting / guest faculty will not be counted while calculating the valid experience for shortlisting the candidates to appear for Selection Test/ Interview.
- VII. 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 3<sup>rd</sup> September, 2015 will only be accepted as sufficient proof in support of an applicant's claim to belong to Schedule Caste/ Schedule Tribe. The SC and ST certificates must be produced in the prescribed proforma (**Annexure-II [A]**).

- VIII. Candidate applying for the post(s) reserved for OBC (NCL), must submit an attested copy of caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority (as per **Annexure-II [B]**) without which applications will not be considered. The OBC Certificate must be issued after 1<sup>st</sup> April, 2024.
- IX. The persons with benchmark disability (PwD), as indicated against various item(s) in the vacancy details, can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. The disability certificate must be produced in the prescribed proforma (**Annexure-II [C]**).
- X. Ex-Servicemen applicants shall require to submit the certificates in the prescribed proforma for availing age relaxation, if any, as per rules (**Annexure-II [D]**).
- XI. The person employed on regular employment in Government and Semi-Government Organizations, Public Sector, autonomous bodies of Govt. of India or the State Government must apply through proper channel. In such cases, the candidates are advised to send an advance copy so as to reach before the stipulated time limit. In such cases, the applicants are required to bring No Objection Certificate / Copy of forwarding letter from his/her employer at the time of appearing Screening Test/ Personal Interview.
- XII. In the absence of Comparable / equivalent level for the employees other than Pay structure of Central Dearness Allowances (CDA) pay pattern or similar, the candidate applying for the post of Deputy Registrar post must have a minimum gross salary of Rs.15 lakhs per year during any of the financial year 2022-23 and/or 2023-24 as per Form-16/ITR.
- XIII. **Documents/ Certificate to be enclosed/produced:**
- The following documents/certificates, in original along with one set of photocopies, are required to be brought along with a printout of the online application and receipt/proof of online application processing fee deposited, at the time of appearing in the selection process:
- Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating date of birth.
  - Higher Secondary / Class XII (or equivalent) Board Certificate and Marks-sheet.
  - UG / PG Degree / ITI / Diploma certificate (whichever is applicable) along with mark sheets pertaining to all the academic years
  - SC/ST certificate issued by the competent authority (**Annexure-II [A]**).
  - The OBC Certificate issued on or after 1<sup>st</sup> April, 2024 (**Annexure-II [B]**).
  - Divyaang (PwD) applicants shall be required to produce the Disability Certificate (**Annexure-II [C]**).
  - Ex-Servicemen applicants shall be required to submit the certificates in the prescribed proforma (**Annexure-II [D]**).
  - Experience Certificate(s) from the Head(s) of Organization(s) as per (**Annexure-III**)

- i) No Object Certificate issued from the existing employer, if applicable
  - j) Photo identity card (in original, such as Aadhaar Card / Passport / Driving License / Voter ID Card).
  - k) The supporting documents for claiming the past experiences at different levels.
  - l) Any other relevant documents in support of the entries filled in the application form
  - m) In case if the qualification is not strictly as per the RR, the candidates are required to provide equivalency certificate from respective board/university.
  - n) Equivalence certificate in case of result having CGPA from respective Institute. In case of non-availability conversion formula from CGPA/OGPA to percentage from respective Institute / university, the conversion from CGPA (10-point scale) into percentage will be considered as CGPA (10-point scale) x 10 = percentage of marks.
- XIV. Notwithstanding anything contained, the guideline of recruitment rules, as communicated by Department of Higher Education, MHRD (Now, Ministry of Education (MoE)), Govt. of India vide **letter No. F.35-5/2018 - TS.III, dated 4<sup>th</sup> April, 2019** will be applicable. However, any modification in the uniform Recruitment Rules as notified by Ministry of Education, GoI will be finally applicable.
- XV. Any addendum/corrigendum and related notifications will be published at the Institute website: <http://www.svnit.ac.in> only. Applicants are advised to regularly visit the Institute website for any update/notification.
- V. Legal disputes, if any, with Sardar Vallabhbhai National Institute of Technology, Surat will be restricted within the Jurisdiction of Surat only.

#### 4. Application Process:

- I. Applicants are required to apply only through online recruitment portal of the Institute website: [www.svnit.ac.in](http://www.svnit.ac.in). Applicants may click on the online application link, read the instructions carefully and fill up the online application form. After successful submission of online application, the applicant must keep a copy of the online submitted application, which will be required to produce as and when asked for.
- II. One recent (within three months from the date of application) color passport size photograph with clear front view of the applicant without cap, scarf and sun glasses should be uploaded while filling the Online application form.
- III. After submission of online application, no request for change in any data will be entertained.
- IV. Application without payment of application processing fee will be considered as incomplete and will be summarily rejected.
- V. **All pages of the application must be numbered and signed by the candidates. All the supporting documents must be self-attested. All the pages of the application form must be numbered and total pages must be written on the first page of the application form.**

- VI. On completion of filling /uploading the online application form and its submission, please download a copy of the submitted application form and its enclosures including the Self-Attested photo-copies of the certificates/testimonials/etc., along with proof of applicable application fee and send the same to the **Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology (SVNIT), Ichchhanath, Dumas Road, Surat – 395 007, Gujarat by Speed/Registered Post so as to reach on or before last date of receipt of hard copy of Application Form at Institute.** The Envelope containing the application form must be superscribed as Application for the post of ....., Application ID No.....
- VII. The institute will not be responsible for any postal delay in receipt of hard copy of completed application form. The application received after the due date will not be considered and candidature of such candidate will be rejected.
- VIII. **Application Processing Fee:**
- The SC, ST, PwD and Female candidates are exempted from payment of processing fees. The Applicants belonging to other category shall be required to pay a non-refundable processing fee of **Rs.1000 (Rupees One Thousand only).**
  - The application processing fee is non-refundable.
5. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. The applicants are requested to submit correct information in the application form.
6. For queries related to difficulty in submission of on-line application form, the candidate may send email on [recruitmentnonteaching@svnit.ac.in](mailto:recruitmentnonteaching@svnit.ac.in) with complete details. However, inquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.
7. No enquiry/ queries related to recruitment process shall be entertained till the completion of the process.
8. The Institute reserves the right not to fill any/all posts advertised and to reject any/all application without assigning any reason.
9. **Schedule for Recruitment Process**
- Date of Publication of detailed notification on Institute's Website: **09.10.2024**
  - Portal open for online application: **14.10.2024**
  - Last Date of online application: **25.11.2024 [upto 5:00 p.m.]**
  - Last date of receipt of hard copy of Application Form at SVNIT:**02.12.2024**
  - The procedure for selection / examination pattern/ syllabus/ schedule of examination etc. will be intimate in due course of time and will be uploaded on the Institute website.
  - Candidates are advised to visit the Institute website regularly for all updates. The Institute will not be responsible in any manner, if a candidate fails to visit/ access the Institute website.**

For any query please write to Institute at [recruitmentnonteaching@svnit.ac.in](mailto:recruitmentnonteaching@svnit.ac.in)  
In case of any technical difficulty please contact:  
Phone No.: 0261-2201550  
**Time: 10:00 A.M. to 5:00 P.M. (Monday to Friday)**

-sd/-  
REGISTRAR  
SVNIT, Surat

**Recruitment Rules (2019) for the post of DEPUTY REGISTRAR in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group -A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p><b>Educational Qualification:</b> Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute.</p> <p><b>Experience:</b></p> <p>i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.</p> <p><b>Desirable:</b></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience of working in E-Office system.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance &amp; Accounts) or Deputy Registrar (Internal Audit).</p>

Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or equivalent from a recognized University / Institute.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% Direct Recruitment failing which by deputation (including Short Term contract) 25% on promotion failing which by deputation (including Short Term contract)
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	<b>Promotion:</b> Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR). <b>Deputation (including Short Term Contract):</b> Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry: a) i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent. b) Possessing educational qualification as prescribed in Row 7
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju



**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE 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 \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_ Father/mother  
Kumari \_\_\_\_\_ of village/town \_\_\_\_\_ Shri/Srimati/  
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:

Place:

Signature  
Designation  
Official 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 OBC 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/Shrimati/Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under:

- @Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- @Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
- @Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
- @Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
- @Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.
- @Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
- @Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
- @Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
- @Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
- @Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
- @Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000, published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
- @Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
- @Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.
- @Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
- @Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in village/town \_\_\_\_\_ of \_\_\_\_\_ District/Division of the State/Union Territory of \_\_\_\_\_. 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, O.M. No. 36033/3/2004-Estt. (Res.) dated 9<sup>th</sup> March, 2004 and O.M. No. 36033/3/2004- Estt. (Res.) dated 14<sup>th</sup> October, 2008.

Date:

Signature

Place:

Designation

Official 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 OBC 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).



Annexure-IV

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

**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: Strikeout 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.

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.

Date:

Place:

Signature  
and name of the Candidate

**Annexure - III**

**The form of Certificate to be produced by the candidate for claiming experience**

**Experience Certificate Format**  
Letter Head of the Institution/Issuing Authority

Telephone No. ....

Fax No. ....

Name of the Organization  
Address of the Organization

Date .....

This is to certify that Shri / Ms ..... S/o, D/o, W/o ..... is an employee of ..... and the duties performed by him/her during the period(s) are as under:

Name of the Organization	Name of the Post held	From dd/mm/yy	To dd/mm/yy	Total Period dd/mm/yy	Nature of Appointment Permanent / Temporary/ Part-time/Contract/ Guest /Honorary	Field of Experience / Specialization
a)	b)	c)	d)	e)	f)	g)

Pay Scale/Pay Level and last Salary drawn	Duties performed / experience gained in brief in each post	Place of Posting	Nature of Work Supervisory Level / Middle Management Level/ Head of Branch	Remarks , if any
h)	i)	j)	k)	l)

It is certified that above facts and figures are true and based on service records available in our organization.

Signature  
Name of the competent authority  
Stamp of the competent authority