



**icmr** | **NIOH**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH | NATIONAL INSTITUTE OF  
OCCUPATIONAL HEALTH

आई सी एमआर- राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No. NIOH/RCT/Admin/2024-25/83

10.04.2024

**CORRIGENDUM**

In reference to vacancy notification dated 15.03.2024 published on NIOH and ICMR website, it is informed that last date to apply online is extended till 30.04.2024 11:59 PM.

Administrative Officer  
ICMR-NIOH, Ahmedabad



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ICMR - National Institute of Occupational Health  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

**VACANCY NOTIFICATION**

Advertisement No. NIOH/RCT/Admin/2023-24 Date: 15.03.2024

Applications are invited for the following regular posts: -

Sl.No	Name of Post	Total No. of Posts *	Reservation						Pay Level (as per 7 <sup>th</sup> CPC)
			Vertical					Horiz ontal	
			UR	SC	ST	OBC	EWS	PwD	
1	Upper Division Clerk	01	01	00	00	00	00	00	Pay Level-4 (Rs. 25,500 - 81,100)
2	Lower Division Clerk**	04	03	00	00	01	00	00	Pay Level-2 (Rs 19,900- 63,200 )
	<b>TOTAL</b>	<b>05</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>00</b>	<b>00</b>	

\*Vacancies shown are tentative and may increase/decrease at any stage of recruitment.

\*\*one post of Lower Division Clerk is earmarked for ROHC(S), Bengaluru (centre of NIOH)

For complete details regarding educational qualification, experience, age, terms and conditions, please visit our website [www.nioh.org](http://www.nioh.org) or [www.icmr.nic.in](http://www.icmr.nic.in).

The online portal for application shall start from **20.03.2024** on website <https://niohrecruitment.org>. The last date of submission of application forms is **18.04.2024 up to 11:59 PM**. Corrigendum, if any, shall be published on the Institute's website only.

Administrative Officer

मेघानीनगर, अहमदाबाद  
गुजरात, 380016, भारत  
Meghaninagar, Ahmedabad,  
Gujarat - 380016, India

Tel: +91-79-22688700, 22686351  
Fax: +91-79-22686110  
PS to Director: +91-79-22688709, 22686340  
director-nioh@gov.in | www.nioh.org

## ICMR-NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH AHMEDABAD

Advertisement No. NIOH/RCT/Admin/2023-24 Date: 15.03.2024

### Detailed Vacancy Notification

ICMR-National Institute of Occupational Health Ahmedabad is the premier institute, under the aegis of the Indian Council of Medical Research (ICMR) under the Department of Health Research, Ministry of Health and Family Welfare, Govt. of India.

Online applications are invited up to 18.04.2024 11.59 pm for following posts under Administrative Cadre on Regular basis at ICMR-NIOH Ahmedabad.

Sl.No.	Details of Posts to be filled	
1	Post Code	UDC
2	Name of the post	Upper Division Clerk
3	Pay Level	Pay Level-4 (Rs. 25,500 - 81,100)
4	Posts	01 (UR)
5	Essential Qualifications	1. Degree of a recognised University or equivalent. 2. Typing speeds of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions on each word).
6	Age Limit	Between 18 to 27 years

Sl.No.	Details of Posts to be filled	
1	Post Code	LDC
2	Name of the post	Lower Division Clerk
3	Pay Level	Pay Level-2 (Rs 19,900 - 63,200)
4	Posts	04 (UR-3, OBC-1)
5	Essential Qualifications	1. 12 <sup>th</sup> class pass or equivalent qualification from a recognized Board or University. 2. Typing speeds of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions on each word).
6	Age Limit	Between 18 to 27 years

**Note: Qualifying marks for written test shall be 50% for UR/OBC/EWS and 40% for SC/ST/PwD. Only qualifying candidate shall be called for Skill/Typing Test.**

## HOW TO APPLY: -

A. The candidates wish to apply for the posts of Upper Division Clerk and Lower Division Clerk should submit online application through <https://www.niohrecruitment.org>. No other mode of submission of application shall be entertained.

B. Applications shall be made through online mode only latest by 18.04.2024 along with non-refundable application fee through online mode of Rs. 1000/- (one thousand only). The SC, ST, Persons with Disabilities (PwD), Women candidates shall pay concessional rate of Rs. 500/- (five hundred only) as application fees. Full application fee is payable by UR/OBC/EWS Male candidates. The fee once deposited will not be refunded under any circumstances whatsoever nor can the fee be held in reserve for any other examination or selection.

C. The candidates need to attach/upload the self-attested copies of the following documents online while submitting Application Form: -

(a) Proof of Date of Birth

(b) Proof of Educational Qualifications i.e. Mark Sheet and Degree certificate from Class-Xth onwards

(c) Proof of Work Experience

(d) Proof of Experience for age relaxation for the candidates working in the Government Sector; in the prescribed format (Annexure-A).

(e) Income and Asset Certificate for EWS candidates, in the prescribed format (Annexure-B)

(f) Proof of Category i.e. SC/ST/OBC/PwD/ESM ETC.

(g) No Objection Certificate (wherever applicable).

(h) Declaration to be furnished by OBC Candidates (Annexure-C)

(i) Disability Certificate for claiming age relaxation.

(j) Others.

## SELECTION PROCEDURE: -

1. Selection for the posts of Upper Division Clerk and Lower Division Clerk will be through written test and Skill/Typing test from qualified candidates. The written test would be of 100 marks consisting of 100 objective/ MCQ type questions of one mark each for the correct answer. For each wrong answer 0.25 marks will be deducted. All written tests shall be conducted at Ahmedabad & Gandhinagar only. Syllabus of Written test shall be published separately.

2. Candidates securing qualifying marks in written test shall be called for skill/typing test. However, top 20 candidates as per merit list of written test shall be called first. In case, none of top 20 qualify skill test then next 20 candidates as per merit shall be called.
3. The Candidate securing highest marks in the written examination and skill test will be selected in order of their merit as per DoPT guidelines and subject to fulfilling all the eligibility criteria.

**OTHER TERMS AND CONDITIONS FOR ALL THE POSTS: -**

**(A). ECONOMICALLY WEAKER SECTION :-** All the terms and conditions in respect of reservation for Economically Weaker Sections (EWSs) in civil posts and services in the Government of India shall be regulated in terms of DoPT OM No. 36039/1/2019 - Estt (Res.) dated 19.01.2018 and OM of even no. dated 31.01.2019 as amended from time to time. Candidates belonging to the EWS category in terms of the above-mentioned OMs are required to attach the Income and Asset Certificate issued by Competent Authority, in the prescribed attached format (Annexure-B) at the time of applying for the post. The last date of receipt of applications i.e. 18.04.2024 shall be treated as the crucial date for submitting the Income and Asset Certificate by the candidate. Non submission of such certificate shall be treated as disqualification. **The Income and Asset Certificate should be valid for the year 2023-24/2024-25.**

**(B). AGE LIMIT: -**

1. The crucial date for determining the age limit shall be the last date of receipt of applications i.e. 18.04.2024 for all the posts and the same is as below:
2. No age relaxation will be given to SC/ST/OBC (Non Creamy Layer) candidates applying for the Unreserved posts as per Govt. of India order No.36011/1/98/Estt(Res.) dated 01.07.1998 as amended from time to time.
3. The age relaxation to SC/ST/OBC/ (None Creamy Layer) /PwD/Ex-Servicemen etc. shall be considered as per the DoPT OM No. DoPT-1667569393892 dated: 06.09.2022 as amended time to time.
4. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability. The candidates need to attach the relevant Disability Certificate, issued by the competent medical authority of the Govt. of India; for claiming age relaxation failing which no age relaxation shall be considered.
5. Central Govt. servants and departmental candidates who have rendered at least three years continuous service under the Central Government are allowed the age relaxation up to the age of 40 years (45 years for SC/ST) for appointment to Group 'C' posts by direct recruitment subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts.
6. The Central Government Servants/Departmental Candidates should submit No Objection Certificate in the prescribed format given in the **Annexure-E**.

**(C). TA/DA:** - No TA/DA will be paid to attend the Written Test and the candidates will have to make their own arrangement.

**(D). PROBATION:** -

(i). The period of Probation will be 2 years for all the posts from date of joining.

(ii). Other terms and conditions regarding Probation will be as per the rules of ICMR/GOI issued from time to time.

**(E). OTHERS:** -

1. Date, time and venue of the written test will be communicated to the shortlisted candidates through call letters/admit cards and no enquiry/request in this regard will be entertained. Candidates are advised to visit ICMR and NIOH websites from time- to-time for the updated status of the recruitment process. The syllabus and marking for the written examination shall be uploaded on NIOH website. Also, qualifying written test candidates shall be intimated about date of skill/typing test accordingly.

2. Any change in the address for communication should be intimated to ICMR-NIOH by the candidate immediately.

3. All the posts carry all India transfer liability. The selected candidates may be posted at any of the Institute/Centre under the control of ICMR and at Centre of the NIOH; located in different parts of the Country. The selected candidates may be asked to report at any of the Institute/Centre of the ICMR or at Centre of the NIOH. No TA/DA shall be considered in this case.

4. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to the selection / recruitment shall be treated as disqualification.

5. The candidates working in the Central/State Govt. Departments / Public Sector Undertakings etc. should submit "No Objection Certificate" failing which the application will be summarily rejected. Advance copies of application shall not be considered valid.

6. The Work Experience Certificate should be issued by the competent authority of the Government recognized/approved/registered Laboratory/Institution etc. and must be clear with Name, Designation, salary/pay scale drawn, period of work experience (From — to), nature of duties performed etc. by the candidate. Only Post Qualification Experience shall be taken into consideration.

7. Educational Qualifications should be from a Recognized Board/Institute/University of repute.

8. Separate Application Form should be filled for each post.

9. Those Ex-Servicemen who have already secured regular employment under the Central/State Government in Civil Posts after availing the benefit of ex-servicemen quota would be permitted the benefit of age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under the Central/State Government irrespective of any Group/Post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen in Central Government.

10. OBC certificate for the purpose of age relaxation will mean “PERSONS OF OBC CATEGORY NOT BELONGING TO CREAMY LAYER” as defined in DoPT's OM No. 36012/22/93-Estt (SCT) dated 08.09.1993, modified vide OM No. 36033/3/2004- Estt (Res) dated 09.03.2004 and 14.10.2008 and subsequently revised vide OM No.36035/1/2013-Estt.(Res.) dated 27.05.2013. The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the Creamy Layer on the reckoning date. OBC candidates must, therefore, furnish valid and updated OBC certificate in the prescribed format given in Annexure-D which should specifically include the clause regarding “Exclusion from the Creamy Layer’. Non-Submission of such certificate shall be treated as disqualification. In order to get age relaxation, they have to furnish a declaration in the prescribed format given in Annexure-C.

11. The OBC certificate shall not be more than three years old from the last date of receipt of applications i.e. 18.04.2024.

12. The candidates belonging the SC/ST should submit the caste certificate in the prescribed format (Annexure-F).

13. The candidates belonging to the PwD category should submit the Disability Certificate in the prescribed format, as applicable to them (Annexure-G).

14. The applicant applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied. They must ensure that they fulfill all the eligibility criteria viz. age limit, essential qualifications, experience, reservation etc. as on the last date of receipt of applications i.e. 18.04.2024. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not fulfill the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppresses any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice thereof irrespective of his/her marks obtained in the written test and no enquiry/request/correspondence will be entertained in this regard.

15. The Director, NIOH reserves the right to: -

(a) Fix criteria for screening the applications so as to limit the number of Candidates to be called for written test. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the written test.

(b) Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.

(c) Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.

(d) Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment Process by notifying it on the ICMR/NIOH website.

16. Applicants, in their own interest are advised to remain in touch with the websites of ICMR and NIOH i.e. [www.icmr.nic.in](http://www.icmr.nic.in) and [www.nioh.org.in](http://www.nioh.org.in) respectively for any information related with the recruitment since beginning till the recruitment process is completed and ICMR/NIOH will not be

responsible if any candidate skips any important recruitment information due to not visiting the websites.

17. Any dispute arising under these terms and conditions shall be subject to Ahmedabad jurisdiction only.

18. Hindi version follows. In case of any discrepancy found in Hindi version of advertisement, the contents as given in the English version of Advertisement will be prevailed.

19. In case of any query, please submit on

For Technical matters: [sharma.lk@gov.in](mailto:sharma.lk@gov.in)

For Administrative matters: [est1-nioh@icmr.gov.in](mailto:est1-nioh@icmr.gov.in)

Administrative Officer  
ICMR-NIOH, Ahmedabad



**Annexure-A**

**(Format of certificate to be submitted by Central Government Employees seeking age relaxation)**

**(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)**

It is certified that Shri/Smt/Kum. \_\_\_\_\_ is a Central Government employee holding the post of \_\_\_\_\_ in the Pay Scale/Pay Level of Rs. \_\_\_\_\_ with 03 years regular/continuous service in the grade as \_\_\_\_\_ w.e.f. \_\_\_\_\_.

2. There is no objection to his appearing for the post of \_\_\_\_\_ and document verification for the said recruitment.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Tel No \_\_\_\_\_

Office Seal \_\_\_\_\_

**Government of.....**  
**(Name & Address of the authority issuing the certificate)**

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

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

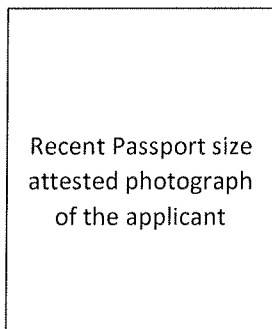
Date: \_\_\_\_\_

**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 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: \_\_\_\_\_

\* **Note1** : Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\* **Note2** : 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.

\*\*\* **Note3** : 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.

**FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY OBC  
CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)**

I, \_\_\_\_\_ Son/Daughter of Shri  
\_\_\_\_\_ resident of village/town/city  
\_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ hereby declare

that I belong to the \_\_\_\_\_ community  
which is recognized as a backward class by the Government of India for the purpose  
of reservation in Service admission in Central Govt. institutions as per orders  
contained in the Department of Personnel and Training Office Memorandum No.  
36012/22/93-Estt.(SCT) dated 08th September, 1993. I also declare that I do not  
belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the above referred Office Memorandum dated 08th September, 1993,  
which is modified vide Department of Personnel and Training Office Memorandum No.  
36033/1/2013-Estt. (Res.) dated 14th September, 2017

Signature of Candidates: \_\_\_\_\_

Full Name: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Place:

Date:

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF  
INDIA)**

This is to certify that Shri/ Smt./ Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_  
in District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ Community which  
is recognized as a backward class under the Government of India, Ministry of Social Justice  
and Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_. \* Shri/Smt./Kumari \_\_\_\_\_ and/or his/her  
family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the Government of India, Department of Personnel & Training O.M. No.  
36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

Dated:

Seal:

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\* The authority issuing the certificate may have to mention the details of Resolution of  
Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

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

**NO OBJECTION CERTIFICATE**

**(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)**

This is to certify that Mr./Mrs./Miss/Dr. \_\_\_\_\_  
\_\_\_\_\_ (name and designation) is working on regular  
post at \_\_\_\_\_ (office name and  
address) since \_\_\_\_\_. The particulars furnished by him/her in the  
application form are correct and he/she possesses educational qualification and  
experience mentioned in the Vacancy Circular no.  
\_\_\_\_\_ dated  
\_\_\_\_\_. This organization has no objection in his/her applying to  
the post of \_\_\_\_\_ as mentioned in the above stated  
circular. There is no vigilance case pending against him/her. His/Her integrity is  
beyond doubt and there is no major/minor penalties imposed on him since  
\_\_\_\_\_.

Signature : \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the office: \_\_\_\_\_

Place: \_\_\_\_\_

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

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_  
 The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_  
 The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_  
 The Constitution (Scheduled Tribes) Union Territories Order, 1951 \* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The 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) orders (Amendment) Act, 1990@  
 The Constitution (ST) orders (Amendment) Ordinance 1991@  
 The Constitution (ST) orders (Second Amendment) Act, 1991@  
 The Constitution (ST) orders (Amendment) Ordinance 1996  
 The Scheduled Caste and Scheduled Tribe Orders(Amendment ) Act 2002.  
 The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.  
 The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.  
 The Constitution (Scheduled Caste) Order (Amendment) Act 2007.  
 %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 \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized 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\* \_\_\_\_\_ of District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_  
\*\* Designation \_\_\_\_\_  
(with seal of office)

Place \_\_\_\_\_  
Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) 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 Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**Performa-V**

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:-

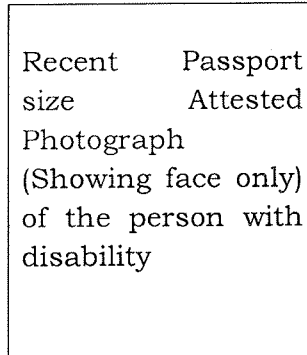
Nature of Document	Date of Issue *	Details of authority issuing certificate

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

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



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) ..... Age .....years,  
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.