



icmr | **NIRT**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE FOR
RESEARCH IN TUBERCULOSIS



आई सी एम आर — राष्ट्रीय यक्ष्मा अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute for Research in Tuberculosis
Department of Health Research/Ministry of Health
and Family Welfare, Government of India

No.ICMR-NIRT/Tech.Recrut/01-02/2023/

Date: 25.07.2025

ADDENDUM

With reference to the ICMR-NIRT advertisement No. ICMR-NIRT/Admin.Recrut/01/2025 dated 17.02.2025, the candidates are advised to note the following:

The online link for filling up of Administrative posts i.e. Lower Division Clerk, Upper Division Clerk and Assistant is <https://joinicmr.in>.

Please note the timelines for the examination/test for all the posts is as under:

Website Link opening date for online registration & submission of online applications	25 th July 2025 at 11:00 AM
Last date for online registration & submission of online applications	14 th August 2025 at 11:59 PM
Opening date for availability of admit cards for downloading from ICMR-NIRT website	08 th September 2025 (tentative)

For further updates, candidates are requested to visit ICMR/NIRT websites frequently.


ADMINISTRATIVE OFFICER



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Department of Health Research, Ministry of Health
and Family Welfare, Government of India

NO. ICMR-NIRT/Admin.Recruit/01/2025

Date: 17.02.2025

**DETAILED VACANCY NOTIFICATION FOR DIRECT RECRUITMENT TO VARIOUS
ADMINISTRATIVE POSTS**

The ICMR-National Institute for Research in Tuberculosis (ICMR-NIRT), Chennai a research institute under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India invites online applications from eligible Indian Citizens for various posts under Administrative cadre. Only those applications filled through online mode using the link provided herewith and are found in order will be accepted. Candidates should go through the detailed notification carefully before applying for the post and ensure that they fulfil the eligibility conditions indicated in this notification. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. The candidature of the applicants shall be purely PROVISIONAL at all stages of the recruitment process. Details are as follows:

Important timelines for the examination/test for all the posts will be as under:

Website Link opening date for online registration & submission of online applications	Will be provided soon
Last date for online registration & submission of online applications	Will be provided soon
Opening date for availability of admit cards for downloading from ICMR-NIRT website	Will be announced post the closing date of applications
Date of Computer Based Test(CBT) and Computer Proficiency/Skill Test	Will be intimated later

Details of vacancies with essential qualification:

Name of the Post	Assistant
Post Code	ASST01
Classification of Post	Group-B
Pay Matrix	Pay Matrix Level: Pay Level 6 of 7 th CPC (Rs.35400 – 112400)
Age Limit	Not exceeding 30 years
No. of Vacancies & Reservation Category	5 posts (UR-4, OBC-1)*
Educational and other Qualification	i. Minimum 3 years Bachelor's degree in any discipline from a Recognized University/ Institution and ii. Working Knowledge of Computer (MS Office/ Power Point).

Name of the Post	Upper Division Clerk
Post Code	UDC02
Classification of Post	Group-C
Pay Matrix	Pay Matrix Level: Pay Level 4 of 7 th CPC (Rs.25500 - 81100)
Age Limit	Not exceeding 27 years i.e. Age must be between 18 and 27 years
No. of Vacancies & Reservation Category	1 post (UR)*
Educational and other Qualification	i. Degree of a recognized University or equivalent. ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. in English or 30 w.p.m. in Hindi correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

Name of the Post	Lower Division Clerk
Post Code	LDC03
Classification of Post	Group-C
Pay Matrix	Pay Matrix Level: Pay Level 2 of 7 th CPC (Rs.19900 - 63200)
Age Limit	Not exceeding 27 years i.e. Age must be between 18 and 27 years
No. of Vacancies & Reservation Category	10 posts (UR-6, OBC-2, SC-1, EWS – 1)*
Educational and other Qualification	i. 12th class pass or equivalent qualification from a recognized Board or University ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. in English or 30 w.p.m. in Hindi correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

***The Director, ICMR-NIRT reserves the right to increase/decrease the number of vacancies in any category at any stage of recruitment.**

ABBREVIATIONS: SC–Scheduled Caste, **OBC**–Other Backward Classes, **UR** – Unreserved, **EWS** – Economically Weaker Section.

HOW TO APPLY

- Candidates should apply only through online mode. The link will be available soon in the ICMR/NIRT websites (<https://www.icmr.gov.in/> and <https://www.nirt.res.in>)
- Valid email id and mobile number are mandatory for online application process.
- Application fee (non–refundable) as mentioned below shall be applicable for applications to appropriate posts:

Name of post	UR/OBC/EWS	SC/WOMEN
Assistant	Rs.2,000/-	Rs.1,600/-
Upper Division Clerk		
Lower Division Clerk		

- ICMR employees are not exempted from payment of application fee.
- Application fee is to be paid by candidates through online mode only during the application process. The fee once deposited will neither be refunded under any circumstances, nor can the fee be held in reserve for any other examination or selection.
- Candidates interested to apply for different posts should submit separate applications for each post and pay the applicable fees separately.
- The candidates need to upload scanned copies of the following documents (original) along with their application as applicable:-
 - Proof of Date of Birth.
 - Proof of Category i.e. SC (**Annexure-I**)
 - Proof of Category i.e. OBC NCL (**Annexure-II**)
 - Declaration to be furnished by OBC Candidates (**Annexure-III**)
 - Income and Asset Certificate for EWS candidates, in the prescribed format (**Annexure-IV**)
 - Proof of Educational Qualifications from Class-X onwards.
 - Proof of Work Experience clearly mentioning start dates and end dates for each position held
 - No Objection Certificate for Government employees (**Annexure-V**)
 - Proof of Experience for age relaxation for Central Government employees in the prescribed format (**Annexure-VI**)
 - Other documents, if any
- All correspondences with the candidates shall be done only through their registered email id. All information regarding examination schedule/admit card etc. shall be provided through email and/or by uploading on Institute's website.
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- ICMR-NIRT will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if a candidate fails to access his/her mail/website in time.
- The candidates will be permitted to appear in the online computer-based test only if they possess a valid photo admit card.
- In the event of any false information furnished or suppression of any material in the application coming to notice, at any time during the recruitment process or thereafter, of a person, his/her candidature/services would be liable to be terminated.

SELECTION PROCEDURE FOR THE POST OF ASSISTANT (ASST01)

The screening examinations for the post of Assistant consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Proficiency Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. No.	Name of the post	Topic		Number of Questions	Marks	Remarks
1.	Assistant	Section - A	English Language	20	20	Cumulative time of 90 mins. There will be no section wise qualifying marks
		Section - B	General Knowledge including Current Affairs	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

*The CBT carries negative marking; 1 mark shall be awarded for each correct answer, and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Assistant are given below:

Category	Minimum essential qualifying marks
UR/OBC	50%

- Candidates shortlisted based on their performance in CBT shall be called for Computer Proficiency Test of 20 marks which is **qualifying in nature**. The minimum essential qualifying marks for test shall be 50% of the total marks prescribed (i.e. 10 marks) for all the candidates.

Name of the Test	Skill Set	Marks	Duration
Computer Proficiency Test	Word Processing, Excel Sheet, Generation of Slides etc. The Test will include: 1. Typing of a passage and/or other word processing exercises including a typing test in the speed of 45 w.p.m. in English or 40 w.p.m. in Hindi (13500 KDPH and 12000 KDPH respectively). 2. Preparation of Excel Sheet. 3. Preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.	20 marks	Cumulative time of 60 mins

- **Weightage for ‘Post Qualification Experience’ (Maximum 5 marks)** – In addition, upto 5 marks will be accorded to candidates who possess ‘Post Qualification Experience’ in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and upto 2 years	1
>2 and upto 4 years	2
>4 and upto 6 years	3
>6 and upto 8 years	4
> = 8 years	5

IMPORTANT NOTE regarding the post of Assistant:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the Computer Proficiency Test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Proficiency Test in 1:10 ratio (10 candidates for every vacancy in respective category).
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the Computer Proficiency Test.
- The CBT scores carries a weightage of 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list will be prepared.

SELECTION PROCEDURE FOR THE POST OF UPPER DIVISION CLERK (UDC02) AND LOWER DIVISION CLERK (LDC03)

The screening examinations for the post of Upper Division Clerk and Lower Division Clerk consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Skill Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. N o.	Name of the post(s)	Topic		Number of Questions	Marks	Remarks
1.	Upper Division Clerk & Lower Division Clerk	Section - A	English Language	20	20	Cumulative time of 90 mins. There will be no section wise qualifying marks
		Section - B	General Knowledge including Current Affairs	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

* The CBT carries negative marking; 1 mark shall be awarded for each correct answer, and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Upper Division Clerk and Lower Division Clerk are as follows:

Category	Minimum essential qualifying marks
UR/EWS/OBC	50
SC	40

- Computer Skill Test for the post of Upper Division Clerk and Lower Division Clerk will be **qualifying in nature** as below:

Name of the Test	Typing Speed	Key Depression
Computer Skill Test (Typing)	35 w.p.m. in English or 30 w.p.m. in Hindi	35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word

- **Weightage for ‘Post Qualification Experience’ (Maximum 5 marks)** – In addition, upto 5 marks will be accorded to candidates who possess ‘Post Qualification Experience’ in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and upto 2 years	1
>2 and upto 4 years	2
>4 and upto 6 years	3
>6 and upto 8 years	4
> = 8 years	5

IMPORTANT NOTE regarding the post of Upper Division Clerk and Lower Division Clerk:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the computer skill test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Skill Test in 1:10 ratio (10 candidates for every vacancy in respective category)
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the computer skill test.
- The CBT scores will be converted to 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list will be prepared.

SYLLABUS:

CBT syllabus for the post of Assistant, Upper Division Clerk and Lower Division Clerk	
Topics	Syllabus
English language	Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of "A", "AN" and "THE", Idioms and Phrases.
General Knowledge including Current Affairs	Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Science and Scientific Research, Awards, Sports, National and International Organizations/Institutions including ICMR, Current Affairs - India & World.
General Intelligence and Reasoning	Analogies - Symbolic/Number Analogy, Semantic Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, visual memory, discrimination, observation, relationship concepts, Arithmetic number series, Semantic series, Number series. Coding and Decoding-small & Capital Letters/numbers coding, decoding and classification.
Computer Aptitude	Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software - Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power Point), Information Technology Act, Digital Signatures, Application of Information Technology in Government for E-Governance, Mobile/Smartphone's Information Kiosks.
Quantitative Aptitude (Maths)	Number System, Decimals, fractions, LCM, HCF, Ratio and Proportions, Percentage, Average, Profit and Loss, Simple & Compound Interest. Time and work, Time and distance, Mensuration (2D and 3 D), Algebra, Data interpretation, Table & Graphs etc.

Note: The Syllabus for the all the posts are identical. However, the difficulty level of the examination will be of a level commensurate with the essential qualification.

CITIES /CENTRES FOR COMPUTER BASED TEST

- The list of exam centres will be announced later through ICMR/NIRT website.

CITIES /CENTRES FOR COMPUTER PROFICIENCY TEST AND COMPUTER SKILL TEST

- The list of exam centres will be announced later through ICMR/NIRT website.

TERMS AND CONDITIONS FOR ALL THE POSTS

NATIONALITY

- The applicant must be a citizen of India.

AGE LIMIT

- Upper age limit shall be determined as on the closing date for submission of online application.
- Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- No age relaxation would be available to SC/OBC candidates applying for unreserved vacancies.
- Permissible relaxation of upper age limit as per Government orders for claiming age relaxation as on last date of receipt of application is as under:-

Cat. Code	Category	Age relaxation permissible beyond the Upper age limit	
01	SC	5 years	
02	OBC	3 years	
03	Central Govt. Civilian Employees	Age concession For Group A&B posts	Age limit for appointment to Group C posts
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No.15012/2/2010-Estt.(D) dated 27 th March 2012 (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	5 years	40 years
	2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	8 (5+3) years	43 (40+3) years
	3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10 (5+5) years	45 (40+5) years

Note:

- The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation only to the extent it is available to UR category candidates.**
- Applicants may check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.**

PROBATION:

- The period of probation will be Two years for all the posts from date of joining. Other terms and conditions regarding probation will be as per the rules of ICMR/GOI issued from time to time.

OTHER TERMS AND CONDITIONS:

- Category once filled in the application form cannot be changed and no benefit of other category will be admissible later on.
- The candidates belonging to SC should submit the caste certificate in the prescribed format (**Annexure-I**).
- 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-II** which should specifically include the clause regarding “Exclusion from the Creamy Layer”. In order to get age relaxation, they have to furnish a declaration in the prescribed format given in **Annexure – III**.
- The OBC certificate issued within the same financial year and valid as on the last date of receipt of applications shall only be accepted under OBC category.
- The OBC candidates who belong to "Creamy Layer" have to indicate their category as General.
- The candidates belonging to the EWS category should submit the Income and Asset Certificate in the prescribed format, as applicable (**Annexure-IV**). 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.) dt.19.01.2019 and OM of even number dated 31.01.2019 as amended from time to time. The Income and Asset Certificate should be valid for the year 2024-25.
- The candidates working in the Central/State Government Departments/Public Sector Undertaking etc. should submit “No Objection Certificate” failing which the application will be summarily rejected. (**Annexure-V**).
- The Central Government Civilian Employees who have rendered not less than 3 years of regular and continuous service seeking age relaxation should submit “ Certificate seeking age relaxation” in the prescribed format (**Annexure-VI**)
- All the posts carry all India transfer liability. The selected candidates may be posted at any of the Institutes/Centres/Field Units under the control of ICMR/ICMR-NIRT. No TA/DA shall be considered in this case.
- Benefit of new structured defined contributory pension system is admissible for new entrants as per provision contained in the Ministry of Finance, Department of Economic Affair (ECB & PR Division), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.
- Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to the selection/recruitment amounts to unfair practice and shall lead to disqualification.
- The Experience Certificate (Work Experience) should be issued by the competent authority of the government recognised/approved/registered institution etc. and must be clear with Name, Designation, period of work experience (From – to), nature of duties performed etc. by the candidate.
- Educational qualifications should be from a recognised board/organization/institute of repute and experience should be in a government recognised/ approved/ registered institution.
- Only post qualification experience shall be taken into consideration
- No person (a) who is entered into or contracted marriage with a person having a spouse living or (b) who having a spouse living has entered into or contracted a marriage with any person shall be eligible

for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

- No TA/DA will be paid to candidates for attending the examinations. The candidates will have to make their own arrangements.
- The candidates applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied for. They must ensure that they fulfil all the eligibility criteria viz. age limit, essential qualification, experience, reservation etc. as on the last date of receipt of application. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not fulfil 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 suppressed 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 test and no enquiry/request/correspondence will be entertained in this regard.
- It is the responsibility of the candidates to visit ICMR/NIRT websites for any updates in the recruitment process.

The Director, ICMR-NIRT reserves the right to: -

- Fix criteria for screening the applications so as to limit the number of Candidates to be called for computer-based test. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the computer-based test.
- Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.
- Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.
- Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process by notifying it on the ICMR/NIRT websites.

DIRECTOR

PRESCRIBED PROFORMAE

Performa-I

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/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* 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 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, 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 (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar 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) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

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* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
 **Designation.....

(With Seal of Office)
 State/Union Territory*

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 Scheduled Caste/Scheduled Tribe 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)

OBC (NON-CREAMY LAYER) CERTIFICATE

(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 recognized 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 the 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 the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 164, dated the 1st September 1997.
- 7) Resolution No.12011/99/94-BCC, published in the Gazette of India - Extraordinary-No. 236, dated the 11th December 1997.
- 8) Resolution No.12011/13/97-BCC, published in the Gazette of India - Extraordinary-No. 239, dated the 3rd December 1997.
- 9) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 166, dated the 3rd August 1998.
- 10) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 171, dated the 6th August 1998.
- 11) Resolution No.12011/68/98-BCC, published in the Gazette of India - Extraordinary-No. 241, dated the 27th October 1999.
- 12) Resolution No.12011/88/98-BCC, published in the Gazette of India - Extraordinary-No. 270, dated the 6th December 1999.
- 13) Resolution No.12011/36/99-BCC, published in the Gazette of India - Extraordinary-No. 71, dated the 4th April 2000.

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.

Place:

Date:

Signature of Issuing Authority with seal of office

*Strike out whichever is not applicable

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 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:

E-Mail:

Mobile No:

Date:

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSETS 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 _____

Recent Passport size
attested photograph of
the applicant

*Note1: 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.

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)

1. It is certified that Mr./Mrs./Miss/Dr. _____
(designation) _____ is working in the temporary/permanent
capacity with effect from _____. **This organization has no objection in
his/her applying to the post of _____ at _____.**

2. It is certified that his/her Pay Level is _____. He/She is
drawing a Basic Pay of Rs. _____. His/Her next increment is due on
_____.

Place:

Date:

Signature _____

Name _____

Designation _____

Seal of the office _____

Annexure-VI

**(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 _____