



Employment Notification for Recruitment of Various Non-teaching/Library positions

ADVERTISEMENT No: 01 of 2023
DATED: 12.01.2023

Online applications on the prescribed format are invited through e-Samarth portal link <https://cukashmirnt.samarth.edu.in/index.php/site/login> from the eligible candidates for appointment to the following non-teaching and library positions. Interested eligible candidates are advised to apply online latest by **8th February, 2023**. Candidates, who wish to apply for more than one post, should apply separately for each post along with the requisite fee. Candidates are required to submit their downloaded application form/s along with annexures at Recruitment Section, Central University of Kashmir, Green Campus, Duderhama, Ganderbal by or before **12th February, 2023**:

S.No	Name of the Post	No. of posts	Pay Matrix
01	Finance Officer	01-UR (Tenure Post)	Level-14 of 7 th CPC
02	Controllor of Examinations	01-UR (Tenure Post)	Level-14 of 7 th CPC
03	Librarian	01-UR (Tenure Post)	Academic Level-14 of 7 th CPC
04	Deputy Librarian	01-UR	Academic Level-12 of 7 th CPC
05	Internal Audit Officer	01-UR (Deputation)	Level-12 of 7 th CPC
06	Private Secretary	01-OBC	Level-7 of 7 th CPC
07	Personal Assistant	02 (01-UR,01-OBC)	Level-6 of 7 th CPC
08	Laboratory Assistant	01-UR	Level-4 of 7 th CPC
09	Lower Division Clerk	09 (UR-03, OBC-03, SC-02, EWS-01)	Level-2 of 7 th CPC
10	Multi-Tasking Staff	03 (OBC-01, SC-01, EWS-01)	Level-1 of 7 th CPC
Total		21	

- EWS indicates that the posts is for EWS category only. However, if EWS candidate/s are not available/found suitable, the post/s shall be filled by the University under UR category. As such UR candidates can also apply for EWS category posts.

UR= Unreserved, OBC= Other Backward Class, SC= Schedule Caste, ST= Schedule Tribe, EWS= Economically Weaker Section

Note: Posts advertised vide advertisement No.'s.12 of 2016 dated 28-12-2016, 01 of 2018 dated 07-02-2018, 02 of 2019 dated 28-01-2019, 03 of 2020 dated 24-04-2020 and 04 of 2020 dated 27-06-2020 and are still lying vacant are hereby withdrawn except for the post/s of Assistant Engineer & Junior Engineer. Therefore, the candidates who had applied under the above advertisements for the posts mentioned from Sr.No. 01 to Sr. No.10 above need to apply afresh.

Important Dates:

- Date of availability of online application form : 12th January, 2023
- Last date for submission of online application form : 8th February, 2023
- Last date for submission of downloaded copies of application form/s along with annexures : 12th February, 2023



DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS:

- 1. Finance Officer:** (Pay Matrix Level-14 of 7th CPC)
Method of Recruitment: Direct/Deputation for tenure of five years or till attaining the age of 62 years, whichever is earlier.

Minimum Qualifications Required for Direct Recruitment:

1. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
 2. At least 15 years of experience as Assistant Professor in the AGP of Rs.7,000 and above or with at least 8 years of service in the AGP of Rs.8,000 and above including as Associate Professor along with experience in the educational administration
- OR
- Comparable experience in research establishment and / or other institutions of higher education
- OR
- 15 years of administrative experience out of which 8 years must be as Deputy Registrar or equivalent post.

Minimum Qualifications Required for Deputation Basis:

Drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central/State Govt., holding analogous posts on regular basis.

OR

03 years regular service in 37400-67000 (PB-4) + Grade Pay Rs. 8,700/- in the area of Audit and Accounts in any Govt. Department/Autonomous Body.

OR

05 years regular service in Rs.15600-39100 (PB-3)+ Grade Pay Rs. 7,600/- in the area of Audit and Accounts in any Govt. Department/Autonomous Body.

Age Limit for Direct Recruitment: Preferably below 57 Years

Age Limit for Deputation: Not exceeding 58 years

Age of superannuation: 62 years

- 2. Controller of Examinations:** (Pay Matrix Level-14 of 7th CPC)
Method of Recruitment: Direct/Deputation for tenure of five years or till attaining the age of 62 years, whichever is earlier.

Minimum Qualifications Required for Direct Recruitment/Deputation Basis:

1. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
2. At least 15 years of experience as Assistant Professor in the AGP of Rs.7,000 and above or with at least 8 years of service in the AGP of Rs.8,000 and above including as Associate Professor along with experience in the educational administration

OR



Comparable experience in research establishment and / or other institutions of higher education

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or equivalent post.

Age Limit for Direct Recruitment: Preferably below 57 Years

Age: Not exceeding 58 years for deputation

Age of superannuation: 62 years

03. Librarian (Pay Matrix Academic Level -14 of 7th CPC, UGC)

Method of Recruitment: Direct

Minimum Qualifications Required for Direct Recruitment Basis:

- Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- Evidence of innovative library services, including the integration of ICT in a library.
- A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

Age : Preferably below 55 Years

Age of superannuation: 62 years

04. Deputy Librarian (Pay Matrix Academic Level -12 of 7th CPC, UGC):

Method of Recruitment: Direct

Minimum Qualifications Required for Direct Recruitment Basis:

- Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed.
- 08 years' experience as an Assistant University Librarian /College Librarian.
- Evidence of innovative library services including integration of ICT in library.
- A Ph.D. Degree in Library Science/Information Science/Documentation Science/ Archives and manuscript keeping/ computerization of library.

Age : Preferably below 55 Years

Age of superannuation: 62 years

05. Internal Audit Officer (Pay Matrix Level -12 of 7th CPC)

Method of Recruitment: Deputation basis for a period of two years

Minimum Qualifications Required:

Drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR



03 years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.6,600/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Body.

OR

05 years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.5,400/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Body.

Age: Not exceeding 56 years

06. Private Secretary (Pay Matrix Level -7 of 7th CPC)

Method of Recruitment: Direct

Minimum Qualifications Required:

- i) Bachelor's Degree from a recognized University/Institute.
- ii) At least 03 years experience as Personal Assistant in a University/Research establishment/ Central/ State Govt./ PSU and other autonomous bodies.
- iii) English/Hindi Stenography speed: 80 wpm in English or 60 wpm in Hindi.
- iv) English/Hindi type speed: 35 wpm in English or 30 wpm in Hindi.
- v) Knowledge of computer applications.

Skill Test Norms:

Dictation: 10 minutes @ 80 w.p.m(English)/60 w.p.m(Hindi)

Transcription : 50 minutes (English)/ 60 minutes (Hindi)

Typing test: 35 wpm in English or 30 wpm in Hindi

Age: Not exceeding 35 years

Desirable: Proficiency in English and good communication skills.

07. Personal Assistant (Pay Matrix Level -6 of 7th CPC)

Method of Recruitment: Direct

Minimum Qualifications Required:

- i) Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii) English/Hindi Stenography speed: 60 wpm in English/Hindi.
- iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- iv) Knowledge of Computer Applications.
- v) Two years experience as Stenographer in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution.

Skill Test Norms:

Dictation: 10 minutes @ 60 w.p.m(English)/ 40 w.p.m(Hindi)

Transcription : 40 minutes (English)/55 minutes (Hindi)

Typing test: 35 wpm in English or 30 wpm in Hindi

Age: Not exceeding 35 years

Desirable: Proficiency in English and good communication skills



08. Laboratory Assistant (Pay Matrix Level -4 of 7th CPC)

Method of Recruitment: Direct

Minimum Qualifications Required:

Bachelors' Degree in Science or any other equivalent degree in the relevant field from a recognized Institute/University

OR

Three year diploma in the relevant field.

Age: Not exceeding 32 years

Desirable: Two Years Experience in Laboratory of Academic/ Research Institution

09. Lower Division Clerk (Pay Matrix Level -2 of 7th CPC)

Method of Recruitment: Direct

Minimum Qualifications Required:

i) Bachelor's Degree from any recognized Institute/ University.

ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)

iii) Proficiency in Computer Operations.

Age: Not exceeding 30 years

10. MTS (Pay Matrix Level -1 of 7th CPC)

Minimum Qualifications:

10th Pass from a recognized Board.

OR

ITI Pass.

Age: Not exceeding 30 years

TERMS & CONDITIONS:

1. All the appointees including the in-service candidates shall be governed by the New Pension System (NPS) introduced by Govt of India.
2. Candidates who are already in service shall submit their applications through proper channel along with vigilance clearance certificate from the Competent Authority. However, they may send an advance copy of the applications and in case their application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, they shall not be allowed to appear at the test/interview as a candidate through proper channel.
3. For the post of Internal Audit Officer application form from eligible interested candidates, may be sent through proper channel through their Administrative Heads to the Registrar Central University of Kashmir, Ganderbal (J&K), 191201. Applications not routed through proper channel for the post of Internal Audit Officer shall not be considered. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
4. Candidate appointed to the post of Internal Audit Officer is purely on deputation basis and shall not have any claim for the permanent appointment at this University.
5. Appointment on deputation for the post of Internal Audit Officer shall be made initially for a period of two years, which may be extended further at the discretion of the Competent Authority subject to the satisfactory performance.



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6. For all those appointments made on deputation basis the University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory, in the opinion of the Competent Authority.
7. It shall be the responsibility of the candidates to assess their eligibility for the posts for which they are applying in accordance with the prescribed qualifications, experience, etc. and submit their applications, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents or misleading information or canvassing in any manner on the part of the candidates shall lead to their disqualification.
8. Documents submitted by an applicant shall be subject to verification by the Competent Authority at any time even after joining the employment. If any document is found to be false/fake/incorrect either before or after the appointment, the document shall be summarily rejected and action under rules shall be initiated against the candidate which shall lead even to the cancellation of the appointment.
9. Candidates shall bring all the original certificates relating to their age, qualifications, experience, etc., at the time of tests/ interview. In case a candidate/s fails to submit the original documents for the verification, he/she may not be allowed to appear in the test/interview and his/her candidature shall be cancelled without giving any further communication/explanation in this regard.
10. A person appointed against any post shall be governed by the Act/Statutes/Ordinances/ Rules of the University and also the CCS (conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
11. The Appointment of candidates shall be subject to the verification of character and antecedents by the Competent Authority. Until the receipt of such verification reports, the appointment shall be treated as provisional. In case the report/s with regard to the conduct, character, antecedents etc., is/are found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
12. Canvassing in any form on behalf of any candidate shall be treated as disqualification which shall lead to the cancellation of candidature.
13. The reservation for SC/ST/OBC/ PWD candidates has been arrived at as per the Govt of India rules.
14. Appointment under OBC quota is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidates belonging to Other Backward Classes or not to belonging to creamy layer is false, their 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 Indian Penal Code for production of false certificates.
15. Selection to Group B&C posts: The University shall conduct written test at two stages for Group B and C posts (i) A qualifying test consisting of the objective-type questions carrying 100 marks, and (ii) Descriptive-type test carrying 100 marks. *“The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for skill test, wherever applicable. The skill test shall be of qualifying nature only. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in Paper II (Descriptive test) subject to qualifying the skill test”.* Notwithstanding the above, the University at its discretion may hold single written test and skill test depending upon the number of candidates, job requirements (Such as posts



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- under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)
16. For **Group - A posts**, if the number of the candidates exceeds the prescribed ratio of the post/s as per the Cadre Recruitment Rules (CRR) of the University, the University shall conduct a common written test of eligible candidates to shortlist the number of the candidates for interview.
 17. Requirement of experience wherever mentioned in this advertisement shall mean post-qualification experience only. However, in case the number of eligible candidates against any post is found to be less, the University reserves the right to consider the pre-qualification experience and other experiences also.
 18. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GoI norms.
 19. The University shall strictly follow the norms of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.
 20. Besides, all the other conditions as prescribed in the Cadre Recruitment Rules (CRR)-2017 notified by the University along with amendments from time to time and not mentioned in the advertisement shall be deemed to have been included on the conditions associated with this advertisement.
 21. Since, the vacancies reserved for EWS category are not to be carried to the next recruitment year/cycle as backlog; therefore, in case the vacancies reserved for EWS could not be filled up due to non-availability of suitable/eligible candidate(s) belonging to EWS category such vacancies shall be filled by UR candidates in the same recruitment year/cycle.
 22. The Selection Committee has the discretion to fill or not to fill up the posts advertised by the University in this notification due to non-availability of suitable candidate/s or any other reasons. No candidate/s reserves any claim for filling the vacancies mentioned in this advertisement.
 23. Application Fee: All applications must be accompanied by a non-refundable processing fee or processes prescribed through online mode.
 24. Candidates, who wish to apply for more than one post, should apply separately for each post and separate application must be submitted for each post along with requisite fees.
 25. The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date, i.e. the last date of the submission of the online application form.
 26. All the relevant information/ updates shall be uploaded on University website. The candidates are advised to remain in-touch with the University website www.cukashmir.ac.in and notifying the same in newspapers shall not be obligatory on University part.
 27. The Institute shall retain the application forms of non-shortlisted candidates and non-selected candidates only for three months after the completion of recruitment process.
 28. Applications which are not supported by submission of fee of ₹1500/- (Rs. 750/- for SC/ST/PWD Candidates) shall be summarily rejected. No correspondence shall be entertained in this regard.
 29. For those candidates who are in service (Govt. / Semi Govt. / PSUs / Universities / Educational Institutions), their application/s must be forwarded through proper channel, as prescribed and should furnish "No Objection Certificate" from the Competent Authority of the serving organization along with the forwarding letter at the time of presentation and/or interview otherwise they may not be allowed to appear in the skill test/presentation and/or interview as a candidate through proper channel. However, they may submit the advance copy of the application form to be considered otherwise.



30. Candidates seeking reservation under OBC category are required to upload certificate on the format prescribed by the Government of India, Department of Personnel & Training (**Annexure-I**). Further, they shall submit the declaration given at the end of the application form.
31. Candidate applying for the post(s) reserved for EWS, must upload a certificate on the prescribed format as **Annexure-II**. The said certificate must be valid at least up to the last date of the submission of application forms.
32. All updates to this advertisement including corrigendum, amendment, if any, will be hosted on the University website only and the candidates are advised to check the website periodically for updates. No separate communication would be ordinarily dispatched.
33. Relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
34. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
35. The Caste/Tribe/Community certificates in the proforma prescribed and issued by any of the authorities stated in the OM No. 36012/6/88-Estt. (SCT), dated 24.4.1990 and OM No. 36012/22/93-Estt. (Res.), dated 15.11.1993, GoI, No. 36028/1/2014-Estt (Res), dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim belonging to Schedule Caste/ Schedule Tribe/ Other Backward Class. Relevant Caste/Tribe/Community certificates are required to be uploaded with duly completed application form. No other certificate will be accepted as a sufficient proof. The caste of the candidate must be in the state-wise central list of SCs given at <http://socialjustice.nic.in/UserView/PrintUserView?mid=76750>
- OR**
- <http://socialjustice.nic.in/UserView/index?mid=76750>
The caste of the candidate must be in the state-wise central list of STs given at <https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>
36. OBC certificate submitted in support of the claim of reservation under this category (Non-Creamy Layer) must have been issued on or after January, 2021. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx.
37. The reservation for the SC/ST/OBC/PwD/EWS candidates shall be as per the Govt of India norms.
38. Candidates who have been awarded Ph.D/Masters/Bachelors degree from foreign Universities should enclose "Equivalence Certificate" issued by Association of Indian Universities, New Delhi, without which their degrees will not be considered.
39. The selected candidates shall be appointed only after undertaking a written contract.
40. **The University reserves the right:**
- To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - To increase/decrease the number of posts at the time of selection and make appointments accordingly.
41. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview.
42. *Age of superannuation for Finance Officer, Controller of Examination, Librarian & Deputy Librarian posts at present is **62 years** & the age of superannuation of rest of the above mentioned non-teaching posts is **60 years**.*



43. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
44. Central University of Kashmir will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway etc.

GENERAL INSTRUCTIONS:

1. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
2. No TA/DA will be paid for attending interview. However, for outstation SC/ST/PWD candidates second class railway to and fro fare on shortest route will be reimbursed after attending the interview. This is not admissible to SC/ST/PWD candidates who are already employed in the Central/ State Government services.
3. Applications not accompanied by necessary supporting documents, self-attested copies of degree certificates/ marks sheets/experience certificate/category certificate (if applicable) issued by the competent authority and the incomplete applications shall be rejected summarily.
4. If the space provided in 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.
5. Candidates are advised to attach a duly signed list of enclosures with the application form.
6. The eligibility of candidates will be determined as on the last date fixed for receipt of application forms.
7. Candidates in their own interest are advised to remain in touch with the University website www.cukashmir.ac.in. They should also regularly check their email account for updates. Issuance of notifications in the newspapers or sending postal letters is not obligatory on the part of the University.
8. Any change of address given in the application form should at once be communicated to the University.
9. The University shall verify the antecedents/documents uploaded/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.
10. The University will not be responsible for any postal delay.
11. In case the last date fixed for receipt of applications is declared a holiday/closed day, next working day shall be deemed to be the last date for receiving the forms.
12. In case of any dispute, any suit or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Srinagar, J&K.

HOW TO APPLY?

Online prescribed application form is available on the University website (<https://cukashmirnt.samarth.edu.in/index.php/site/login>). The application form along with payment of non-refundable application fee Rs. 1500/- (Rs. 750/- for the candidates belonging to SC, ST & PwD) is to be made online via payment link as reflected above by or before **8th February, 2023**. The downloaded application form along with requisite documents are to be submitted at Recruitment Section, Central University of Kashmir, Green Campus, Duderhama, Ganderbal-191201 in person or through post by or before 12th February, 2023. Applications received after the last date shall be summarily rejected and no further correspondence shall be entertained in this regard. All the candidates in their own interest are required to keep in touch with the University website. No individual communication shall be made with any candidate.

**Sd/
REGISTRAR**

No. 01 of 2023

Dated: 12-01 -2023



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For Assistance Please Contact:

1. Queries related to eligibility & other similar issues = 9469684022/9596083960/
2. Queries related to submission of online application form & fee =
7006969538/7006545739/7006323489

Copy forwarded for information to the:

1. Secretary, Ministry of Education, 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. Secretary Higher Education, Department, Govt. of J&K, Civil Secretariat, Srinagar.
5. Director Information, Govt. of Jammu and Kashmir, Polo View, Srinagar.
6. Daily local & national newspapers.



Annexure-I

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt./ Kumari _____ son/ daughter of _____ of village / town _____ in District / Division _____ 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 8.9.1998**

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.

The authorities competent to issue Caste Certificates are indicated below:

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



Annexure-II

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
ofVillage/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.

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

Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
****Note 2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years 6
*****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.