



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

(An Institute of National Importance, Established under NITSER Act, Government of India)

MANGALURU - 575 025, KARNATAKA STATE, INDIA

Ref. No.: 3313/NITK/Admin.-Estt./NTR/2023/B2

Date: 17th August, 2023

RECRUITMENT NOTICE FOR NON-TEACHING POSITIONS

The National Institute of Technology Karnataka, Surathkal is an Institute of National importance, established by the NITSER Act, 2007 under the Ministry of Education, Government of India. The Institute invites **ONLINE Applications** from eligible Indian nationals to fill up the following vacant regular posts through Direct Recruitment.

S. No.	Name of the Post	GROUP	Pay Level (as per 7 th CPC)	Vacancy	Vertical Reservation				
					UR	SC	ST	OBC (NCL)	EWS
1	Superintendent	B	06	04	03	00	00	01	00
2	Senior Technician	C	04	18	10	02	01	04	01
3	Senior Assistant	C	04	11	07	01	00	02	01
4	Technician	C	03	35	16	05	02	09	03
5	Junior Assistant	C	03	23	11	03	01	06	02
6	Office Attendant	C	01	21	10	03	01	05	02
TOTAL				112	57	14	05	27	09

05 posts are reserved for Divyaang (PwD) in Group C positions

For details regarding the online Application Form, Educational Qualifications, Experience, other requirements, and terms & conditions for these positions, please visit the Institute website: - www.nitk.ac.in

The last date for submission of the online application is 06-09-2023 (Wednesday) till 23.50 hrs.

JOB PROFILE**GROUP - B**

Sl. No.	Name of the Post	Pay Level (as per 7th CPC)	Brief Job Description
1	Superintendent	06	<ol style="list-style-type: none"> 1. They shall be responsible for the overall planning of the day-to-day works of the section/unit concerned. 2. They shall assign/distribute jobs to the staff attached to the concerned section in consultation with the controlling officer. 3. They shall be held responsible for any task performed by the concerned section controlled by them under the supervision of the controlling officer. 4. Any other duties assigned from time to time.

GROUP - C

Sl. No.	Name of the Post	Pay Level (as per 7th CPC)	Brief Job Description
1.	Senior Technician	04	<ol style="list-style-type: none"> 1. To service scientific, electronic, electrical & other instruments and machines, installation of different OSs and academic/research software and configuring them for the intended use. 2. Job-related to different kinds of fabrication work at the department. 3. Responsible for work related to repair, maintenance, and fabrication of electrical, electronic, and mechanical equipments. 4. Any other duties assigned from time to time.
2	Senior Assistant	04	<ol style="list-style-type: none"> 1. To take up clerical work of subjects assigned to them and to carry out the same in accordance with the rules and regulations of the Institute. 2. To receive instructions and to be responsible to the HoDs/HoS in matters pertaining to their assigned work. 3. Any other duties assigned from time to time.
3	Technician	03	<ol style="list-style-type: none"> 1. To service scientific, electronic, electrical & other instruments and machines, installation of different OSs and academic/research software and configuring them for the intended use. 2. Job-related to a different kind of fabrication. 3. Responsible for work related to repair, maintenance and fabrication of electrical, electronic and mechanical equipments. 4. Any other duties assigned from time to time
4	Junior Assistant	03	<ol style="list-style-type: none"> 1. To take up clerical work of subjects assigned to them and to carry out the same in accordance with the rules and regulations of the Institute. 2. To receive instructions and to be responsible to the HoDs/HoS in matters pertaining to their assigned work. 3. Any other duties assigned from time to time.
5	Office Attendant	01	Any duties assigned by the HoD / HoS from time to time.

ESSENTIAL/ DESIRABLE QUALIFICATION, AGE, AND EXPERIENCE:

1. Trade/Branch/Field of study with educational qualifications for Technical Posts i.e. Technician and Senior Technician. (**Enclosed as ANNEXURE - I**)
2. The essential/ desirable qualifications, age, and experience for the above posts are as per Recruitment Rules (2019) for Non-teaching staff in NITs – (**Enclosed as ANNEXURE - II**). The applicants are advised to refer the same before filling out the online application form.
3. The crucial date for determination of eligibility shall be the last date prescribed for the receipt of ONLINE applications.

IMPORTANT CONDITIONS:

The Applicant should ensure the following:

1. ESSENTIAL QUALIFICATION & EXPERIENCE:

The Applicant must fulfil the essential qualification & experience for the Post as mentioned above as well as other conditions stipulated in this Advertisement. The Applicant is advised to satisfy himself/ herself before applying that he/she possess at least the essential qualification/experience as laid down for the post. No inquiry asking for advice as to eligibility will be entertained.

(NOTE: The prescribed essential qualification(s)/experience are the minimum and the mere possession of the same does not entitle candidates to be considered for appointment).

2. ELIGIBILITY FOR AVAILING RESERVATION:

- a) Candidates seeking reservation/relaxation benefits available for SC/ST/OBC/EWS/Ex-Servicemen/PWD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the relevant Rules/instructions of the Vacancy Notification. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the relevant rules/instructions for such benefits and **these certificates should be dated earlier than the due date i.e. closing date of the online application.** Reservation/Concession for SC/ST/OBC (Non-Creamy layer)/EWS/ Divyaang (PwD)/Ex-Servicemen is as per Central Government Rules.

Candidates belonging to SC & ST categories should attach a certificate obtained from Revenue Authorities not below the rank of Tahasildar or from a First-Class magistrate of the place of domicile of the candidates clearly authenticating the category to which they belong in the prescribed form. **(Enclosed as Annexure – III [A]).**

OBC certificate issued on or after 01st April, 2023 shall be considered for reservation under OBC (Non-Creamy Layer) category. The certificate should clearly mention that the applicant belongs to the non-creamy layer and the caste of the applicant must be in the State-wise Central list of OBCs given at www.ncbc.nic.in/User_Panel/CentralListStateView.aspx. The OBC certificate must be produced in the prescribed proforma **(Enclosed as Annexure – III [B]).**

EWS certificate issued on or after 01st April, 2023 shall be considered for reservation under the EWS category **(Enclosed as Annexure – III [C]).**

The Divyaang (PwD) candidates shall be required to submit the Disability/Medical Certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with a duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%. The Divyaang certificate must be produced in the prescribed proforma **(Enclosed as Annexure – III [D]).**

Ex-Servicemen applicants shall require to submit the certificates in the prescribed proforma for availing age relaxation, if any, as per rules **(Enclosed as Annexure – III [E]).**

- b) No change in the community status already indicated in the online application/offline application form by a candidate for this post will be allowed.
- c) The Candidature of an Applicant claiming reservation under one of these categories shall be summarily rejected in case it is found at any stage of the Application process or recruitment process that his/ her Application is not supported by valid certificates as above.

3. CITIES FOR EXAM CENTRES FOR CBT: -

Note: Recruitment involves two stages. In the first stage, a Computer Based Test (CBT) at the national level shall be conducted across different cities. Based on the performance in the CBT, candidates shall be shortlisted for a skill test; The schedule of the skill test shall be notified to the shortlisted candidates subsequently.

Effort will be made to allot the Centre of Examination to the candidates in order of the City choice opted by them in their Application Form. However, due to administrative reasons, a different city/district of nearby area may be allotted at the discretion of NTA. Choices once exercised will not be changed under any circumstances. NTA reserves the right to allot a candidate an exam city, other than the one opted by him/her, if need be depending on administrative exigencies. NTA reserves the right to cancel/ merge any exam city/Centre if need be, depending on administrative exigencies. The Examination City Centre, once opted, shall not be changed. The decision of the NTA regarding the allotment of the Centre, Date and Shift shall be final. No further correspondence or request shall be entertained in such case.

4. GENERAL CONDITIONS FOR THE APPLICANTS:

- 4.1 The relevant Recruitment Rules for non-teaching, are available on the Institute website www.nitk.ac.in. The candidates are advised to refer to the same before filling out the online application form. However, any modification in the uniform Recruitment Rules as notified by the Ministry of Education, Government of India will be finally applicable.
- 4.2 All recruitment and pay-fixation shall be done by the Board of Governors (BoG) of the Institute, only on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final.
- 4.3 The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data for non-shortlisted candidates only for three months after the completion of the recruitment process.
- 4.4 The candidates are required to apply in the online portal only with complete information. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and a separate application must be submitted online for each post.
- 4.5 As an Institute of National Importance, NITK strives to have a workforce that reflects an all-India character, and hence candidates from all over the country are encouraged to apply.
- 4.6 NITK strives to have a workforce which also reflects gender balance and hence women candidates are especially encouraged to apply.
- 4.7 As decided by the Board of Governors of the NITK, Surathkal in its 56th meeting dated 29-04-2019, persons currently engaged at NITK, Surathkal on an Ad-hoc /Temporary / Contractual / Outsourced basis engaged through various service providers at NITK, Surathkal, are allowed **one-time age relaxation up to 25 years (Twenty-Five years) in each post**, to participate in this regular recruitment process for the posts for which they fulfil all other conditions including educational qualifications mentioned in the Recruitment Rules 2019, subject to the following conditions:
 - i. The relaxation will be applicable only for participation in this regular recruitment process only.
 - ii. No relaxation in qualification and experience will be allowed under any circumstances.
 - iii. Age relaxation up to 25 years (Twenty-Five years) in each post shall be allowed only to those persons who are working/serving at NITK, Surathkal on an Ad-hoc /Temporary / Contractual / Outsourced basis engaged through various service providers at NITK, Surathkal on the date of advertisement.
 - iv. The crucial date for determining the maximum age limit shall be the last date of submission of online applications under this advertisement.

- v. The relaxation granted if any shall only to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post at NITK, Surathkal.
- vi. Candidates falling under these criteria must attach the valid experience certificate issued by the respective Agencies.
- 4.8 Regular Staff of NITs will be given relaxation of age etc., as per the provisions stipulated in the Para 4(B)(iii) of MHRD letter No.F.35-5/2018-TS.III dated 20.02.2019.
- 4.9 The applicant will be responsible for the authenticity of submitted information, other documents, and photographs. Furnishing of any false information and/or suppression/ concealment of facts shall lead to rejection/ cancellation of selection.
- 4.10 The number and nature of posts shown above may change and vary during selection/recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
- 4.11 Under academic records, in the case of CGPA, the applicants must attach the certificate which contains the equivalent percentage score, issued by the respective University/Institute.
- 4.12 Besides the basic pay in the applicable pay band of the post, admissible allowances like DA, HRA, etc. in accordance with Central Government/Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefits for themselves and family. The New Pension Scheme of the Government of India is applicable to fresh recruits as per Institute Rules. Accommodation on campus, if available, will be provided as per Institute norms. Leave Travel Concession (LTC) for themselves and their family as per Central Government Rules.
- 4.13 Candidates employed in Government/ Autonomous Bodies/ PSUs should upload a “NO OBJECTION CERTIFICATE” (NOC) from their current employer in support of their application. Candidates, who are not able to upload the NOC at the time of filling online form, must bring the NOC at the time of document verification. Failure to submit by the due date will lead to the cancellation of the candidature.
- 4.14 The Industry/Research experience should be in a Government, Public Enterprise or National Laboratory. However, experience in Private Industry will be considered provided it is incorporated in the Indian Companies Act of 1956.
- 4.15 All eligible candidates will have to appear for a Computer Based Test (CBT). The shortlisted candidates based on the CBT will have to appear for a skill test.
- 4.16 Candidates are instructed to bring the call letter with Government issued ID card at the time of the CBT/Skill test.
- 4.17 As per Department of Personnel and Training (DoPT) Office Memorandum No. 39020/01/2013-Estt.(B) dated October 09th, 2015, Interview has been dispensed within all Group B posts and Group C Non-Gazetted posts. Accordingly, selection will be only on the basis of the CBT merit of the candidates subject to qualifying in the skill test.
- 4.18 The appointment however will be subject to satisfying conditions like qualifying in the Medical examinations prescribed, verification of academic qualifications, NOC (if employed in Government/Autonomous body/ PSU), character antecedents besides verification of SC/ST/OBC (Non-Creamy Layer)/ Divyaang (PwD)/EWS/Ex-Servicemen certificate etc., if applicable. The candidates should be prepared to join duty within the specified time limit failing which the appointment shall be summarily cancelled.
- 4.19 No queries related to changes in the data contents/missing documents in the application form shall be entertained after submission of the online application form.

- 4.20 Any addendum/corrigendum and related notifications will be published at the Institute website: www.nitk.ac.in only. Applicants are advised to regularly visit the Institute website for any updates/notifications. Interim inquiries relating to any matter shall not be entertained.
- 4.21 The Institute reserves the right not to fill up the posts, or cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
- 4.22 In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the offer of appointment, the Institute reserves the right to withdraw/cancel any/all communication made with the applicants.
- 4.23 Any dispute regarding the selection/ recruitment process will be subject to courts/tribunals having jurisdiction over Mangaluru only.
- 4.24 All applicants are required to mention one valid personal E-mail ID & Mobile Number. It should be kept active during the entire recruitment process. Registration No., password, and all other important communications shall be sent on the same registered E-mail Id.
- 4.25 Call letters to eligible candidates will only be issued to their E-mail ID. **No separate letter (hard copy) will be sent for this purpose.** Further, please visit the <https://recruitment.nta.nic.in> and/or <https://crenit.samarth.ac.in> and/or www.nitk.ac.in regularly for any updates or subsequent amendments in the advertisement and results.
- 4.26 A Non-refundable Online Processing Fee of ₹1000/- for UR/ OBC (Non-Creamy Layer) candidates and ₹500/- shall be charged for SC/ST/ Divyaang (PwD) candidates for Group B & C posts, the fee is payable through the online recruitment portal. Candidate applying for multiple posts should submit separate applications and remit fees for each post. Failure to remit the fee in case of applicable category candidates as per the instructions will render rejection of the application. The fee once paid shall not be refunded under any circumstances.
- 4.27 Applicants should possess the prescribed qualification and experience for the respective post as on the closing date of application. Shortlisted candidates would be required to produce specific certificates in Original as per the eligibility conditions of the Recruiting Institution.
- 4.28 **Canvassing in any form shall lead to disqualification.**
- 4.29 In case of any dispute/ambiguity that may occur in the process of selection/recruitment, the decision of the Recruiting Institution shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
- 4.30 Intimation to the concerned candidates regarding admit card, date/time/place of CBT will be communicated by NTA through its Website, i.e. <https://recruitment.nta.nic.in> and/or <https://crenit.samarth.ac.in> and/or www.nitk.ac.in
- 4.31 In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. will not be undertaken at the time of the Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per the advertisement published/uploaded by the Recruiting Institution before applying. Otherwise, their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny/verification of documents is undertaken by the Recruiting Institution.
- 4.32 Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the application and self-certified copies/testimonials.

- 4.33 Based on the declaration made by the candidate in their Online/Offline Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination in Computer Based Test (CBT) mode. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi-stage document verification. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of the process, his/her candidature will be treated as cancelled without any further notice.
- 4.34 Candidates will be allowed to appear in the test provisionally. Mere appearing in the CBT and qualifying in the test is not the criteria for shortlisting for Skill Test. Further, it will be subject to the fulfilment of all eligibility qualifications/conditions and verification of documents. In case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the Recruiting Institution.
- 4.35 No TA/DA will be paid to the Candidate(s) for appearing in the CBT/ Skill Test / Physical Document Verification/ Joining (post-selection).
- 4.36 If it is found at any stage of the recruitment process or even after the appointment that a successful Candidate has furnished incorrect information/ document(s) as mentioned/ claimed in his / her online application form in support of eligibility criteria [(essential qualification(s), experience, category certificate /PwD certificate, etc. (wherever applicable)], his / her candidature/appointment (as the case may be) shall be forfeited and he/she shall be liable for penal action as per law.
- 4.37 Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep it with them for the future. In due course of examination or in the midway of process, neither any application under the Right to Information Act, 2005 shall be entertained nor information will be provided. Factual information under R.T.I., Act shall be provided only after the declaration of the final result. Inferential questions or Speculative questions shall not be answered in RTI.
- 4.38 The decision of the competent authority will be final in the matter of selection.
- 4.39 **The last date for closing the online application interface is 06-09-2023 (Wednesday) at 23:50 hrs. The hard copy of the online application need not required to be sent by post.**

5. ONLINE APPLICATION PROCEDURE:

- 5.1 Applicants can apply ONLINE only. The procedure to be followed for filling up the application is given below:
- 5.2 Visit Websites: <https://recruitment.nta.nic.in> and/or <https://crenit.samarth.ac.in> and/or www.nitk.ac.in for applying Online (Applications received through any other mode would not be accepted and summarily rejected).
- 5.3 Carefully go through this Vacancy Notification Circular to see whether you are eligible for the post for which you intend to apply.
- 5.4 Keep the relevant information/documents ready before filling up the Online Application Form.
- 5.5 Follow the steps given below:

Step-1: Apply for Online Registration using own Email Id and Mobile No.

Step-2: Fill in the Online Application Form and note down the system generated Application Number.

Step-3: Upload scanned images of: (i) the recent photograph (file size 10KB – 200KB) should be either in colour or black & white with 80% face (without mask) visible including ears against white background in jpg format; (ii) candidate's signature (file size: 4KB - 30KB) in jpg/jpeg format; (iii) Class X Certificate for date of birth proof (file size: 50KB to 300KB); (iv) Certificate in support of essential qualification(s) (file size: 50KB to 300KB); (v) experience certificate(s) (file size: 50KB to 300KB) (vi) Category / Sub-Category Certificate (SC/ST/OBC/EWS/PwD /Ex-Serviceman) wherever applicable (file size: 50KB to 300KB); in PDF.

Step-4: Pay Fee using the Payment Gateway through Debit Card/Credit Card/Net Banking/UPI and keep proof of fee paid safely for future reference.

- 5.6 In case the Confirmation Page is not generated after payment of the prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator for ensuring the successful payment.
- 5.7 In spite of the above, if the successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline No. at 011- 40759000/011 -69227700 or write to NTA at crenit@nta.ac.in If the payment issue is still not resolved, the candidate may pay second time.
- 5.8 However, any duplicate payment received from the candidate by NTA in the course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.
- 5.9 Download and print a copy of the Confirmation Page of the Application Form for future reference.
- 5.10 All the 4 Steps can be done together or at separate timings. The submission of the Application of a candidate could be considered as successful only when Confirmation Page is generated by him/her.

(Note: - The applicant is required to keep a copy of the Confirmation Page of the Application in safe custody for producing/submitting the same to the Recruiting Institution later along with a copy of the Admit Card as well as the supporting documents in respect of entries made by him/her with regard to his / her date of birth / educational qualification / SC/ST/OBC/EWS certificate (if applicable) /experience certificate/ NOC from the employer (wherever applicable), etc. The applicant must ensure that the supporting documents uploaded with the online application are clearly legible and visible for reading.)

- 5.11 The Applicants are advised to fill the ONLINE application form carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that the entire selection process shall be carried out on the basis of the entries made by the applicant in his / her application form and no request shall be entertained under any circumstances for any alteration/modification/change in the entries made by the applicant in the application form.

Note:

- i. The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.
- ii. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of ONLINE applications.
- iii. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are their own, as relevant/important information/ communication will be sent through e-mail on the registered e-mail address and/or through SMS on the registered mobile number only. NTA/Recruiting Institution shall not be responsible for any non-communication / mis-communication with a candidate in the email address or mobile number given by him/her other than his/her own.
- iv. NTA/Recruiting Institution does not edit /modify/alter any information entered by the candidates after completion of the application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution before filling up the correct details in the Application Form.
- v. NTA/Recruiting Institution disclaims any liability that may arise to the candidate(s) due to incorrect

- information provided by him/her in his/her online Application Form.
- vi. Canvassing or bringing influence in any form will disqualify the candidature.
 - vii. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the websites of NTA and Recruiting Institution Therefore, the Applicants are advised to check the websites regularly.
 - viii. Candidates shall appear at their own cost at the Examination Centre on the date, shift and time indicated on their Admit Cards issued by the NTA online through its Website in due course.
 - ix. The final submission of the Online Application Form will remain incomplete if Step-3 (Item No.5.5) is not complete. Such forms will stand rejected and no correspondence on this account will be entertained.
 - x. The entire application process for this recruitment is online, including uploading of scanned images, printing of Confirmation Page and Admit Card, etc. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/Fax/WhatsApp/Email/by Hand.
 - xi. Usage of Data and Information: NTA/Recruiting Institution shall use the data provided by the Candidate for the purpose of this Recruitment.

**Sd/-
REGISTRAR
NITK, SURATHKAL**

ANNEXURE - I

TRADE-WISE AND CATEGORY-WISE BREAK-UP WITH EDUCATIONAL QUALIFICATIONS FOR SENIOR TECHNICIAN AND TECHNICIAN POSTS**A. Senior Technician (Group – C), Pay Band – 01, Pay Level – 04.**

S. No.	Relevant Field	Educational Qualification with Trade/Field/Branch of Study	UR	SC	ST	OBC - NCL	EWS	Total
1.	Chemistry	Senior secondary (10+2) with Science from a recognized board with at least 60% marks OR Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Chemical Engineering / Chemistry. OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Chemical Engineering / Chemistry. OR Diploma of three years duration in the trade of Chemical Engineering from a recognized Polytechnic / Institute. Desirable: Bachelor's degree in Chemical Engineering / Chemistry.	01	00	00	01	00	02
2.	Computer Science & Engineering	Senior secondary (10+2) with Science from a recognized board with at least 60% marks OR Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Computer Science & Engineering / Computer Network Management/ Information Technology. OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Computer Science & Engineering / Computer Network Management/ Information Technology. OR Diploma in Engineering of three years duration in the trade of Computer Science & Engineering / Computer Network Management / Information Technology from a recognized Polytechnic / Institute. Desirable: Bachelor's degree in Computer Science / Computer Science & Engineering / Information Technology.	02	01	00	01	00	04

3.	Electrical & Electronics Engineering	<p>Senior secondary (10+2) with Science from a recognized board with at least 60% marks OR</p> <p>Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Electronics Engineering / Electrical & Electronics Engineering / Electrical Engineering with Wireman permit. OR</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Electronics Engineering / Electrical & Electronics Engineering / Electrical Engineering with Wireman permit. OR</p> <p>Diploma in Engineering of three years duration in the trade of Electronics Engineering / Electrical & Electronics Engineering / Electrical Engineering with Wireman permit from a recognized Polytechnic / Institute.</p> <p>Desirable: Bachelor's degree in Electrical Engineering / Electronics and Communication Engineering.</p>	02	00	01	00	01	04
4.	Mechanical Engineering	<p>Senior secondary (10+2) with Science from a recognized board with at least 60% marks OR</p> <p>Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Mechanical Engineering / Metrology and Machine Tools Operations / IC Engine and Fuels testing. OR</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Mechanical Engineering / Metrology and Machine Tools Operations / IC Engine and Fuels testing. OR</p> <p>Diploma in Engineering of three years duration in the trade of Mechanical Engineering / Metrology and Machine Tools Operations / IC Engine and Fuels testing from a recognized Polytechnic / Institute.</p> <p>Desirable: Bachelor's degree in Mechanical Engineering.</p>	01	01	00	01	00	03

5.	Mining Engineering	<p>Senior secondary (10+2) with Science from a recognized board with at least 60% marks OR Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Mining Engineering. OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Mining Engineering. OR Diploma of three years duration in the trade of Mining Engineering from a recognized Polytechnic / Institute. Desirable: Bachelor's degree in Mining Engineering.</p>	01	00	00	00	00	01
6.	Metallurgical & Materials Engineering	<p>Senior secondary (10+2) with Science from a recognized board with at least 60% marks OR Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Metallurgical & Materials Engineering. OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Metallurgical & Materials Engineering. OR Diploma of three years duration in the trade of Metallurgical & Materials Engineering from a recognized Polytechnic / Institute. Desirable: Bachelor's degree in Metallurgical & Materials Engineering.</p>	01	00	00	00	00	01
7.	Physics	<p>Senior secondary (10+2) with Science from a recognized board with at least 60% marks OR Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in the relevant field OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the relevant field. OR Diploma in Engineering of three years duration in the relevant field from a recognized Polytechnic / Institute. Desirable: Bachelor's degree in Physics.</p>	01	00	00	00	00	01

8.	Civil Engineering	Senior secondary (10+2) with Science from a recognized board with at least 60% marks OR Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Civil Engineering. OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Civil Engineering. OR Diploma of three years duration in the trade of Civil Engineering from a recognized Polytechnic / Institute. Desirable: Bachelor's degree in Civil Engineering.	01	00	00	01	00	02
TOTAL			10	02	01	04	01	18

B. Technician (Group – C), Pay Band – 01, Pay Level – 03.

S. No.	Relevant Field	Educational Qualification with Trade/Field/Branch of Study	UR	SC	ST	OBC (NCL)	EWS	Total
1.	Chemistry	Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks. OR Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Chemical Engineering / Chemistry. OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Chemical Engineering / Chemistry. OR Diploma in Engineering of three years duration in the trade of Chemical Engineering / Chemistry from a Government recognized Polytechnic / Institute.	01	00	00	01	00	02

2.	Civil Engineering	<p>Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks.</p> <p>OR</p> <p>Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Civil Engineering.</p> <p>OR</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Civil Engineering.</p> <p>OR</p> <p>Diploma of three years duration in the trade of Civil Engineering from a Government recognized Polytechnic / Institute.</p>	01	01	00	00	00	02
3.	Computer Science and Engineering	<p>Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks.</p> <p>OR</p> <p>Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Computer Science / Computer Hardware.</p> <p>OR</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Computer Science / Computer Hardware.</p> <p>OR</p> <p>Diploma of three years duration in the trade of Computer Science & Engineering / Computer Hardware from a Government recognized Polytechnic / Institute.</p>	03	02	00	02	01	08
4.	Mining Engineering	<p>Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks.</p> <p>OR</p> <p>Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Mining Engineering.</p> <p>OR</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Mining Engineering.</p> <p>OR</p> <p>Diploma of three years duration in the trade of Mining Engineering from a Government recognized Polytechnic / Institute.</p>	01	00	00	00	00	01

5.	Metallurgical & Materials Engineering	<p>Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks.</p> <p style="text-align: center;">OR</p> <p>Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Metallurgical & Materials Engineering.</p> <p style="text-align: center;">OR</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Metallurgical & Materials Engineering.</p> <p style="text-align: center;">OR</p> <p>Diploma of three years duration in the trade of Metallurgical & Materials Engineering from a Government recognized Polytechnic / Institute.</p>	01	00	00	00	00	01
6.	Mechanical Engineering	<p>Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks.</p> <p style="text-align: center;">OR</p> <p>Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Mechanical Engineering / Fitting Operations/CAD, CNC /Machine Tools Operations/Heat Transfer Experiments / Fitter Trade (AC mechanic) / Fitter Trade (Operator cum Plumber) / Fitter Trade (Carpenter) / Fitter Trade (Mason).</p> <p style="text-align: center;">OR</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Mechanical Engineering / Fitting Operations/CAD, CNC /Machine Tools Operations/Heat Transfer Experiments / Fitter Trade (AC mechanic) / Fitter Trade (Operator cum Plumber) / Fitter Trade (Carpenter) / Fitter Trade (Mason).</p> <p style="text-align: center;">OR</p> <p>Diploma of three years duration in the trade of Mechanical Engineering / Fitting Operations/CAD, CNC /Machine Tools Operations/Heat Transfer Experiments / Fitter Trade (AC mechanic) / Fitter Trade (Operator cum Plumber) / Fitter Trade (Carpenter) / Fitter Trade (Mason) from a Government recognized Polytechnic / Institute.</p>	05	01	01	03	01	11

7.	Electrical and Electronics Engineering	<p>Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks.</p> <p>OR</p> <p>Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in the trade of Electronics / Electrical / Electrical Engineering with Wireman permit.</p> <p>OR</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in the trade of Electronics / Electrical / Electrical Engineering with Wireman permit.</p> <p>OR</p> <p>Diploma of three years duration in the trade of Electronics / Electrical / Electrical Engineering with Wireman permit from a Government recognized Polytechnic / Institute.</p>	04	01	01	03	01	10
TOTAL			16	05	02	09	03	35

SUMMARY FOR REQUIRED SPECIALIZATION/TRADE AND VACANCY (TECHNICAL POSTS)**1. Senior Technician (Group – C), Pay Level – 04.**

S. No.	Name of the Post	Trade	Vacancy	Vertical Reservation				
				UR	SC	ST	OBC (NCL)	EWS
1	Senior Technician	Chemistry	02	01	00	00	01	00
		Computer Science and Engineering	04	02	01	00	01	00
		Electrical & Electronics Engineering	04	02	00	01	00	01
		Mechanical Engineering	03	01	01	00	01	00
		Mining Engineering	01	01	00	00	00	00
		Metallurgical & Materials Engineering	01	01	00	00	00	00
		Physics	01	01	00	00	00	00
		Civil Engineering	02	01	00	00	01	00
TOTAL			18	10	02	01	04	01

2. Technician (Group – C), Pay Level – 03.

S. No.	Name of the Post	Trade	Vacancy	Vertical Reservation				
				UR	SC	ST	OBC (NCL)	EWS
1	Technician	Chemistry	02	01	00	00	01	00
		Civil Engineering	02	01	01	00	00	00
		Computer Science and Engineering	08	03	02	00	02	01
		Electrical and Electronics Engineering	10	04	01	01	03	01
		Mechanical Engineering	11	05	01	01	03	01
		Mining Engineering	01	01	00	00	00	00
		Metallurgical & Materials Engineering	01	01	00	00	00	00
TOTAL			35	16	05	02	09	03

ANNEXURE - II

Recruitment Rules (2019) for the post of SUPERINTENDENT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Superintendent
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group B
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
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 Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline
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% by direct Recruitment 25% by promotion, failing which by deputation (including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Assistant (SG-I) with 2 years regular service with Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.

Sl.No.	Particular	Criteria
		<p>Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University/ Institute of national importance:</p> <p>a) i) holding analogous post; or ii) 2 years regular service with Grade Pay of Rs.4200/- as Assistant (SG-I) or its equivalent post.</p> <p>b) Possessing educational qualification as prescribed in Row 7.</p>
12.	If DPC exists, what is its composition	As per 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

Recruitment Rules (2019) for the post of SENIOR TECHNICIAN in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Technician
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 1 (Rs.5,200 - 20,200) with Grade Pay of Rs.2400/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: Senior secondary (10+2) with Science from a recognized board with at least 60% marks Or Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute. Desirable: Bachelor's degree
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No. However must possess any of the qualifications mentioned in Row 7 without insisting on percentage of marks/class.
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	50% by Promotion. 50% by Direct Recruitment

Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion : At least 5 years regular service as Technician in PB-1, GP 2000/- or at least 5 years combined service of Lab. Attendant (SG-II) and Technician in PB-1, Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per 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

Recruitment Rules (2019) for the post of SENIOR ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2400/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. <u>Desirable:</u> Proficiency in other computer skills, stenography skills, Bachelor's degree.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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	50% by Promotion. 50% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<u>Promotion</u> At least 5 years regular service as Junior Assistant in PB-1, GP 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant) in PB-1, Grade Pay of Rs.2000/-through DPC and working performance record (APAR), through prescribed test and interview.

Sl.No.	Particular	Criteria
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

Recruitment Rules (2019) for the post of TECHNICIAN

Sl.No.	Particular	Criteria
1.	Name of the Post	Technician
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB :1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks Or Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No. However, must possess at least Senior Secondary with Science or Secondary and ITI certificate of 2 years duration in appropriate trade.
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	i) 75% Direct recruitment ii) 25% by Promotion.

Sl.No.	Particular	Criteria
	various methods	
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Lab Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per 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

Recruitment Rules (2019) for the post of JUNIOR ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Junior Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills; stenography skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Qualifications and Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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. 25% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Office Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.

Sl.No.	Particular	Criteria
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Recruitment Rules (2019) for the post of LAB ATTENDANT / OFFICE ATTENDANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Office Attendant / Lab Attendant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.1800/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 27 years
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p><u>Office Attendant</u> Senior secondary (10+2) from a recognized board.</p> <p><u>Lab Attendant</u> Senior secondary (10+2) in Science from a recognized board.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
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	100% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

ANNEXURE-III [A]

**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 _____ 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: _____ 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-III [B]

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 9th March, 2004 and O.M. No. 36033/3/2004- Estt. (Res.) dated 14th October, 2008.

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).

ANNEXURE-III [C]

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____
permanent resident of _____, village/street _____
Post Office _____ District _____ in the
State/Union Territory _____ Pin Code _____

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below 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).

Signature with Seal of office _____
Name _____
Designation _____

Recent
passport size
photograph

- * **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.**

भाग II – खण्ड 3(i)

भारत का राजपत्र : असाधारण

27

Form-II

Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)
(See rule 4)

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)**

Recent PP. size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined
Shri/Smt./Kum. _____
son/wife/daughter of Shri _____
Date of Birth _____ Age _____ years, male/female _____
(DD / MM / YY)

Registration No. _____ permanent resident of _____ House
No. _____ Ward/Village/ _____ Street _____ Post
Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
 - blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has%(in figure)..... percent
 (in words) permanent physical impairment/blindness in relation to his/her-----
 (part of body) as per guidelines (to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate . . .

(Signature and Seal of Authorised Signatory of notified Medical Authority)

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

[भाग II – खण्ड 3(i)]

भारत का राजपत्र : असाधारण

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Form-III

Disability Certificate
(In case of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
(See rule 4)

Recent PP size
 Attested
 Photograph
 (Showing face
 only) of the person
 with disability

Certificate No. _____

Date: _____

This is to certify that we have carefully examined
 Shri/Smt./Kum. _____ /son/wife/

daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD) (MM) (YY)

Registration No. _____ permanent resident of House

No. _____ Ward/Village/Street _____

Post Office _____ District _____ State _____

whose photograph is affixed above, and are satisfied that :

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

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

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

In figures:- _____ percent

In words:- _____ percent

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

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD)

(MM)

(YY)

[भाग II – खण्ड 3(i)]

भारत का राजपत्र : असाधारण

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- @ e.g. Left/Right/both arms/legs
 # e.g. Single eye/both eyes
 £ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

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

Form-IV**Disability Certificate**
(In cases other than those mentioned in Forms II and III)**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)**
(See rule 4)Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. _____

Date: _____

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

wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD) (MM) (YY)

Registration No. _____ permanent resident of House
No. _____ Ward/Village/ Street _____ Post
Office _____ District _____ State _____whose photograph is affixed above, and am satisfied that he/she is a case
of _____ disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (to be specified) and is
shown against the relevant disability in the table below:-

[भाग II – खण्ड 3(i)]

भारत का राजपत्र : असाधारण

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S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

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

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after _____ years _____ months, and therefore this certificate shall be valid till _____
(DD) (MM) (YY)

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

e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

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

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Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

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

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District."

Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent Passport
size Attested
Photograph
(Showing face only)
of the person
with disability

Certificate No.

Date:

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

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(A) He/ She has% (in figure).....
percent (in words) permanent Locomotor
Disability/dwarfism/blindness in relation to his/her
..... (part of body) as per guidelines
(.....number and date of issue of the guidelines to be
specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

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

Form-VI
Certificate of Disability
(In case of multiple disabilities)
[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent Passport
size Attested
Photograph
(Showing face only)
of the person with
disability

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt/Kum
..... /son/wife/daughter of Shri

Date of Birth..... (DD)/(MM)/(YY) Ageyears,
male/female..... Registration No.....

permanent resident of House
No.....Ward/Village/Street.....

..... Post Office District.....

State whose photograph is affixed above, and are
satisfied that:

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

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures:-percent

In words:-percent

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

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after..... years..... months, and therefore this certificate shall be valid till..... (DD)/(MM)/(YY)

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

e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

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

Form-VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
[See rule 18(1)]

Recent Passport
size Attested
photograph
(Showing face
only) of the
person with
disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum
..... son/wife/daughter of Shri
Date of Birth..... (DD)/(MM)/(YY) Age years,
male/female..... Registration No. permanent
resident of House No..... Ward/Village/Street
Post Office District..... State
whose photograph is affixed above, and am satisfied that he/she
is a case of disability. His/her extent of
percentage physical impairment/disability has been evaluated as
per guidelines (to be specified) and is shown against the relevant
disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

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

3. Reassessment of disability is :

(i) not necessary

Or

(ii) is recommended/ after years months, and therefore this certificate shall be valid till (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal))

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

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

ANNEXURE-III [E]

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