



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, JODHPUR
Basni Phase-II, Jodhpur-342005 (Raj.)

(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

Website: <http://www.aiimsjodhpur.edu.in>

Advertisement No.: AIIMS.JDH/Admn/Rect./01/2023

Dated: 10/05/2023

Subject: Recruitment to the post of Various Non-Faculty posts on DIRECT RECRUITMENT BASIS.

Online applications are invited for the following Post on **DIRECT RECRUITMENT** Basis in All India Institute of Medical Sciences, Jodhpur. Details are as under:-

S. No.	Name of the Post, Pay Band & Grade Pay and Essential eligibility criteria	Group	Age Limit for Direct Recruits	Number of vacancies (s)* and reservation
1.	Medical Record Officer Level 6 in Pay Matrix (Rs. 35400-112400) with grade pay 4200/- Essential Qualifications: i) Bachelor Degree in preferable with Science & recognized university or equivalent. ii) Should have done one year course in Medical Record from recognized Institution. iii) Not less than 5 years of experience in organizing and maintenance of Medical records in a not less than 200 bedded Medical Hospital/Institute.	B	Between 21 -35 years	4 (UR-3, OBC-1)
2.	Warden (Hostel Warden) Level 6 in Pay Matrix (Rs. 35400-112400) with grade pay 4200/- Essential Qualifications: (i) Graduate from recognized University/ Institute, (ii) Diploma/ Certificate in Housekeeping/ Material Management/ Public Relations/ Estate Management. Possessing two years' Experience of handling hostels in Government/ Reputed Organization	B	Between 30-45 years	3 (UR-3)
3.	Warden (Lady Hostel Warden) Level 6 in Pay Matrix (Rs. 35400-112400) with grade pay 4200/- Essential Qualifications: (i) Graduate from recognized University/ Institute, (ii) Diploma/ Certificate in Housekeeping/ Material Management/ Public Relations/ Estate Management. Possessing two years' Experience of handling hostels in Government/ Reputed Organization	B	Between 30-45 years	2 (UR-2)

4	<p>Store Keeper Level 6 in Pay Matrix (Rs. 35400-112400) with grade pay 4200/-</p> <p>Essential Qualifications:</p> <p>(i) Degree from a recognised University/Institution; (ii) Post-graduate degree/Diploma in Material management from a recognised University/Institution; Or (iii) Bachelor's Degree in Material management from a recognised University/Institution and 3 years experience in store handling (preferably medical stores).</p>	B	Between 18-35 years	05 (UR-2, SC-1, ST-1, EWS-1)
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Note: -

1. *The above vacancies are provisional and subject to variation. The Executive Director, AIIMS, Jodhpur reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements.
2. 4% horizontal reservation is applicable for PwBD category candidates. Reservation will be as per Government of India Policy.
3. Age and all other qualification will be counted on the last date of submission of application.
4. The period of experience wherever prescribed shall be counted after obtaining the prescribed qualification.

GENERAL CONDITIONS

1. The posts carry usual allowances as admissible to Central Government Employees of similar status stationed at Jodhpur, Rajasthan.
2. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line registration of application will be made available on AIIMS, Jodhpur official website i.e. <http://www.aiimsjodhpur.edu.in>. The link for submission of online applications in respect of above said posts along with other relevant information will be notified on the website. No Documents including online application form is required to be sent physically however, all the applicants are advised to keep a copy of online application form with them, along with proof of payment (a Copy of challan /online payment receipt) for their record.
3. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected.
4. The candidature of such applicants who fails to complete the online application submission by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
5. **The Candidate must ensure that their recent Photo with Name and Signature should be clearly visible in preview at the time of filling of application in online mode.** If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per the AIIMS, Jodhpur prescribed and in that case, your application will be rejected. The candidate are requested to be careful while uploading your photo and signature. Both must be visible clearly on Online Application form.
6. **The Opening/Closing date of the applications would be notified on the official website only.**
7. **The last date of online application form will be 20 days from the commencement of online registration of application of this advertisement.**
8. **APPLICATION FEES:**
 - 1) General/OBC/EWS Candidates: - Rs.3,000/- (Rupees Three Thousand only).
 - 2) SC/ST/PwBD Candidates - Rs.2400/- (Rupees Two Thousand four Hundred only)
 - 3) The candidate will be required to pay prescribed application fees, if any through **Online Mode Only via payment gateway of AIIMS, Jodhpur.** Transaction/ Processing fee, if any, as applicable will be payable to the bank by the candidate.
 - 4) **Application fee once remitted shall not be refunded under any circumstances.**
 - 5) Applications without the prescribed fee would not be considered and summarily rejected.
 - 6) Application Fees of SC/ST/PwBD candidates who appear in the Examination will be refunded after the declaration of results in due course of time

9. AGE RELAXATION:-

- 1) Upper age limit shall be determined as on last date of receipt of applications.
- 2) Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted by the AIIMS Jodhpur for determining the age and no subsequent request for change will be considered or granted. **No Age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.**
- 3) Permissible relaxation of upper age limit as per Government orders as well as category S. No. for claiming age relaxation as on the last of receipt of application are as under:-

S. No.	Category	Age Relaxation permissible beyond the Upper age limit.
1	SC/ST	5 years
2	OBC	3 years
3	PwBD*	10 years
4	PwBD* + OBC	13 years
5	PwBD*+ SC/ST	15 years

6.	<p align="center">Ex-Servicemen and Commission Officers including ECOs/SSCOs</p>	<p>(a) Five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.</p> <p>NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.</p> <p>(b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:- In case of Commissioned Officers including ECOs/SSCOs: Army: Directorate of Personnel Services, Army Headquarters, New Delhi. Navy: Directorate of Personnel Services Naval Headquarters, New Delhi. Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi. In case of JCOs/ORs and equivalent of the Navy and Air Forces: Army: By various Regimental Record Offices. Navy: Naval Records, Bombay Air Force: Air Force Records, New Delhi.</p>	
7.	<p align="center">Central Govt. Civilian Employees – for Group A & B posts</p>		
	1) Central Govt. Civilian Employees (General/Unreserved/EWS) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 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	
	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	
<p>Age relaxation is applicable only for Central Government Employees and not to personnel working in autonomous/statutory bodies, public sector undertakings. The format of certificate is annexed with notice of this examination (Annexure-I).</p>			

* PwBD – Persons with Benchmark Disability.

NOTE-I: Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation as per rules.

NOTE-II: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.

NOTE-III: For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE FOR RECEIPT OF APPLICATION or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

EXPLANATION: An 'ex-serviceman' means a person –

- (i) Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the India Union, and
- (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
- (b) Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (c) Who has been released from such service as a result of reduction in establishment; or
- (ii) who has been released from such service after completing the specific period of engagement, other than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- (iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1988; or
- (v) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

NOTE-IV: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

10. i) PWBD candidates with disabilities mentioned in Section 34 (1) of Rights of Persons with Disability Act, 2016, as identified by the Institute suitable for respective post is mentioned against its name. PWBD are eligible to apply under this category provided they have benchmark disability of equal to or more than 40%. Identifications of posts suitable for PWBD as per guidelines of Govt of India.
- ii) Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by the Institute. Otherwise, their claim for SC/ST/OBC/PwBD/ExS status will not be entertained and their candidature/ applications will be considered under General (UR) category. The formats of certificates are annexed with notice of this Examination from (**Annexure-II to Annexure-VIII**). Certificate obtained in any other format will not be accepted. Candidates are warned that they will be permanently debarred from the examinations conducted by the AIIMS Jodhpur in case they fraudulently claim SC/ST/OBC/ExS/PwBD status.

iii) Candidates applying under any of the reserved category viz. SC/ST/OBC/EWS will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2023-2024, therefore, NCL-OBC certificate issued during the period from 01.04.2023 to 31.03.2024 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 01.04.2023 to 31.03.2024), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt (Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer

iv) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Accordingly, a EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2022-2023 issued from 01.04.2023 but not later than 31.03.2024 valid for the year 2023-2024 will be considered valid.

v) Disability Certificate should be issued from the Medical Authority as notified by the Government is annexed with this notice with (**Annexure-VII & Annexure-VIII**).

11. Scheme of Examination: The scheme of examination & Syllabus for recruitment to the various Non Faculty Posts as mentioned above will be notified on the website of AIIMS, Jodhpur.

12. Essential Qualification:

As per Ministry of Human Resource Development Notification dated 10.06.2015 published in Gazette of India all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through Open and Distance Learning Mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the University Grants Commission.

13. Document Verification:

The original certificates/documents of successful candidates will be verified for which dates will be notified after declaration of result. On the basis of written test, the provisionally qualified candidates will be required to produce following original certificates/ documents along with one set of photocopy, duly self-attested viz.:

- i) Copy of Online Application Form.
- ii) Copy of Admit Card issued for Written Examination.
- iii) Certificate showing Date of Birth. (10th Certificate/ Birth Certificate).
- iv) Class 10th & 12th Mark sheet and Certificates.
- v) Mark sheet of Diploma/ Degree.
- vi) Diploma/ Degree (Recognized by AICTE and UGC).
- vii) Caste certificate if applied under SC/ST/OBC/EWS category issued by the competent authority.
- viii) The Disability Certificate, if applied under Person with Benchmark Disability (PwBD) category.
- ix) 'No Objection Certificate' if in regular employment in Government/Semi Government/PSU Institution.
- x) Experience Certificate, if any (With Supporting evidence viz. PF/ESI/Account Statement/Salary slip along with experience certificate).
- xi) Identity Proof (PAN Card, Passport, Driving License, Voter Card, Aadhar Card and Government Approved Identity Proof)

- xii) Address Proof (Aadhar Card, Passport, Ration Card, Driving License and Government Approved Address Proof)
- xiii) Any other relevant documents.

14. Mode of Selection:

(i) SC, ST, OBC, EWS and PH candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC, EWS and PwBD candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS and PwBD candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.

(ii) A person with benchmark disability who qualifies the AIIMS, Jodhpur examination under General standards can be appointed against a reserved vacancy provided the post is identified suitable for person with disability of relevant category.

(iii) An Ex-Serviceman or a person with benchmark disability category candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. Insofar as cases of Ex-Serviceman are concerned, deduction from the age of Ex-Serviceman is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

(iv) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

(v) The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the AIIMS, Jodhpur.

15. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they will not be evaluated.

Without prejudice to criminal action/debarment from AIIMS Jodhpur examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

- (i) In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his/her candidature by any means.
- (v) Impersonate/Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the

- examination.
- (ix) Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or AIIMS Jodhpur representatives.
 - (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
 - (xi) Intimidating or causing bodily harm to the staff employed by the AIIMS Jodhpur for the conduct of examination.
 - (xii) Being ineligible for the examination by not fulfilling the eligibility conditions mentioned in the notice.
 - (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the AIIMS Jodhpur considers to be sufficient cause for cancellation of candidature.

16. AIIMS, Jodhpur decision final:

The decision of the AIIMS, Jodhpur in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and selection will be final and binding on the candidates. No enquiry / correspondence will be entertained in this regard.

17. Those who are in employment (In Case Govt. Services) must submit a **“NO OBJECTION CERTIFICATE”** from the employer at the time of Document Verification and should have to produce Relieving Certificate from their present employer at the time of joining the Institute.

OTHER INFORMATION FOR THE CANDIDATES

- (i) **Probation period: The period of probation is Two years.**
- (ii) The period of experience wherever prescribed shall be counted after obtaining the prescribed educational qualification.
- (iii) If required Computer Base Online exam/ Off-line exam will be held in Jodhpur, However, AIIMS Jodhpur reserves the right to hold examination any other places also.
- (iv) The AIIMS Jodhpur reserves the right to cancel a Centre and ask the candidates of that centre to appear from another center. AIIMS, Jodhpur also reserves the right to divert candidates of any center to some other Centre with the Region or outside to take the examination.
- (v) In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of examination. Therefore, the application may be accepted provisionally only. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible, before applying. Candidature will be cancelled if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the AIIMS, Jodhpur after the Examination. AIIMS, Jodhpur decision shall be final in this regards.
- (vi) Candidates, in their own interest, are advised to go through the detailed instruction contained in this notice, which is also available on the website of the www.aiimsjodhpur.edu.in, carefully before applying.
- (vii) Candidates seeking reservation benefits for SC/ST/OBC/EWS/PwBD/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this Notice. OBC and EWS candidates should ensure that they are in possession of valid OBC/EWS Certificate issued within the due date, issued by the competent authority.
- (viii) Central Government civilian employees claiming age relaxation should produce a certificate in the prescribed format, is annexed with Notice of this examination (**Annexure-I**) from their office at the time of Document Verification, in respect of the length of continuous service which should be not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment, in the event of their selection.
- (ix) Mobile phone, accessories and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as

use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from AIIMS, Jodhpur examination, as may be decided by the AIIMS Jodhpur.

- (x) Candidates must carry at least one photo bearing Identity Proof in original such as Driving Licence, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card to the examination center, failing which they shall not be allowed to appear for the examination
- (xi) The post(s) is/are whole time and private practice of any kind is prohibited.
- (xii) The Candidate will have to work in shifts and can be posted at any place in the Institute.
- (xiii) The Candidate are likely to be posted at rural health and urban center attached with the institute for the period to be decided by the Institute as applicable.
- (xiv) AIIMS reserves the rights to increase or decrease the number of vacancies.
- (xv) Incomplete applications(s) will not be considered.
- (xvi) Canvassing of any kind will be a disqualification.
- (xvii) The candidate should not have been convicted by any Court of Law.
- (xviii) In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- (xix) The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- (xx) The decision of the competent authority regarding conduct of examination, interview, verification of documents and selection would be final and binding on all candidates. No representation correspondence will be entertained in this regard.
- (xxi) *All disputes will be subject to jurisdiction of Court of Law at JODHPUR.*
- (xxii) *Candidates are advised to regularly visit the website for updates & interim queries shall not be entertained.*

Note:- While every care has been taken in preparing the advertisement, However any inadvertent error or mistake must be considered unintentional & should be brought to the notice of undersigned which may be corrected at later stage.

**Senior Administrative Officer
AIIMS, Jodhpur**

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL
GOVERNMENT CIVILIAN EMPLOYEES SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as on closing date of receipt of Applications Forms for _____ (name of examination).

Signature

Name

Official Seal

Place:

Date:

*(*Please delete the words which are not applicable.)*

Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement with the
Armed Forces on the (Date)_____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, bearing Roll No....., appearing for the Document Verification of the..... Examination, 20....., do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex- Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group ‘C’ and ‘D’ posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason... in the office of Therefore, I am eligible for age- relaxation only;

I hereby declare that the above statements 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 or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: _____
Name: _____
Roll Number: _____
Date: _____
Date of appointment in Armed Forces: _____
Date of Discharge: _____
Last Unit/ Corps: _____
Mobile Number: _____
Email ID: _____

FORMAT FOR SC/ ST CERTIFICATE

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

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

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

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962. The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996@

The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@

The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/mother of Shri/Shrimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

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

Signature _____

**Designation _____

(with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

** **List of authorities empowered to issue Caste/Tribe Certificates:**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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

Annexure-V

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____

in District/Division _____ in the State/Union Territory
_____ belongs to the _____ Community which is
recognized as a backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____ State/Union
Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer)
mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel &
Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

* 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.

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

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

Certificate No. _____ Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of
_____ permanent resident of _____,
Village/Street _____ PostOffice _____ District _____ in
the State/ Union Territory _____ PinCode _____ 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

*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/herspouse 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.

Disability Application Form

Filed by Patient /Attendant: -

Name:- _____ Sex:- _____

Date of Birth:- _____ Age:- _____

Father's/Husband's Name:- _____

Mobile No. :- _____

Hospital ID:- _____

Address:- _____

I here by certify that the information provided above is true and correct.

Date:-

Signature

Filed by Consultant:-

Consultant Name:- _____

Department:- _____

Nature of Disability:- _____

Other Departments that may be required for evaluation:- (1) _____

(2) _____

(3) _____

Verified by Consultant (with signature and seal) :- _____

Disability Application Form

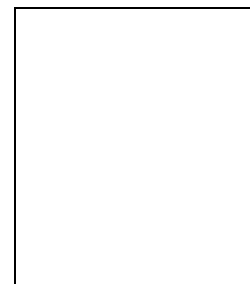
{The application and issuance of the disability certificate is in accordance to the Gazette notification of government of India {EXTRAORDINARY, PART II Section 3- Sub section (i); nO. 489; New Delhi, Thursday, June 15, 2017/Jyaistha 25, 1939 (REGD. No. D> L. – 33004/99)} AND {EXTRAORDINARY, PART II Section 3- Sub section (ii): No. 61; New Delhi, Friday, January 05,2018/Pausha 15,1939 (REGD. NO. D. L. – 33004/99)}

Certificate No. - _____

Date- _____

Hospital: _____

1. This is certified that I have carefully examined Mr./Mrs./Miss
S/o/D/o/W/o Date of Birth, Age
YearsMonths..... Permanent resident of
.....
.....
.....



Identifications Mark(s)

- (i)
-
- (ii)
-

Whose photograph is affixed and had applied for disability certificate on dated:

Vide Application No:-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in%)
1	Locomotors disability			
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attach Victim			
7	Low vision			
8	Blindness			
9	Deaf			
10	Hard of Hearing			
11	Speech and Language Disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism spectrum			

	Disorder			
15	Mental illness			
16	Chronic Neurological Condition			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell Disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
 - a. Is recommended after years and therefore this certificate shall be valid till.....
 - b. Not recommended
4. Percentage of disability as per guideline is%
5. The applicant has submitted the following document as proof of residence:-

Name of the document	Number	Details of authority issuing certificate
AADHAR CARD	UIDAI

Dr.

Dr.....

Dr.....

Signature

Signature

Signature.....

Chairman of Medical Board

Member of Medical Board

Member of Medical Board

(Subject Expert)

(Subject Expert)

Dr.....

Dr.....

Signature.....

Signature.....

Member of Medical Board

Member of Medical Board

(Subject Expert)

(Subject Expert)

Sign/Thumb Impression of
the person whose in favour
Certificate of disability is issued

Counter signed by
Medical Superintendent/CMO/
HOD of Hospital
(With Seal)