



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus,

कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvavur - 610 101

Website: www.cutn.ac.in Email: ntrecruitment@cutn.ac.in

RECRUITMENT OF NON – TEACHING POSITIONS

Employment Notice No: CUTN/ NT / 02/ 2016

NOTIFICATION

DIRECT RECRUITMENT FOR FILLING UP THE VACANT POSTS OF GROUP 'B' & 'C' ADMINISTRATIVE CADRES OF THE CENTRAL UNIVERSITY OF TAMILNADU.

Applications are invited online from eligible Indian Nationals for direct recruitment for filling up of the following vacant posts of Group 'B' & 'C' Administrative cadres of the Central University of Tamilnadu, through common open written competitive Examination.

Details of Post based Vacancies

Sl. No	Posts	Group	No. of Posts	**Reservation				Pay-Band
				UR	SC	ST	OBC	
1.	Section Officer	B	3	2	1	--	--	PB-2. Rs. 9300-34800+GP.Rs. 4600
2.	Assistant	B	5	4	--	--	1	PB-2. Rs. 9300-34800+GP.Rs. 4200
3.	Personal Assistant	B	1	--	--	1	--	PB-2. Rs. 9300-34800+GP.Rs. 4200
4.	Hindi (Jr) Translator	B	1	--	1	--	--	PB-2. Rs. 9300-34800+GP.Rs. 4200
5.	Cook	C	1	--	--	--	1	PB-1. Rs. 5200-20200+GP.Rs. 1800
6.	Kitchen Attendant	C	1	--	1	--	--	PB-1. Rs. 5200-20200+GP.Rs. 1800
7.	Hostel Attendant	C	2	2	--	--	--	PB-1. Rs. 5200-20200+GP.Rs. 1800
8.	Peon/Office/MTS	C	4	1	1	1	1	PB-1. Rs. 5200-20200+GP.Rs. 1800
9.	Multi Tasking Staff	C	2	1	--	--	1	PB-1. Rs. 5200-20200+GP.Rs. 1800
Total			*20	10	4	2	4	

Group	UR	Vertical Reservation			Horizontal Reservation		
		OBC	SC	ST	PH	XSM	MSP
'B' Posts	6	1	2	1	0	0	0
'C' Posts	4	3	2	1	*1	*3	*2

NB: Subject to the Restriction of 50% of the total Number of posts to be recruited

Abbreviation: UR – Unreserved. OBC – Other Backward Class. (Non - Creamy Layer) SC – Scheduled Caste. ST – Schedule Tribe. XSM – Ex-servicemen (**). Other than the above mentioned category, other priority categories of candidates, can also apply.

(*) Subject to variations at the discretion of the University. The University reserves its right either to enhance or to reduce the numbers of vacancies notified depending upon the actual requirement at the time of selection and also to cancel the recruitment process. No interim enquiry will be entertained.

NOTE:

1. The Candidates belongs to MBC, EBC, BCM & BT Category could apply under OBC category only and on selection necessary certificate should be produced in support of their claim. Specimen format to be produced by OBC is available in the University's Recruitment website.
2. Candidates belongs to OBC category but coming in the 'Creamy Layer' are not entitled OBC reservation. They should indicate their category as 'General '(GEN)''.
1. The Essential / Desirable Qualifications and Experience / Age Criteria to the above posts are as under:

1	1.	Name of the Post	Section Officer
	2.	Number of post	Three
	3.	Classification	Group 'B' Administrative
	4.	Pay Band + Grade Pay	PB-2. Rs. 9300 - 34800 + GP Rs. 4600
	5.	Age limit for direct recruitment	Not exceeding 35 years
	6.	Educational and other qualification required for direct recruits	(i) Graduate Degree in any discipline (ii) Five years Experience as Upper Division Clerk in the scale of Rs. 5200-20200 with Grade Pay of Rs. 2400 (or) Three years as Assistant in the scale of Rs. 9300-34800+GP Rs.4200 in University System/Central Educational Institution/Government Department/Research Institution/National Institutions under Govt. of India or in any University recognized by the University Grants Commission. Desirable: Capacity to work in a fully computerized environment.

2	1.	Name of the Post	Assistant
	2.	Number of posts	Five
	3.	Classification	Group 'B' Administrative
	4.	Pay Band + Grade Pay	PB-2. Rs. 9300-34800 + Rs. 4200
	5.	Age limit for direct recruitment	Not exceeding 35 years
	6.	Educational and other qualification required for direct recruits	(i) A Bachelor Degree from Recognized University. (ii) Three years experienced as Upper Division Clerk in scale of Rs. 5200-20200+GP Rs.2400 (or) Five years experience as Lower Division Clerk in the scale of Rs. 5200-20200+GP Rs. 1900 in Govt./University/PSU/Autonomous Bodies. (iii) Proficiency in Computer Operations. Desirable: Experience in Administrative /Accounts/Academic matters. Capacity to work in a fully computerized environment.

3	1.	Name of the Post	Personal Assistant
	2.	Number of post	One
	3.	Classification	Group 'B' Administrative
	4.	Pay Band + Grade Pay	PB-2. Rs. 9300-34800 + Rs. 4200
	5.	Age limit for direct recruitment	Not exceeding 35 years
	6.	Educational and other qualification required for direct recruits	Essential: (i) Graduate Degree in any discipline. (ii) Short hand speed of 80 wpm & English Typewriting speed of 45 wpm. (iii) Five years as Stenographer in the scale of Rs. 5200-20200+GP Rs. 2400 University System / Central Educational Institution / PSU / Government Department/Research Institution or in any University recognized by the University Grants Commission. Desirable: Capacity to work in a fully computerized environment.. Knowledge of Hindi Typewriting.

4	1.	Name of the Post	Hindi Translator
	2.	Number of post	One
	3.	Classification	Group 'B' Administrative
	4.	Pay Band + Grade Pay	PB-2. Rs. 9300-34800 + Rs. 4200
	5.	Age limit for direct recruitment	Not exceeding 35 years
	6.	Educational and other qualification required for direct recruits	Essential: (i) Master's Degree in Hindi or equivalent from any recognized University with English / Hindi as one of the Compulsory / Optional subject at Degree Level. (ii) Diploma/Certificate course in Translation from English to Hindi and Vice-versa. (or) Two years work experience in Hindi – English – Hindi translation work in any Central Govt./University/Autonomous Institution. Desirable: Working knowledge of Computers.

5	1.	Name of the Post	Cook
	2.	Number of post	One
	3.	Classification	Administrative Group "C"
	4.	Pay Band	PB-1. Rs. 5200-20200+Grade Pay Rs. 1900
	5.	Age limit for direct recruitment	Not exceeding 30 years
	6.	Educational and other qualification required for direct recruits	Essential: (i) HSC (10+2) pass from a recognized board. (ii) Should have experience in cooking Indian/Western dishes. Five years of experience of working in the kitchen of Hostel – mess/Canteen/Guest house in a reputed organization/Govt./PSU/reputed Hotel. Desirable: Diploma/Certificate in cookery.

6	1.	Name of the Post	Kitchen Attendant
	2.	Number of post	One
	3.	Classification	Administrative Service Group "C"
	4.	Pay Band	PB-1. Rs. 5200-20200+GP Rs. 1800
	5.	Age limit for direct recruitment	Not exceeding 30 years
	6.	Educational and other qualification required for direct recruits	Essential: HSC (10+2)/Equivalent examination. Desirable: 1. Two years of experience working in the kitchen of hostel-mess/canteen/guest house in a University/College. 2. Diploma/Certificate in cookery.

7	1.	Name of the Post	Hostel Attendant
	2.	Number of posts	Two
	3.	Classification	Administrative Service Group "C"
	4.	Pay Band	PB-2. Rs. 5200-20200 + GP Rs. 1800
	5.	Age limit for direct recruitment	Not exceeding 30 years
	6.	Educational and other qualification required for direct recruits	Essential: 1. HSC (10+2)/Equivalent examination. 2. Two years of experience working in the Hostel/Guest house in a University / College. Desirable: 1. A Bachelor's degree. 2. Ability to read & write in English.

8	1.	Name of the Posts	(a) Peon / Office Attendant / MTS – 4 Nos (b) MTS Multi Tasking Staff – 2 Nos
	3.	Classification	Administrative Services Group "C"
	4.	Pay Band	PB-1. Rs. 5200-20200 + GP Rs. 1800
	5.	Age limit for direct recruitment	Not exceeding 30 years
	6.	Educational and other qualification required for direct recruits	Essential: 1. HSC (10+2)/Equivalent examination. 2. Two years of experience working preferably in a University/Educational Institution. Desirable: 1. A Bachelor's degree. 2. Ability to read & write in English.

AGE LIMIT:

The prescribed age limit(s) to each of the category of posts shall be as on **12.08.2016** – the last date for applying through on-line. Age limit is relaxable in respect of OBC, SC, ST, Ex-Servicemen, Persons with Disabilities, Widows / Divorced Women / Women judicially separated from their husband and who are not re-married, and In-service officials and Meritorious Sports persons as detailed below:-

Category	Relaxation of Upper Age Limit
Other Backward Class (OBC)	3 years
Scheduled Caste / Scheduled Tribe	5 years
Ex-Servicemen (For details of Reservation and Concession to XSM refer Part – IV of General Instructions to candidates)	After deducting the military service plus 3 years from the actual age (In respect of reserved applicant, over and above the admissible relaxation of 5 years for Scheduled Caste / Scheduled Tribe and 3 years for OBC).
Persons with Disabilities (For Physical requirements & categories of disabilities suitable for this job, refer Part-III of General Instructions to candidates).	10 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC / ST and 3 years for OBC).
Widows/Divorced Women/Women judicially separated from their husbands and who are not re-married.	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC / ST and 3 years for OBC).
Departmental candidate with three years continuous service in Central Government/ In-service applicant (Refer IX)	Relaxable for Government servants upto 40 years (43 for OBC officials and 45 for SC /ST officials) in accordance with the instructions for orders issued by Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made.
Meritorious Sports Persons (For method of selection refer Part-II of General Instruction to candidates)	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC / ST and 3 years for OBC). Applicable only for candidates applying under MSP quota.

WIDOWS / DIVORCED WOMEN / WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBAND AND WHO ARE NOT RE-MARRIED.

3. The applicants who apply against the reservation provided for widows/Divorced Women/Women judicially separated from their husbands and who are not re-married, should necessarily submit a Certificate issued by an Officer of the Revenue Department not below the rank of Tahslidar to the effect that they are not re-married.

PH/DISABLED PERSON

4. The list of posts identified as suitable for disabled persons as per Notification No. 16-70/2004-DD.III dt 15th March, 2007 of Ministry of Social Justice & Empowerment.

Sl. No.	Posts	Physical Requirement	Categories of disabled suitability for jobs
23.	Cook – Institutional	ST-L-SE-B-MF.	OL-HH-B-LV.
104.	Kitchen Attendant	S-ST-W-BN-MF-SE-H-RW.	OL-HH-LV/B.
178.	Hostel Attendant	S-ST-PP-L-B-SE-H.	OL-HH-LV.
140.	Peon	S-ST-W-F-PP-L-KC-B-SE-H.	OL-HH-LV/B.
116.	MTS/Literate Attendant	S-ST-PP-L-B-SE.	OL-OA-HH-LV.

Abbreviations Used: OL = One Leg / HH = Hearing Handicapped / B = Blind / LV = Low vision / OA = One Arm / SE: Seeing

MODE OF RECRUITMENT/PATTERN OF WRITTEN EXAMINATION:-

5. The Govt. of India has decided to dispense with the interviews to all Group 'B' Non – Gazetted and Group 'C' posts with effect from 1st January, 2016. The new method for recruitment to posts would be OMR/Computer Based Objective Type Multiple Choice Written Examinations. The Scheme of Examination for the posts (a) Section Officer, Assistant, Personal Assistant and Hindi Translator is under:

- (i) The syllabus for written test will be as per essential qualification mentioned against the each post. The Examination will have 200 questions, each carrying one mark as below:

General Intelligence & Reasoning	:	50 Questions
General Awareness	:	50 Questions
Quantitative Aptitude	:	50 Questions
English Comprehension	:	50 Questions

The total marks for the written test will be 200. Candidates must obtain 50% marks (for General & OBC) and 45% (for SC & ST) respectively to qualify. Candidates who qualify the written test will be called for skill test. The candidates qualifying skill test will be selected based on the marks/merit obtained in written test only out of 50% or 45% of marks obtained.

There will also be skill test. Those who qualify in the written test will be called for skill test, on (i) Computer Proficiency, (ii) Shorthand & Typewriting speed test in English and (iii) Translation Test from English to Hindi vice-versa for the posts Assistants, Personal Assistant and Hindi Translator respectively as per requirement to the posts, which will be of a qualifying nature.

- (a) For the posts of Cook, Kitchen Attendant, Hostel Attendant and Peon/MTS.

- (ii) The syllabus for written test will be as per essential qualification mentioned against the each post. The Examination will have 200 questions, each carrying one mark as below:

General Intelligence	:	50 Questions
Quantitative Aptitude Test	:	50 Questions
English Language	:	50 Questions
General Awareness	:	50 Questions

There will be no skill test to these category posts of Cook, Kitchen Attendant, Hostel Attendant, Peon & MTS.

Eligible candidates will be shortlisted for written examination in the ratio of 1:25 for each vacancy subject to availability of sufficient number of eligible candidates.

Final merit list will be drawn on the basis of performance in written Examination as stated above. In case two or more candidates secure same marks in the written examination, the tie will be resolved on the basis of (a) date of birth with the older candidate being placed higher in merit (b) Alphabetical order of the first name of the candidates.

For Candidates applying under MSP Quota:

Meritorious Sports Persons

6. Meritorious Sports Person category candidates may also participate in the direct recruitment written Examination along with other candidates provided if they are within the age limit under the category to which they belong to. Meritorious sports persons applying for the posts under MSP category shall enclose the appropriate certificates in Form – 1, Form – 2, Form – 3, Form – 4 and Form - 5 under G. I., Dept of Per & Trg, O. M. No. 14015/1/76-Estt (D) date 4th August, 1980 issued by the Competent Authorities.

DATE AND VENUE OF EXAMINATION:

7. The Competitive Examination will be held in **The exact date, time and venue of the examination will be intimated in due course** in the University Website.

HOW TO APPLY AND LAST DATE FOR APPLICATION:

8. Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the official website **from 07.07.2016 10.00 a.m to 12.08.2016 5.00 p.m.**

Important Dates: -

Opening Date of Online Application	07.07.2016
Closing Date of Online Application	12.08.2016
Last date for receipt of Printed Application	19.08.2016

PROCEDURE FOR IN-SERVICE APPLICANTS:

9. Applicants working in the Central University/Other Universities and applying as In-Service Applicant with age concession should forward a copy of the online generated application through their respective Heads of Departments/Offices with the due date **i.e. on or before 07.07.2016 to 12.08.2016**. The applications of the **candidates which are not duly forwarded by their Head of Departments /Offices within the due date and time by 5.00 p.m. on 19.08.2016 will be summarily rejected.** Advance copy of application for In-service candidates will not be entertained.

10. Other applicants who are working in the Government Departments/Offices who are within the age limit and applying as open candidates may intimate the fact of submission of application to the post of **Section Officer, Assistant, Personal Assistant, Hindi (Jr) Translator, Cook, Kitchen Attendant, Hostel Attendant, Peon, MTS, as the case may be** to their Head of Departments/Offices, so as to have the benefit of "Technical Resignation" on selection to the posts advertised in the Written examination.

GENERAL INSTRUCTIONS TO THE CANDIDATES

PART - I

Applicants should read the following instructions carefully before applying:

1. Application fee and Intimation charges (For all the advertised posts).

Sl. No	Category	Charges (Non-Refundable)	Amount Rs.
1.	SC/ST	Intimation Charges only	100
2.	Gen/OBC/In-Service candidates	Application Fee including intimation charges	600

NB: Bank/Transaction charges are to be borne by the candidates. Fees are required to be paid only on-line. SC/ST candidates are exempted from payment of application fee. However, for claiming exemption in application fee, SC/ST candidates will have to attach an attested copy of SC/ST certificate as applicable and issued by the competent authorities.

- **CUTN Regular Employees are exempted from Paying the Application Fees**
2. Mode of applying for the Competitive Examination for Recruitment to the advertised posts is only through online. The in service candidates/applicants are to submit their application through proper channel to **The Registrar, Central University of TamilNadu, Neelakudi Campus, Kangalancherry Post, Thiruvarur, Tamil Nadu 610101.**
 3. Avoid registering multiple online applicants and register only a single application. All multiple online applications will be cancelled.
 4. **Photograph & Signature uploading:** Applicants are Instructed to scan their Recent passport size colour photograph & Signature in an A4 sheet with 150 dpi resolutions in JPG image file format [maximum file size: 150kb]. Read/view the Photograph & Signature (Text/Video) guidelines in the Instruction page of this University's online portal www.cutn.ac.in
 5. The applicants have to register with their Name, Father's Name, Date of Birth, Mobile Number, Email Id and details required in the online portal of the University website for applying through online. Then they will be receiving a One Time Password (OTP) through SMS in the mobile number provided while registration and the same should be entered in

the online portal for receiving the **Username** and **Password** through SMS. Thereafter, the applicants have to login into the online portal using the **Username** and **Password** for applying to the advertised posts.

6. The applicants are also advised to Change the default Password received in their mobile at first login. It is the applicant's responsibility to take ownership of the password and should not be disclosed to anyone. Otherwise the liabilities arise upon will be the applicant's risk.
7. The applicants will be allowed to view, print & check the status of their application and download the Hall Ticket by login into the online portal using the username and password they received in their mobile number. Hence, they are advised to keep the **Username and Password safe** for future reference until the recruitment process is over.
8. The applicant, after applying, can also make corrections in their on-line application, if any error occurred while entering the data. They are allowed to avail this facility only **two times till 5.00 p.m. on 12.08.2016**
9. The information/data furnished by the applicants in the online application are final and cannot be altered later after the last date for applying i.e. **12.08.2016**
10. The applicants are advised to have a copy of the online generated application for their reference.
11. Applicants except In-service category candidates, need not send the printout of the online application or any other supporting documents to this Department/.
12. The applicants who are applying as In-service candidates should send the duly signed copy of the online generated application through their respective Head of Department/Head of Offices within the due date and time of **5.00 pm on 19.08.2016**. The applicants should also ensure that the Heads of Department/Offices have duly signed the "**Certificate by the Head of Department/Head of Office**" provided in the online generated application. The online generated applications received after the due date and time i.e. **5.00 p.m. on 19.08.2016** will be summarily rejected. Transit delay will not be entertained.
13. Original Certificates are required to be produced by the provisionally short-listed candidates after the notification of results of this recruitment examination, only at the time of Certificate Verification.
14. All the communications with regard to this recruitment will be published in the Website. Applicants are advised to access the above website and watch news and dailies regularly for information. They are advised to keep, the Mobile number given in the online application active for sending SMS connected with this recruitment.
15. After scrutiny, the status of the application will be indicated in the University Website. The applicants are advised to check the official website to know their application status.
16. The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.
17. No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application/Hall Ticket etc. through online only.
18. The issue of hall tickets through online. The eligible applicants can download their Hall Ticket from the University Website by using the "**User Name and Password**" received through SMS while registration.
19. The admission to the examination is only provisional, Success in the examination confers no right to appointment. The appointment is subject to verification of educational qualification/residence/community and any other special category claimed by the individual including medical fitness.
20. Change of Address and Mobile number, if any, after submission of application should invariably be intimated to the Department. Otherwise the Department will not be responsible for any delay/non-delivery of letters/SMS messages.

21. No request for change of Exam Centre will be entertained. The candidates are required to produce the following documents at the time of test/Examination: Printout of one line application identify proof (Aadhaar Card/Voters Identity Card/Pan Card/Passport/Driving license). The individual not in possession of the above mentioned photo ID proof will not be allowed to appear in the Examination.
22. No TA/DA will be paid for attending this Competitive Examination. The University is not responsible for any damage in case of injury/death of candidate during test/Examination.
23. **HELP LINE:**
For any clarification, if needed, in filling online application, please contact the Help Line Number **9442488406** on **all working days** between **9.30. a.m.** and **5.00 p.m.**

PART - II

For XSM Quota

1. Second time benefit to ex-servicemen for reservation in Group 'C' and 'D' posts/services is not allowed as per Government of India, Ministry of Personnel, P.G. and Pensioners, Deptt. of Pers. & Training, New Delhi, Office Memorandum No. 36034/21/87-Estt.(SCT), dated 7th November, 1989., Office Memorandum No. 36034/6/90-Estt. (SCT), dated 2nd April 1992 & Office Memorandum No. 36034/1/2014-Estt. (Res.), dated 14th August, 2014.
2. The ex-servicemen who are applying to the advertised post to avail the reservation shall also submit the additional application in addition to the of University application in Appendix-1, the undertaking in Appendix – 3, by downloading them from the University's Recruitment Website.

To claim SC/ST/OBC (Non-Creamy Layer) Reservation

3. Relaxation of respective category will only be given to those cases where vacancies are available in the respective category for the applied post. If vacancies of the respective category are not available in the post and candidate is not taking relaxation of his/her category, he will be treated as General/UR category candidate. Where vacancies of OBC/SC/ST category is not available and candidate does not fulfill the criteria of General/UR category candidate, candidature of such candidate will be rejected at any stage. However, applications of Ex-Servicemen candidate will be accepted irrespective of their category or vacancy in particular category.

4. **Process of Certification and Format of Certificates:** Candidates who wish to be considered against vacancies reserved or seek age relaxation must submit requisite certificate from the competent authority issued on or before the prescribed date, in the prescribed format whenever such certificate are sought by the University. Otherwise, their claim for SC/ST/OBC/EX-SM/PH status will not be entertained and their candidature/applications will be rejected. The formats of the certificates are in the University's Recruitment Notification. Candidates claiming OBC status may note that the caste certificate should include creamy layer status have been obtained within three years before the closing date. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC. OBC candidates seeking reservations of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.

NOTE: The closing date of Application forms will be treated as the date of reckoning for OBC status as mentioned above.

5. The caste/category certificate should be in a format applicable for Central Government jobs. The formats of the certificates are available in the University website. Certificates in any other format will-not be accepted. OBC certificate in the creamy layer status should have been obtained within three years before the closing date for receipt of application. Candidates are warned that they may be permanently debarred from the examination conducted by CUTN/other Universities in case they fraudulently claim SC/ST/OBC status.
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NB: For details of eligibility criteria, qualifications, and application forms etc, please visit the University's website: www.cutn.ac.in. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for interview. In case of receipt large number of applications, short listing would be done based on merit. The decision of the appointing authority regarding selection or rejection will be final. The crucial date for determining the age limit shall be the closing date of the receipt of application.

The prescribed applications may be submitted up to 5.00 PM on 30.08.2016

Registrar - CUTN

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
 - Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color - File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- (iv) If the file size and format are not as prescribed, an error message will be displayed.
- (v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.
- (vi) Procedure for Uploading the Photograph and Signature (i) There will be two separate links for uploading Photograph and Signature (ii) Click on the respective link "Upload Photograph / Signature" (i) Browse & Select the location where the Scanned Photo / Signature file has been saved. (iv) Select the file by clicking on it (v) Click the 'Upload' button
- (vii) Your Online Application will not be registered unless you upload your photo and signature as specified.

Note: (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected. (b) Candidates are advised to take a printout of their system generated online application forms after registering. (c) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

FORWARDING OF APPLICATION- THROUGH PROPER CHANNEL
(APPLICABLE ONLY FOR IN SERVICE CANDIDATES)

1. Sri/Smt./Dr _____ is a permanent / temporary employee of this organization holding the post of _____ w.e.f _____ which carries the pay (present Basic Pay with GP / AGP) _____ in the Pay Band _____ and his/her application is forwarded for consideration and necessary action. If selected, he/she will be relieved within 6 weeks of his/her selection.
2. The Date of birth, qualification and experience and other details furnished by Shri / Smt. / Dr _____ in application form have been verified and found correct as per service records available in this office. It is certified that Shri / Smt. / Dr _____ is fulfilling the essential qualification mentioned in the advertisement.
3. The integrity of Shri / Smt./ Dr _____ is beyond doubt.
4. No vigilance or disciplinary case is either pending or contemplated against the official concerned and also undertake to intimate if any, after forwarding of this application.
5. Copies of up-to-date ACR/APR dossier (for the last three years) of Shri / Smt. / Dr. _____ are enclosed or will be forwarded in due course.
 (Applicable for candidate applying on deputation only).

Signature of forwarding authority

Place:

Name & Designation:

Date:

OFFICE STAMP / SEAL:

OBC CERTIFICATE FORMAT**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum* _____ son/daughter* of Shri _____ of village/town _____ district _____ in _____ state belongs to _____ community which is recognised as backward class under : (Indicate the sub-caste above)

- 1) Resolution No. 12011/68/93-BCC@dated 10th September 1993, published in the Gazette of India- Extraordinary - part 1, Section 1, No. 186 dated 13th September 1993
- 2) Resolution No. 12011/9/94-BCC dated 19th October 1994, published in the Gazette of India- Extraordinary - part 1, Section 1, No. 163 dated 20th October 1994
- 3) Resolution No. 12011/7/95-BCC,dated 24th May 1995, published in the Gazette of India- Extraordinary - part 1, Section 1, No. 88 dated 25th May 1995
- 4) Resolution No. 12011/44/96-BCC,dated 6th December 1996, published in Gazette of India- Extraordinary - part 1, Section 1, No. 210, dated 11th December 1996
- 5) Resolution No. 12011/68/93-BCC, published in the Gazette of India- Extraordinary No. 129, dated 8th July 1997
- 6) Resolution No. 12011/12/96-BCC, published in the Gazette of India- Extraordinary No. 164, dated 1st Sept. 1997
- 7) Resolution No. 12011/99/94-BCC, published in the Gazette of India- Extraordinary No. 236, dated 11th Dec. 1997
- 8) Resolution No. 12011/13/97-BCC, published in the Gazette of India- Extraordinary No. 239, dated 3rd Dec. 1997
- 9) Resolution No. 12011/12/96-BCC, published in the Gazette of India- Extraordinary No. 166, dated 3rd Aug. 1998
- 10) Resolution No. 12011/68/93-BCC, published in the Gazette of India- Extraordinary No. 171, dated 6th Aug. 1998
- 11) Resolution No. 12011/68/98-BCC, published in the Gazette of India- Extraordinary No. 241, dated 27th Oct. 1999
- 12) Resolution No. 12011/88/98-BCC, published in the Gazette of India- Extraordinary No. 270, dated 6th Dec. 1999
- 13) Resolution No. 12011/36/99-BCC, published in the Gazette of India- Extraordinary No. 71, dated 4th April 2000
- 14) Resolution No. 12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part – 1, Section – 1, No 246 dated 21.9.2000.
- 15) Resolution No. 12015/9/2000-BCC dated 6th September 2001, published in the Gazatte of India, Extra Ordinary Part – 1, Section – 1, No 246 dated 6th September 2001.
- 16) Resolution No. 12011/1/2001-BCC dated 19th June, 2003, published in the Gazatte of India, Extra Ordinary Part – 1, Section – 1, No 151 20th June 2003.
- 17) Resolution No. 12011/4/2002 -BCC dated 13th January, 2004, published in the Gazatte of India, Extra Ordinary Part – 1, Section – 1, No 9 13th January, 2004.
- 18) Resolution No. 12011/14/2004 -BCC dated 12th March, 2007, published in the Gazatte of India, Extra Ordinary Part – 1, Section – 1, No 67 12th March, 2007.
- 19) Resolution No. 12015/2/2007 -BCC dated 18th August, 2010,

Shri/Smt./Kum* _____ and/or his/her family ordinarily reside(s) in the _____ District of the _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt (SCT), dated 8.9.1993) and modified vide Government of India, Department of Personnel and Training O.M. No. 36033/3/2004-Estt. (Res) dated 09.03.2004, 14.10.2008 and O.M. No. 36033/1/2013-Estt (Res) dated 27th May 2013.

Place

Date

DISTRICT MAGISTRATE/DY. COMMISSIONER ETC.

*Strike out whichever is not applicable

(with seal of office)

NB: (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950. (b) The Authorities competent to issue caste certificates are indicated below : (i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector / 1st class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluk Magistrate / Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate). (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate (iii) Revenue officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter
of _____ Village/Town _____
/District/Division* _____ of the _____ State/Union
Territory belongs to the _____ Caste*/Tribe which is recognized as a
Scheduled Caste/Tribe under

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

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

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

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

Place _____

Date _____

Signature _____

Designation _____

(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

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

The following Officers are authorised to issue caste certificates :

1. 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.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.

6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

Note: ST candidates belonging to Tamilnadu State should submit caste certificate ONLY from the REVENUE DIVISIONAL OFFICER.

**APPLICATION FORM FOR GROUP 'C' AND 'D' POSTS
(Retired Defence Service Personnel)**

1. Personnel number, Rank and Name :
2. Arm/Service :
3. Father's Name :
4. Dates of :-
 - (a) Birth :
 - (b) Enrolment :
 - (c) Retirement/Discharge :
5. Reasons for Release/Discharge :
6. Medical Category :
7. Award or Decoration :
8. Home, District and State :
9. Present Address/Mailing Address :
10. Permanent Address :
11. Present profession employment :
12. Qualification: (Please attach attested copies of mark sheets) :

Please paste
your passport
size
photograph (in
uniform)

Course	Year	Institution	Civil Equivalent
6. Civil (Educational)			
7. Military (Educational)			
8. Military (Professional)			

13. *Languages known __ Read/Write/Speak
 - (a) Indian :
 - (b) Foreign :
1. *Character as assessed by Military authorities
2. Extra-curricular activities ____
 - (a) Sports :
 - (b) Literary :
 - (c) Cultural/ Art :
16. Details of Pay/Pension/gratuity ____
 - (a) Last basic pay drawn :
 - (b) Total emoluments :
 - (c) Details of pension/gratuity :
17. Zilla Sainik Board/Employment Exchange
(Registration No.) :
18. Job applied for :

*Countersigned

(.....)

Signature

Name

Address

Date:

UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATES

DECLARATION

“I, _____ Son/daughter _____ of
 Shri _____ resident of village/ town/city
 _____ district _____ state _____ hereby declare that I
 belong to the _____ (Indicate your sub caste) community which is recognized as a
 backward class by the Government of India for the purpose of reservation in services as per orders
 contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-
 Estt(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy
 Layer) mentioned in column 3 of the Scheduled to the above referred Office Memorandum dated
 08.09.1993 and its subsequent through O.M. No.36033/3/2004 -Estt.(Res.) dated 09.03.2004.”

Place:

Signature of the candidate

Date:

Name of the candidate