

Central University of Jammu

Bagla (Rahya-Suchaini) District Samba, Jammu

J & K-181143

EMPLOYMENT NOTIFICATION FOR TEACHING STAFF

No: 08 Dated: 05.6.2015

Applications on the prescribed form are invited from eligible candidates for appointment to the following teaching positions to reach the University by on or before 15th July, 2015.

S. NO.	NAME OF THE DEPARTMENT	PROFESSOR	ASSOCIATE PROFESSOR	ASSISTANT PROFESSOR
1.	Department Computer Sciences & Information Technology	—	02-UR	—
2.	Department of Economics	01-UR	02-UR	—
3.	Department of Educational Studies	01-UR	02-UR	—
4.	Department of English	—	01-SC (Backlog Vacancy) 01-UR	—
5.	Department of Environmental Sciences	—	01-UR	—
6.	Department of Human Resource Management and Organisational Behaviour	01-UR	01-UR	—
7.	Department of Mathematics	01-SC (Backlog Vacancy)	01-ST (Backlog Vacancy) 01-UR	01-ST (Backlog Vacancy)
8.	Department of National Security Studies	01 PWD(OH)	01-SC (Backlog Vacancy) 01-UR	—
9.	Department of Public Policy and Public Administration	—	01-UR, 01-PWD(HH)	—
10.	Department of Tourism and Travel Management	—	01-SC (Backlog Vacancy) 01-UR	—
11.	Department of Mass Communication and New Media	01-UR	02-UR	—
12.	Department of Sociology and Social Work	—	02-UR (Social Work)	01-SC (Backlog Vacancy) (Social Work)
Total		04-UR, 01-SC, 01-PWD(OH)	17-UR, 03-SC, 01-ST	01-ST, 01-SC

UR= Unreserved, OBC=Other Backward Classes, SC= Schedule Caste, ST=Schedule Tribe, PwD= Person with Disability

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS FOR ALL TEACHING POSITIONS EXPECT THOSE IN THE DEPARTMENTS OF HUMAN RESOURCE MANAGEMENT AND ORGANISATIONAL BEHAVIOUR & TOURISM AND TRAVEL MANAGEMENT

1. Professor (PB Rs 37400-67000; AGP Rs 10,000)

- A. (i) An eminent scholar with Ph. D. qualification in the concerned/ allied/ relevant discipline and published work of high quality, actively engaged in research with evidence of



published work with a minimum of 10 publications as books and / or research/ policy papers.

- (ii) A minimum of ten years of teaching experience in University/College, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations 2010 (to be supported by the documentary evidence), as amended from time to time.

OR

- B. An outstanding professional with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

2. Associate Professor (PB Rs 37400-67000; AGP Rs 9,000)

- (i) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College Accredited Research Institution/industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/ or research/policy papers.
- (iv) Contribution to educational innovation, design of new curricula and course, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations 2010 (to be supported by the documentary evidence), as amended from time to time.

3. Assistant Professor (PB Rs 15600 – 39100; AGP Rs 6,000)

- (i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in the relevant subject from an Indian University or an equivalent degree from accredited foreign university.
- (ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. Those candidates, who have cleared the State Eligibility Test (SLET/SET) accredited by UGC for eligibility for

Lectureship held prior to 1st June 2002, are exempted from the requirement of NET. The SLET/SET held from 1st June, 2002 onwards, only those candidates are eligible who have qualified J&K State eligibility test (SET) for Lectureship.

- (iii) Candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- (iv) NET/SLET/SET shall, however, not be required in disciplines for which NET/SLET/SET is not conducted.

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS FOR TEACHING POSITIONS IN THE DEPARTMENTS OF HUMAN RESOURCE MANAGEMENT AND ORGANISATIONAL BEHAVIOUR & TOURISM AND TRAVEL MANAGEMENT

1. Associate Professor:

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management /Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU/ recognized by the AICTE/UGC;

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

- i. Ph.D. or Fellow of Indian institute of Management or of an Institute recognize by AICTE and declared equivalent by the AIU.
- ii. A minimum of eight years experience of teaching/ industry / research/ professional at managerial level excluding the period spent for obtaining the research degree.

OR

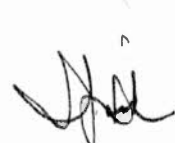
- iii. In the event the candidate is from industry and profession, the following requirements shall constitute as essential requirements:

- 1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU/ recognised by AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

- 2. A minimum of ten years experience of teaching/ industry/ research/ profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognised at national / international level as equivalent to Ph.D. and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecture/ assistant professor.

 *Handwritten signature*

- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations 2010 (to be supported by the documentary evidence), where ever applicable, as amended from time to time.
- v. Without prejudice to the above, the following conditions may be considered desirable:
- Teaching, research industrial and / or professional experience in a reputed organisation;
 - Published work, such as research papers, patent filed / obtained, books and / or technical reports; and
 - Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry.

OTHER CONDITIONS

- The Candidates must enter the relevant score in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) as given in API Score Sheet in the application form. Each API Score must be supported by the documentary evidence, without which no claim on account of API score would be entertained.
- In case of all teaching positions, the application form must be accompanied by detailed curriculum vitae giving details of academic qualifications, experience, published work etc. The publication part in the CV should invariably contain details with regard to the title of the journal/book, title of the Research paper, Vol No, Page Nos, year of publication, ISSN/ISBN, sole author/co-authors/joint publication, refereed/non-refereed, indexed/non-indexed and local/National /International status etc. These details shall be used to verify the API claim.
- Non NET /SLET candidates applying for the post of Assistant Professor are required to submit a certificate in the prescribed format (Annexure-I) from the concerned University to the effect that their Ph.D. Degrees are in accordance with UGC (Minimum Standards and Procedure for award of M.Phil. /Ph.D. degree) Regulations 2009.
- Candidates applying for the post of Assistant Professor shall provide complete details with regard to their academic qualifications, research publications, teaching/research experience etc supported by documentary evidence. These details shall be used for shortlisting the candidates, if required and also for calculating the 50% points for final selection.
- Candidates applying for the post of Professor shall necessarily submit copies of top five full length papers published in journals/ books, along with their applications.
- Relaxation of 5% marks (from 55% to 50%) may be provided at the Master's level in the case of SC/ST/Persons with Disabilities candidates and to those Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in the point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the Degree of Ph.D. awarded in a relevant discipline by a University following the process of admission, registration, course work and external evaluation as prescribed by the UGC. M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments. Those possessing Post-graduate degree in the professional course such as LL.M/ M. Tech. etc., recognised by the relevant

 54

- statutory body/ council, shall also be entitled to two non-compounded advanced increments at the entry level.
8. The period put in by the candidates as the Residency Period to acquire M.Phil. and / or Ph.D. Degree shall not be counted towards teaching/research experience. Candidates must provide the details with regard to the Residency Period in the application form.
 9. i. The reservation for the SC/ST/OBC/ Persons with Disabilities candidates is as per the Govt. of, India rules.
ii. Candidate applying under quota reserved for Person With Disabilities should indicate whether she belong to SC/ST/OBC or General category.
iii. Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation for Person With Disabilities.
 10. Candidates seeking reservation under OBC category are required to submit certificates on the format prescribed by the Government of India, Department of Personal & Training. Socially & Educationally Backward Class (SEBC). Candidates will be considered as OBC only if they submit the required certificates in the above mentioned format (Annexure-II). Further, they shall submit the declaration given in the application form.
 11. The appointment under reserved category is provisional and subject to certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to a particular category is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Panel Code/ Ranbir Panel Code for production of false certificates.
 12. Candidates who have been awarded Ph.D. from foreign Universities should enclose "Equivalence Certificates", issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will be rejected.
 13. The selected candidates shall be appointed under a written contract.
 14. Except for the Languages, medium of instruction in the University is English.
 15. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GOI norms.
 16. Age of superannuation for all teaching positions shall be as per UGC norms.
 17. All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Govt. of India.
 18. Applicants not found suitable for higher positions may be considered for lower positions in the same area of specialization with their consent.
 19. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview. Short listing of the applicants, if necessary, shall be made on the basis of higher academic qualification, experience, publications and other academic credentials.

GENERAL INSTRUCTIONS.

1. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second-class railway/bus fare by shortest route on production of tickets.

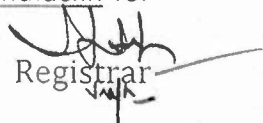


2. In-service candidates shall route their applications through proper channel. However, they can submit an advance copy of the application form well before the last date.
3. Application not accompanied by necessary supporting documents, attested copies of degree certificates/ marks sheets/ experience certificates/category certificate (if applicable) issued by the competent authority and the incomplete applications shall be rejected summarily.
4. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be last date for receiving the forms.
5. If the space provided in the application form is insufficient, information may be given on a separate sheet duly signed by the candidate and the same may be attached with the application form.
6. Candidates are advised to attach a duly signed list of enclosures with the application form.
7. The eligibility of candidates including those who have already applied will be determined as on the last date fixed for receipt of application forms.
8. The University will not be responsible for any postal delay.
9. Candidates in their own interest are advised to remain in touch with the University website (www.cujammu.ac.in). They should also regularly check their email account for updates. Issuance of notifications in the newspapers is not obligatory on the part of the University.
10. Any change of address given in the application form should at once be communicated to the University.
11. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
12. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
13. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
14. Separate applications must be submitted for each post.
15. In case of any dispute, any suit or legal proceedings by or against the University shall be where the headquarter of the University situates.

HOW TO APPLY?

The detailed eligibility conditions and prescribed application form is available only on the University website (www.cujammu.ac.in). The downloaded application form, complete in all respects must be sent to the Registrar, Central University of Jammu, Bagla (Rahya Suchani), District Samba, Pin -181143, Jammu, J&K along with a Demand Draft of Rs. 500/- (Rs. 250/- in case of SC,ST and Persons with Disabilities) from any National/Scheduled Bank drawn in favour of OSD(Finance), Central University of Jammu, payable at Jammu, through Registered/ Speed Post, so as to reach on or before 15th July, 2015. The post applied for, 'Advertisement number and Date' shall be superscribed on the left top side of the cover. The university shall not be responsible for postal delay. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

The candidates are requested to regularly visit the University Website www.cujammu.ac.in for future references.


Registrar

No:CUJ/Acad/2015/3432

Date:05-06-2015

Cop. forwarded for information to the:

1. Secretary, Ministry of Human Resource Development, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi.
2. Secretary U.G.C, Bahadurshah Zafar Marg, New Delhi- 110002.
3. Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi- 110002.
4. Joint Secretary (CU), U.G.C, New Delhi- 110002.
5. Commissioner Secretary to Govt. Higher Education Department, Govt. of J&K, Civil Secretariat, Jammu.
6. Registrars of all Indian Universities for publicity.
7. Director Information, Govt. of Jammu and Kashmir, Panjthirathi, Jammu .
8. Daily local & national newspapers.





CENTRAL UNIVERISTY OF JAMMU

FOR OFFICE USE ONLY
SERIAL NO.

APPLICATION FORM FOR TEACHING POSTS

Name of the post applied for

Department

Advt. No. Date

PASTE HERE A
SIGNED COPY OF
YOUR RECENT
PASS-PORT SIZE
PHOTOGRAPH

DEMAND DRAFT PARTICULARS			
Name of the Bank	D.D. Number	Date	Amount

A. General Information:

1. Name in Full.....
(IN BLOCK LETTERS)
2. Father's/Spouse Name.....
3. Date of Birth: Day.....Month.....Year.....
(As recorded in the Matriculation or equivalent certificate)
4. Age (as on the last date fixed for the receipt of application).....years.....months.
5. Nationality.....
6. Religion.....
7. Marital Status: Married Unmarried
8. Sex: Male Female
9. Do you belong to any reserved category?: Yes No
(if yes, specify the category (SC/ST/OBC)
10. Whether Handicapped?: Yes No
If yes, indicate whether Physically/Visually/any other.....
11. Language Known: Spoken..... Written.....
12. Foreign Visits.

Countries visited	Purpose of visit	Duration			Period
		From	To	Total	

D. Research Experience after obtaining Ph.D.(if applicable)

Position held	Emoluments (per month)	Name of the University/Institution	Period of work		
			From	To	No. of years

State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal Court. (Please tick YES NO)

I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/ terminated.

Signature of the Applicant

Place.....

Date.....

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

ENDORSEMENT OF THE EMPLOYER

Ref.No.....

Date.....

Forwarded

The applicant.....(name) is holding the post of in this College /University/Institution/Department in a temporary/substantive basis since(date).His/ Her present Pay is Rs..... in the Pay structure of Rs.....with AGP/GP of Rs.....and he/ she is drawing salary of Rs.....per month. His/Her next date of increment is We have no objection to his/ her application being considered.

Signature of the Officer
(with office seal)

**DECLARATION/ UNDERTAKING
(for OBC Candidates only)**

I, _____ son/daughter of Shri _____ resident of village / town / city _____ district _____ State hereby declare that I belong to the _____ community which is recognized as 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. 360 12/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons /sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt. (Res) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

**Declaration/undertaking not signed by Candidate will be rejected
False declaration will render the applicant liable for termination of registration at any time**

ACADEMIC PERFORMANCE INDICATORS (API) SCORE SHEET

Category-III: Research and Academic Contributions

A. Research Papers (published in Journals)

	Max. Points	No. of Research Papers	Self Assessed score	Score verified by Screening Committee
Refereed Journals with ISBN/ISSN Numbers.	15 / Publication			
Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers	10 / Publication			
Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication			
<p><u>Note 1:</u> If there are more than one author of Research paper the points will be shared as follows:</p> <ul style="list-style-type: none"> • Up to three authors: Points will be shared equally. • More than three authors; the first/Principal author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally. <p><u>Note 2:</u> The API score for paper in refereed journal would be augmented as follows:</p> <ul style="list-style-type: none"> (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points. <p><u>Note 3:</u> If a paper presented in Conference/Seminar is published in the form of Proceedings the points would accrue for the publication [III(A)] and not under presentation [III(E)(ii)]</p>				

B. Research Publications (Book/Chapters in books/Monographs)

	Max. Points	No. of Publications	Self Assessed score	Score verified by Screening Committee
Text or Reference Books Published by International Publishers with an established peer review system	50 / sole author; 10 / chapter in an edited book			
Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 / sole author, and 5 / chapter in edited book			
Subject Books by other local publishers with ISBN/ISSN numbers	15 / sole author, and 3 / chapter in edited book			
Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter			
Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter			

C. Research Projects

		Max. Points	No. of Projects	Self Assessed score	Score verified by Screening Committee
(i) Sponsored Projects carried out/ongoing	Major Projects amount mobilized with grants above Rs.30 lakhs for Sciences and Rs 5.00 lakhs for others.	20/ each Project			
	Major Projects amount mobilized with grants of above Rs.5 lakhs upto 30 lakhs for Sciences and for Rs.5.00 lakhs for others.	15/each project			
	Minor Projects (Amount mobilized with grants above Rs 50,000 upto 5 lakhs for Sciences and Rs.25, 000 for others.	10/each project			
(ii) Consultancy Projects	Amount mobilized with minimum of Rs.10 lakhs for Sciences. Amount mobilized with minimum of Rs. 2 lakhs for others.	10 for every Rs 10 lakhs 10 for every Rs 2 lakhs			
(iii) Completed projects: Quality Evaluation	Completed project report (Accepted by funding agency)	20 / each major project and 10 / each minor project			
(iv) Projects Outcome/ Outputs	Major Policy document of Govt. Bodies at Central and State level/Patent/Technology /Transfer Process.	30 / each national level output or patent and 50 / each for International level			

D. Research Guidance

		Max. Points	No. of candidate(s)	Self Assessed score	Score verified by Screening Committee
(i) M.Phil.	Degree awarded only	3 / each candidate			
(ii) Ph.D.	Degree awarded only	10 / each candidate			
	Thesis submitted	7 / each candidate			

E. Training Courses and Conference/Seminar/Workshop Papers

		Max. Points	No. of Programmes	Self Assessed score	Score verified by Screening Committee
(i) Organizer (President / Chairman/ Coordinator/ Convenor/ Director/ Secretary)/ Participant Refresher courses, research methodology, workshops, training, teaching-learning-evaluation, technology programmes, soft skills development, faculty development programmes etc. (Maximum of 30 Points)	(a) Not less than two weeks duration	20 / each			
	(b) One week duration	10/each			
(ii) Papers in Conference/ Seminars/ workshops etc.	Participation and Presentation of research papers/chairing of session (oral/poster) in				
	a) International Conference	10 each			
	b) National	7.5 each			
	c) Regional and State Level	5 each			
	d) Local-University/ College level	3 each			
(iii) Resource Person/ invited speakers	a) International	10 each			
	b) National level	5 each			

	Associate Professor	Professor
Minimum API Scores	Consolidated API score requirement of 300 points from Category III of APIs	Consolidated API score requirement of 400 points from Category III if APIs
Total Self Assessment Score by Applicant		
Score by the Screening/Selection Committee		

Signature of the Candidate

Checklist of Documents Enclosed

Sl. No	Documents	
1.	Matric/ Secondary/High School (10th Class) Marks Sheet	
2.	Matric/Secondary/High School (10th Class) Certificate	
3.	Sr. Secondary/Intermediate (12th Class) Marks Sheet	
4.	Sr. Secondary/Intermediate (12th Class) High School Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	NET/SET/SLET	
13.	Experience Certificate(s) from previous employers:	
14.	Endorsement from the present employer	
15.	DD for the application fees (in original)	
16.	API Score Sheet	
17.	Any other (Please specify)	

Signature of the Candidate

(On the letter head of the University / Institute)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. _____ (Reg.No _____)
has successfully completed Ph.D. programme in the Subject _____,
Faculty of _____ during the year _____. The degree
has been awarded in compliance of 'UGC (Minimum standards and procedure
for awards of M.Phil/Ph.D degree) Regulation 2009'.

No.....

Dated.....

Seal & Sign of the Competent Authority

**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 recognised 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

*- 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.

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 recognised 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 Station/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 Stipendary 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).

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____ Date _____



DISABILITY CERTIFICATE

1. This is certified that Shri/Smt/Kum _____
 _____ son/wife/daughter of Shri _____ age _____
 Sex _____ identification mark(S) _____ is suffering from permanent disability of following category :

- A. Locomotors or cerebral palsy :
- (i) BL-Both legs affected by not arms. (a) Impaired reach
 - (ii) BA-Both arms affected. (b) Weakness of grip
 - (iii) BLA-Both legs and both arms affected.
 - (iv) OL-One leg affected (Right or Left). (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
 - (v) OA-One arm affected. (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
 - (vi) BH-Stiff back and hips (Cannot sit or stoop).
 - (vii) MW-Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision :
- (i) B-Blind
 - (ii) PB-Partially Blind
- C. Hearing impairment :
- (i) D-Deaf
 - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
 Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ Months.

3. Percentage of disability in his/her case is percent.

4. Shri/Smt/Kum _____ meets the following physical requirements for discharge of his/her duties :-
- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting. | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr _____)
 Member
 Medical Board

(Dr _____)
 Member
 Medical Board

(Dr _____)
 Member
 Medical Board

Countersigned by the
 Medical Superintendent/CMO/Head of
 Hospital (with seal)