

**INDIAN INSTITUTE OF TECHNOLOGY JAMMU**  
**Advertisement No. IIT Jammu/01/2021 (Direct Recruitment/Deputation)**

Online Applications are invited from the Indian Nationals for filling up for the following positions at IIT Jammu.

Ser	Positions	Deptt./ Unit	Recruitment Type	Group	Number of vacancies						Age Limit (as on last date of Advertisement)	Pay Level (as 7 <sup>th</sup> CPC)
					UR	SC	ST	OBC	EWS	Total		
1	Institute Engineer	Infrastructure Planning and Management (IPM)	Deputation	A	1	-	-	-	-	1	55 years	Level-13 (Rs. 123100-215900)
2	Deputy Registrar	Administration	Deputation/ Direct#	A	1	-	-	-	-	1	45 years	Level-12 (Rs.78800-209200)
3	Scientific Officer	C3I [ICT-Web Services]	Direct	A	1	-	-	-	-	1	40 Years	Level-11 (Rs. 67700-208700)
4	Assistant Registrar	Administration	Direct	A	1	1	-	2	-	4 <sup>\$</sup>	40 Years	Level-10 (Rs. 56100-177500)
5	Institute Counsellor	Student Counselling Services	Direct	A	1	-	-	-	-	1	40 years	Level-10 (Rs. 56100-177500)
6	Security Officer	Administration	Direct	A	1	-	-	-	-	1	40 Years	Level-10 (Rs. 56100-177500)
7	Career Development Officer	Student Affairs	Direct	A	1	-	-	-	-	1	40 Years	Level-10 (Rs. 56100-177500)
8	Technical Officer	C3I [ICT Services- AV and Streaming Services]	Direct	A	1	-	-	1	-	2*	35 Years	Level-10 (Rs. 56100-177500)
9	Assistant Engineer	Infrastructure Planning and Management (IPM): Civil	Direct	B	1	-	-	-	-	1	35 Years	Level-8 (Rs. 47600-151100)
10	Junior Technical Officer	E-Governance Services	Direct	B	-	-	-	1	-	1	35 Years	Level-8 (Rs. 47600-151100)
11	Fire and Safety Manager	Administration	Direct	B	1	-	-	-	-	1	35 Years	Level-8 (Rs. 47600-151100)
12	Junior Superintendent	Administration	Direct	B	2	-	-	-	-	2	35 Years	Level-6 (Rs. 35400-112400)
13	Junior Technical Superintendent###	Technical Cadre posts for Depts. / Centre	Direct	B	4	2	1	2	1	10**	35 Years	Level-6 (Rs. 35400-112400)
14	Caretaker cum Manager	Infrastructure Planning and Management (IPM)	Direct	B	1	-	-	-	-	1	35 Years	Level-6 (Rs. 35400-112400)
15	Assistant Sports Officer	Student Affairs	Direct	B	2	-	-	-	-	2	35 Years	Level-6 (Rs. 35400-112400)
16	Senior Laboratory Assistant###	Technical Cadre posts for Deptts. / Centres	Direct	C	1	-	-	1	1	3***	33 Years	Level-5 (Rs. 29200- 92300)
17	Junior Library Information Assistant	Library	Direct	C	1	-	-	-	-	1	33 Years	Level-4 (Rs. 25500- 81100)

18	Junior Assistant	Administration	Direct	C	2	-	-	-	-	2@	31 Years	Level-3 (Rs. 21700- 69100)
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\$One post is reserved for PwD-VH/HH/OH candidate on horizontal basis

\*One post is reserved for PwD-HH candidate on horizontal basis

\*\* One post is reserved for PwD-HH candidate on horizontal basis

\*\*\* One post is reserved for PwD-HH/OH candidate on horizontal basis

@ One post is reserved for PwD-VH candidate on horizontal basis

# To filled by method of deputation failing which by direct recruitment

##/### Department/Centre-wise breakup of JTS and SLA is as below :

Name of the Department	No. of post of JTS	No. of post of SLA
Biosciences and Bioengineering	1	--
Civil Engineering	2	--
Mechanical Engineering	--	1
Computer Science and Engineering	1	--
Chemical Engineering	1	1
Material Science and Engineering	1	--
C3I	1^	1
Physics	1	--
Central Instrumentation Facility	1	--
Central Workshop	1	--
<b>Total</b>	<b>10</b>	<b>03</b>

^For Web Services

The essential, desirable qualifications and experience required for the above post(s), as per Serial Number, are as under:	
<b>1</b>	<p><b>Institute Engineer, Level 13 of 7<sup>th</sup> CPC</b></p> <p><b>1.1 By Deputation</b></p> <p><b>1.1.1 Essential:</b></p> <p>(a) Officers from the Central / State Government or Institute of national importance or University/ University level Institution or PSU / Industry holding analogous post.</p> <p style="text-align: center;"><b>OR</b></p> <p>Having at least 05 years relevant experience in Pay Level 12 as per 7th CPC (Grade Pay of Rs. 7600/- as per 6th CPC) at the level of Executive Engineer (Senior Scale).</p> <p>(b) Master/Bachelor degree in the Civil/Electrical branch of Engineering / Technology or equivalent from a recognized university/Institute with at least 55 % marks or equivalent CGPA on a scale of 10 point in the qualifying degree.</p> <p>(c) 02 Years' experience in handling construction &amp; construction management related software, like Computer-aided Design (CAD) etc.</p> <p><b>1.1.2 Desirable:</b></p> <p>(a) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies in projects above Rs. 150 Crores.</p> <p>(b) Consistently good academic record throughout the career (60% and above in all boards/university examinations).</p> <p>(c) Knowledge of latest Management Technology or other relevant software.</p> <p>(d) Proven record of accomplishment of handling construction projects.</p> <p>(e) Experience of working with planning and execution of civil works, designing and estimation, construction management of large projects etc. (including Public Health) in Public works Department.</p> <p>(f) Experience in the line of coordination &amp; supervision of construction and maintenance of civil works in CPWD, State PWD, Semi Government, PSU, Autonomous organization, University, IITs, NITs, Institute of National importance or any reputed private organization.</p> <p>(g) At IIT Jammu, the Institute Engineer will also hold the charge of Estate Officer of the Institute and hence knowledge of Estate matters &amp; public premises act / rules are desirable.</p> <p>(h) Should have knowledge of CPWD rules/manual.</p>
<b>2</b>	<p><b>Deputy Registrar, Level 12 of 7<sup>th</sup> CPC</b></p> <p><b>2.1 By Direct Recruitment</b></p> <p><b>2.1.1 Essential:</b></p> <p>(a) Master degree with 55% marks or equivalent CGPA on a scale of 10 point scale and;</p> <p>(b) 5 years administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent post in Government / Government Research Establishments / University / Statutory Organizations / Government Organization.</p> <p><b>2.1.2 Desirable:</b></p> <p>(a) Preference will be given to those who have at least 60% marks in all boards/ University examination.</p> <p>(b) A degree in Law/Management/Engineering/ Actuarial Science from a recognized University/ Institute.</p>

	<p>(c) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute.</p> <p>(d) SAS qualified conducted by organized accounts and audit department.</p> <p>(e) Experience in handling computerized administration / financial matters.</p> <p>(f) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power point or equivalent is must.</p> <p><b>2.2 By Deputation or on Contract</b></p> <p><b>2.2.1 Essential:</b></p> <p>(a) Officers from the Central / State Government or Institute of national importance or University / University level Institution or PSU / Industry holding analogous post</p> <p style="text-align: center;"><b>OR</b></p> <p>With at least 05 years' service in posts carrying Pay Level 11 as per 7th CPC (Grade Pay of Rs. 6600/- as per 6th CPC) or its equivalent and having experience in administration, establishment and accounts matters.</p> <p>(b) Possessing educational qualification as prescribed in para 2.1.1</p>
<b>3</b>	<b>Scientific Officer [ICT-web services] , Level 11 of 7<sup>th</sup> CPC</b>
	<p><b>3.1 Essential:</b></p> <p>(a) Ph.D. in Computer Science/Computer Science &amp; Engineering/Electrical Engineering/Electronics Engineering/ Applied Science from CFTI/Institute of National Importance with 3 years of experience at pay matrix of Level-10 (Rs. 56100-177500) [pre-revised GP of Rs. 5400] and above or equivalent in areas of networking/network configuration management/identity and single sign-on services/maintenance of equipment, automation/support to research facilities.</p> <p style="text-align: center;"><b>OR</b></p> <p>ME/M Tech (with BE/B Tech) in Computer Science Engineering/Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 8 years of which minimum 5 years of experience at pay matrix of Level-10 (Rs. 56100-177500) [pre-revised GP of Rs. 5400] and above or equivalent in areas of networking/ network configuration management/identity and single sign-on services/maintenance of equipment, automation/support to research facilities.</p> <p style="text-align: center;"><b>OR</b></p> <p>(a) Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University / Institute with 07 years relevant experience in the Pay Level 10 as per 7th CPC (Grade Pay of Rs. 5400 as per 6th CPC) or equivalent.</p> <p>(b) At least 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees with a consistently good academic background.</p> <p><b>3.2 Desirable</b></p> <p>(a) Prior relevant experience at IITs/IISc/NITs/IIITs.</p> <p>(b) Prior experience in handling Central Computer Center services/Campus networking/Identity Management.</p> <p>(c) Well versed with the latest technologies from the domains having large network of wired and wireless devices. Services requirements for Data, VoIP, and CCTV.</p> <p>(d) Knowledge of e-Procurement.</p> <p>(e) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level.</p> <p>(f) Experience of HPC/Big Data Cluster/On-Premise Private Cloud infrastructure shall be an added advantage.</p> <p>(g) Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards examinations.</p>
<b>4</b>	<b>Assistant Registrar (Administration/Accounts/Audit) Level 10 of 7<sup>th</sup> CPC</b>
	<p><b>4.1 Essential:</b></p> <p>A Master degree or its equivalent in relevant discipline from a recognized University with at least 55% marks or equivalent CGPA on a scale of 10-point scale and consistently good academic record set out in these Regulations.</p> <p><b>4.2 Experience:</b></p> <p>(a) At least five years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&amp;D, student affairs, Finance/Audit &amp; Accounts, Estate Management etc. in the grade pay of Rs. 4600/4800 or equivalent.</p> <p>(b) At least one year experience in handling computerized administration/financial matters.</p> <p>(c) Proficiency in the use of variety of computer office applications, e-mail, M.S Word, Excel, Power point or equivalent is must.</p> <p><b>4.3 Desirable:</b></p> <p>(a) A degree in Law/Management/Actuarial Science from a recognized University/Institute.</p> <p>(b) Chartered or Cost Accountant qualification (CFA/CS/CA/ICWA) from a recognized University/Institute for the post of Assistant Registrar (Accounts/Audit).</p> <p>(c) SAS qualified conducted by organized accounts and audit department.</p> <p>(d) Preference will be given to those who have at least 60% marks in all Boards/University examinations.</p>
<b>5</b>	<b>Institute Counsellor, Level 10 of 7<sup>th</sup> CPC</b>
	<p><b>5.1 Essential</b></p> <p>(a) Master's degree in Psychology with specialization in Clinical Psychology/ Counselling Psychology and Graduation in Psychology with at least 60% marks or equivalent CGPA on a scale of 10-point scale from a recognized University/ Institute.</p> <p>(b) At least 04 years of experience in psychological counselling in a clinical, medical or academic institution of repute, of which at least 1 year is clinical experience in a mental health centre.</p> <p style="text-align: center;"><b>OR</b></p> <p>(a) M.Phil. (of duration of 2 years) in Clinical Psychology with at least 55% marks from a Rehabilitation Council of India</p>

	<p>(RCI) recognized University/Institute.</p> <p>(b) At least 02 years of experience in psychological counselling in a clinical, medical or academic institution of repute.</p> <p><b>5.2 Desirable</b></p> <p>(a) Preference will be given to those who have at least 60% marks in all boards/ University examinations.</p> <p>(b) Additional qualification in Mental Health or Counselling.</p> <p>(c) Good oral, written skills, ability to communicate adequately with diverse community of students, and staff members.</p>
<b>6</b>	<b>Security Officer, Level 10 of 7<sup>th</sup> CPC</b>
	<p><b>6.1 Essential</b></p> <p>(a) Commissioned Officer of Army / Navy / Air Force or Assistant Commandant of Police / Security Force having a Bachelor's degree or equivalent from a recognized University/Institute with at least 55% marks or equivalent CGPA on a scale of 10-point scale in the qualifying degree with 06 years relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>A Bachelor's degree from a recognized University/Institute with at least 55% marks or equivalent CGPA on a scale of 10-point scale in the qualifying degree with overall 10 years relevant experience out of which at least 05 years' experience in the Supervisory capacity in the Pay Level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC) or its equivalent in the Police or in a big security organization.</p> <p>(b) Holding valid driving license of Light motor vehicle. Must be able to handle fire arms with sound health and active habits.</p> <p>(c) Experienced in conducting enquires &amp; investigation and managing contacts.</p> <p>(d) Must be conversant with security rules and procedures to deal with Police and the Public.</p> <p>(e) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>6.2 Desirable</b></p> <p>(a) Training, conducting enquires &amp; investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p> <p>(b) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.</p> <p>(c) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.</p>
<b>7</b>	<b>Career Development Officer, Level 10 of 7<sup>th</sup> CPC</b>
	<p><b>7.1 Essential</b></p> <p>Master degree in Engineering/Technology/ Management / Business Administration with at least 55% marks or equivalent CGPA on a scale of 10-point scale in the qualifying degree from a recognized University/Institute with at least 05 years' experience in HR department of Corporates/Training &amp; Placement office of academic institutions at leadership position.</p> <p><b>7.2 Desirable</b></p> <p>Minimum of 1-2 years proven experience in one or more of the following:</p> <p>(a) Campus Placement in a reputed institution, corporate relations, public relations, career/manpower development and training.</p> <p>(b) Good updated knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) and other additional required software skills used in office.</p> <p><b>7.3 Skills</b></p> <p>(a) Sound awareness of changing needs of industry in the Volatile, Uncertain, Complex and Ambiguous world.</p> <p>(b) Ability to develop sound co-relations between cause and effect, with overall focus on 'system thinking'.</p> <p>(c) Excellent linguistic skills (English - Verbal &amp; Written) and interpersonal skills.</p> <p>(d) Tech savvy with excellence in managing Public Relations, and general relationship building.</p>
<b>8</b>	<b>Technical Officer (ICT-AV Services and Streaming), Level 10 of 7<sup>th</sup> CPC</b>
	<p><b>8.1 Essential</b></p> <p>(a) ME/M Tech in Computer Science Engineering/Computer Engineering with 5 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400-112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking/Audio Video solutions for Classrooms and big conference halls/NKN rooms/maintenance of equipment, automation, or support to research/Networked CCTV.</p> <p style="text-align: center;"><b>OR</b></p> <p>BE/B Tech in Computer Science Engineering/Computer Engineering with 7 years of experience with minimum 2 years of experience in the pay matrix of Level-6 (Rs. 35400-112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking/Audio Video solutions for Classrooms and big conference halls/NKN rooms/software development/maintenance of equipment, automation, or support to research/Networked CCTV.</p> <p>(b) At least 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees with a consistently good academic background.</p> <p>(c) ME/M Tech in Computer Science Engineering/Computer Engineering with 5 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400-112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking/Audio Video solutions for Classrooms and big conference halls/NKN rooms/maintenance of equipment, automation, or support to research/Networked CCTV.</p> <p style="text-align: center;"><b>OR</b></p> <p>BE/B Tech in Computer Science Engineering/Computer Engineering with 7 years of experience with minimum 2 years of experience in the pay matrix of Level-6 (Rs. 35400-112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking/Audio Video solutions for Classrooms and big conference halls/NKN rooms/</p>

	<p>software development/maintenance of equipment, automation, or support to research/Networked CCTV.</p> <p>(d) At least 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees with a consistently good academic background.</p> <p><b>8.2 Desirable</b></p> <p>(a) The candidates must have prior relevant experience as specified, only at either CFTIs, PSUs, Multinational/Industry with minimum turnover of not less than US\$ 1 Billion.</p> <p>(b) Prior experience in handling Computer Centre services/Campus networking services/Identity Management.</p> <p>(c) Well versed with the latest technologies of the domains having large network of wired and wireless networks. Services requirements for Data, VoIP, and CCTV.</p> <p>(d) Knowledge of e-Procurement.</p> <p>(e) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level.</p> <p>(f) Proven experience of Design and implementation of NKN and Video Conferencing rooms and AV for Classrooms &amp; Conference hall.</p> <p>(g) Preference will be given to those who have at least 60% or equivalent CGPA in all Boards examinations</p>
<b>9</b>	<b>Assistant Engineer (Civil), Level 8 of 7<sup>th</sup> CPC</b>
	<p><b>9.1 Essential</b></p> <p>Bachelor degree in Civil Engineering from a recognized University/ Institute with at least 55% marks or equivalent CGPA on a scale of 10-point scale. At least 03 year relevant experience as Junior Engineer in execution and construction of Civil Work and Construction Management in the pay matrix of Level-6 (Rs. 35400-112400) [Pre-revised GP Rs.4200] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Civil Engineering or equivalent from a recognized University/ Institute with at least 55% marks or equivalent CGPA on a scale of 10-point scale. At least 05 years relevant experience as Engineer in execution and construction of Civil works and Construction Management, out of which at least 01 year as Junior Engineer in the pay matrix of Level-6 (Rs. 35400-112400) [Pre-revised GP Rs.4200] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent.</p> <p><b>9.2 Desirable</b></p> <p>(a) Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards/ University examinations.</p> <p>(b) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software;</p> <p>(c) Experience in document numbering, preparing minutes and letters; good command in Aconex, Excel, Word, PDF editor, experience in A0 printing from Auto CAD, BIM and scanning of drawings and visualization of models; previous knowledge of documentation/ nomenclature will be given preference.</p> <p>(d) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.</p>
<b>10</b>	<b>Junior Technical Officer(E-Governance) , Level 8 of 7<sup>th</sup> CPC</b>
	<p><b>10.1 Essential</b></p> <p>(a) BE/B Tech in Computer Science Engineering/Computer Engineering/Information Technology minimum 03 years of experience in the pay matrix of Level-6 (Rs. 35400-112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of ERP systems, experience with SQL database management or similar applications, strong analytical and problem-solving skills, attention to detail. knowledge about work flow automation and use of APIs to interconnected systems.</p> <p>(b) At least 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees with a consistently good academic background.</p> <p><b>10.2 Desirable</b></p> <p>(a) The candidates must have prior relevant experience as specified, only at either CFTIs, PSUs, Multinational/Industry.</p> <p>(b) Prior experience in handling Computer Centre services/Campus networking services/Identity Management.</p> <p>(c) Knowledge of e-Procurement.</p> <p>(d) Preference will be given to those who have at least 60% or equivalent CGPA in all Boards examinations.</p>
<b>11</b>	<b>Fire and Safety Manager, Level 8 of 7<sup>th</sup> CPC</b>
	<p><b>11.1 Essential Qualifications:</b></p> <p>(a) Bachelor Degree with at least 60% marks or equivalent CGPA from a recognized University/Institute.</p> <p>(b) A diploma/certification for atleast one year duration in Fire and Safety Management/ Fire Technology &amp; Industrial Safety Management/ Safety and Disasters management or equivalent. (It will be relaxed if a candidate has a bachelor or PG degree in safety management or equivalent.</p> <p>(c) 05 years’ experience in the capacity of Supervisor or equivalent safety professional in Fire Fighting in the Civil/Defence Fire Service department/Public Undertaking/ CFTIs or in a reputed private organisation.</p> <p>(d) Must be able to handle fire arms with sound health and active habits.</p> <p><b>11.2 Desirable:</b></p> <p>(a) Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards/University examinations and have undertaken the role and responsibilities mentioned above in reputed Institutions/organization.</p> <p>(b) Having valid driving license for LMVs.</p>
<b>12</b>	<b>Junior Superintendent, Level 6 of 7<sup>th</sup> CPC</b>

	<p><b>12.1 Essential</b></p> <p>(a) Master Degree in any discipline from recognized university with at least 55% marks or equivalent CGPA on a scale of 10-point scale in qualifying degree with 03 year experience as Sr. Assistant or equivalent in the pay matrix of Level-5 (Rs. 29200-92300) [pre-revised GP of Rs. 2800] in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor Degree in any discipline from recognized university with at least 55% marks or equivalent CGPA on a scale of 10-point scale in qualifying degree in qualifying degree with 05 years experience as Sr. Assistant or equivalent in the pay matrix of Level-5 (Rs. 29200-92300) [pre-revised GP of Rs. 2800] in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings.</p> <p>(b) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is must.</p> <p><b>12.2 Desirable</b></p> <p>(a) Higher Degree/PG Diploma in relevant discipline like H.R, Labor Laws, Financial Management, inter ICWA/CA etc. from recognized University/Institute.</p> <p>(b) Preference will be given to those who have at least 60% marks in all Boards/University examinations</p>
<b>13</b>	<b>Junior Technical Superintendent, Level 6 of 7<sup>th</sup> CPC</b>
	<p><b>13.1 Essential</b></p> <p>M.E./ M.Tech/M.Sc. with at least 55% marks or equivalent CGPA on a scale of 10-point scale in qualifying degree from a recognized University/ Institute and 01 years relevant experience in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (M.Sc. applicable for only for Physics and Chemistry disciplines)</p> <p style="text-align: center;"><b>OR</b></p> <p>B.E./ B.Tech./B.Sc with at least 55% marks or equivalent CGPA on a scale of 10-point scale in qualifying degree marks from a recognized University/Institute and 03 years relevant experience, out of which minimum 01 year in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (B.Sc. applicable only for Physics and Chemistry disciplines)</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years Diploma in Engineering / Applied Science with at least 55% marks or equivalent CGPA on a scale of 10-point scale in qualifying degree from a recognized University/ Institute and 05 years relevant experience, out of which minimum 01 year in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (Applied Science applicable for only for Physics and Chemistry disciplines)</p> <p><b>13.2 Desirable</b></p> <p>(a) Preference will be given to those have at least 60% marks or equivalent CGPA in all Boards/ University examinations.</p> <p>(b) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is must.</p>
<b>14</b>	<b>Caretaker-cum-Manager, Level 6 of 7<sup>th</sup> CPC</b>
	<p><b>14.1 Essential</b></p> <p>(a) Degree in Hotel Management or equivalent with at least 55% marks or equivalent CGPA on a scale of 10-point scale in qualifying degree from a recognized University / Institute with 05 years' experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.</p> <p>(b) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is must.</p> <p><b>14.2 Desirable</b></p> <p>Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards/ University examinations.</p>
<b>15</b>	<b>Assistant Sports Officer, Level 6 of 7<sup>th</sup> CPC</b>
	<p><b>15.1 Essential</b></p> <p>(a) Bachelor in Physical Education (B.Ph. Ed.) or its equivalent with at least 55% marks or equivalent CGPA on a scale of 10-point scale from a recognized University/Institute and 03 years of relevant experience in any recognized Institutions and should have represented University/ Institute at State/ National Level.</p> <p>(b) Should have specialization in at least one sport such as Volleyball, Athletics, Table Tennis, Football, Basketball, Badminton and Cricket.</p> <p><b>15.2 Desirable</b></p> <p>Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards/ University examinations.</p>
<b>16</b>	<b>Senior Laboratory Assistant, Level 5 of 7<sup>th</sup> CPC</b>
	<p><b>16.1 Essential</b></p> <p>M.E./ M.Tech. with at least 55% marks or equivalent CGPA on a scale of 10-point scale from a recognized University/Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.E./ B.Tech. with at least 55% marks or equivalent CGPA on a scale of 10-point scale from a recognized University/ Institute with 02 years relevant experience in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years Diploma in Engineering with at least 55% marks or equivalent CGPA on a scale of 10-point scale from a recognized University/Institute with 02 years relevant experience in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.</p>

	<p><b>16.2 Desirable</b></p> <p>(a) Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards/ University examinations.</p> <p>(b) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.</p>
<b>17</b>	<b>Junior Library Information Assistant, Level 4 of 7<sup>th</sup> CPC</b>
	<p><b>17.1 Essential</b></p> <p>Bachelor degree in any discipline with at least 55% marks and M.Lib.Sc/MLIS with at least 55% marks or equivalent CGPA on a scale of 10-point scale from a recognized University/Institute.</p> <p><b>17.2 Desirable</b></p> <p>(a) Preference will be given to those who have at least 60% marks or equivalent CGPA in all boards/University examination.</p> <p>(b) Working knowledge of Open Source Library Automation Software, RF tagging.</p> <p>(c) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.</p>
<b>18</b>	<b>Junior Assistant, Level 3 of 7<sup>th</sup> CPC</b>
	<p><b>18.1 Essential</b></p> <p>Master Degree in any discipline from recognized university with at least 55% marks or equivalent CGPA on a scale of 10-point scale.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor Degree in any discipline from recognized university with at least 55% marks or equivalent CGPA on a scale of 10-point scale.</p> <p><b>18.2 Desirable</b></p> <p>(a) Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards/University examinations.</p> <p>(b) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.</p> <p>(c) Having typing speed between 35 w.p.m. to 40 w.p.m. in English on computer.</p>

**GENERAL INSTRUCTIONS**

**1 Instructions for application**

- (a) Applicants applying from private sector need to provide **Form-16/ITR/salary certificate** from the employer for the period of claimed and declared experience as advertised.
- (b) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the **online application form**, the candidates must satisfy their suitability for the position to which they are applying. If at any stage during the screening, recruitment and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/cancelled/terminated immediately. The institute take no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at later date.
- (c) Applicants should take due care while filing online information for different positions. Application once submitted online cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
- (d) For all positions, good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- (e) In addition to the Pay in the Pay Matrix as per 7<sup>th</sup> CPC as mentioned above, the posts carry the usual allowances at par with those admissible under IIT Jammu rules in the corresponding Pay Scale.
- (f) The minimum qualifying marks for Written Test/Proficiency Test/Computer Test/Interview will be as per the standard fixed by the Institute at its discretion (Relaxation/Concession to SC/ST/OBC (Non-creamy layer) candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Proficiency Test/ Computer Test/Interview of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).
- (g) Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.
- (h) Reservation policy as per GOI norms is followed\*\*:

Category	Age Relaxation
SC/ST	5 years against reserved posts only.
OBC	3 years against reserved posts only.
PWD with minimum 40% disability	As per Government of India norms.
Ex-servicemen	As per Government of India norms.

\*\*Any revision in the age relaxation by GOI till the closing date of the online registration may be considered.

- (i) Age should not exceed the limit as on the closing date for receipt of application.
- (j) IIT Jammu strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- (k) The OBC (Non-creamy layer) certificate **issued on or after 01.04.2021** shall only be considered for the reservation under OBC (Non-creamy layer) category. 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.
- (l) Age relaxation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) Non Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible.
- (m) All candidates, irrespective of category may be considered against UR vacancies, subject to fulfilment of eligibility criteria prescribed for UR candidates. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that category will be considered.
- (n) For availing reservation, SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities at the time of document verification.
- (o) Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for ONLINE Registration. The candidate should ensure that he/she belongs to the OBC-Non Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Category Certificate (OBC-NCL), a declaration if required has to be furnished by the candidate during Document Verification, that he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un- reserved) category, will be considered against General (UR) vacancy only.
- (p) Economically Weaker Section (EWS) certificate **issued on or after 01.04.2021** shall only be considered for the reservation under EWS category. The Economically weaker section certificates in the proforma prescribed and issued by the competent authority will only be accepted as sufficient proof in support of candidate claim for belonging to EWS. No other certificate will be accepted as sufficient proof.
- (q) For employees of IITs who are educationally qualified can be considered for direct recruitment upto a maximum of 50 years of age for these posts.

- (r) The Institute reserves the right to select any candidate on contractual basis who has applied for any substantive position, if the selection committee recommends so with such benefits which are similar to regular appointments. The appointments on contract basis shall be made initially for a period of 02 years which are extendable on year-to-year basis, maximum upto period of 05 years. The regularization or otherwise of the concerned incumbent will be considered based on their performance or institute's requirement by a Committee.
- (s) The relaxations and concessions for PwDs will be as per current Central Govt. Orders.
- (t) The persons with disability (PwD) shall be required to submit the Disability/Medical certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons not suffering from less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.
- (u) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test/Proficiency Test/Computer Test/Interview, as stated above while progressing ahead in the stage(s) of recruitment/selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates above set benchmark for the Written Test/Proficiency Test/Computer Test/Interview. Further, IIT Jammu also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided without assigning any reason thereof.
- (v) IIT Jammu is an aspirational emerging institute from 3G IITs. IIT Jammu is looking for energetic, enthusiastic candidates and having highest work ethics candidates who are passionate about their work. Candidates having requisite work experience in IIT system shall have added advantage. The relaxation, if any, for suitable/deserving candidate for relevant posts may be decided by the Director, IIT Jammu. Also, in case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIT Jammu shall be final.
- (w) The Institute will conduct (preferably online) Written Test/Proficiency Test/Computer Test/Interview for these posts and only those candidates, who qualify the said tests etc. in progressive steps, following the standards in general, will be considered. The selection process will be done in a three-stage examination consisting of **Stage I**: Screening, **Stage II**: Written test and **Stage III**: Final selection. Each round/stage is an elimination round, so you need to qualify each one in order to appear for the next one. The Institute reserves the right to reduce the stages of recruitment or conduct all the stages on the same day without any prior notice.
- (x) Outstation candidates called for Written Test/Proficiency Test/Computer Test/Interview for Group 'A' posts will be paid 2<sup>nd</sup> AC Railway Fare and Group 'B' and 'C' posts will be paid 2<sup>nd</sup> sleeper Railway Fare from the place of duty/residence to the IIT Jammu for **Final selection process (Stage III)** and back by the shortest route. The reimbursement will be made through RTGS to candidate's Bank Account, and no cash will be paid on the spot.
- (y) Age of superannuation for all the posts is 60 years.
- (z) The Institute makes all efforts to allot the candidate the Centre of his/her choice, which is done on the "first-apply-first allot" basis (subjected to availability in the centre). The applicants shall, therefore, be required to choose two out of the five designated centres as mentioned below. However, it may be noted that the Institute reserve right to allot any other centres to the candidates as per its discretion to address the special situations arising at that point of time. The institute may also decrease or increase number of the designated centre at any point of time. The candidates should note that no request for change of Centre /Venue is accepted. The details of the five centres are as below :

Ser	Examination Centre
1	IIT Jammu
2	IIT Delhi
3	IIT Bombay
4	IIT Patna
5	IIT Madras

## 2 Application Submission

- (a) The candidates are required to apply **ONLINE** only from **10:00 a.m. from 27 October 2021 to 26 November 2021 upto 05:00 p.m.**
- (b) For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in>
- (c) **No hardcopy submission of the online submitted application is required for the non-teaching positions at the initial stage.** However, candidates shortlisted for Written Test/Proficiency Test/Computer Test/Interview shall be required to produce the print out of the ONLINE completed and duly signed application along with all supporting educational and experience certificates **duly self-attested** at the time of Written test/Proficiency test/Computer test/Interview failing which such candidates shall not be allowed to participate in the process.
- (d) Persons serving in Govt./Semi-Govt./PSUs, should submit **NOC at the time of Written test/Proficiency test/Computer test/Interview** failing which such candidate shall not be allowed to participate in the process. However, candidates whose application is received through PROPER CHANNEL are exempted from producing NOC at the time of Written test/Proficiency test/Computer test/Interview. **No advance copy is required to be submitted by post at the initial screening stage.**
- (e) Candidates who have successfully submitted their applications online have to ensure that their application number appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have successfully completed and submitted the application and paid the requisite fees shall find their application number listed on IIT Jammu website. If there is any discrepancy/query, please contact [staff.recruitment@iitjammu.ac.in](mailto:staff.recruitment@iitjammu.ac.in) within one week from the date of display of the list.
- (f) Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any delay.

	<p>(g) Keep a printout of online application form for future reference.</p> <p>(h) Number of vacancies including those under reserved categories are provisional and may change, depending on the actual requirement and appointments will be made strictly on need basis.</p> <p>(i) Decision of the Institute in all matter relating to the eligibility of the candidate, Written Test/Proficiency Test/Computer Test/Interview would be final and binding on all the candidates.</p> <p>(j) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.</p> <p>(k) The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful / unacceptable antecedents / background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.</p> <p>(l) Candidates who desire to apply for more than one post should apply online separately for each post.</p> <p>(m) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.</p> <p><b>(n) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.</b></p>
<b>3</b>	<b>Fee Payable</b>
	<p>(a) Candidates are required to pay a non-refundable Fee of <b>Rs.1000/- [Rs 800/- towards application fee plus Rs 200/- towards processing fee] for Group 'A'</b> and <b>Rs.500/- /- [Rs 300/- towards application fee plus Rs 200/- towards processing fee] for Group 'B' &amp; 'C'</b> has to be paid through the link provided inside the portal. This fee is inclusive of GST.</p> <p>(b) <b>Candidate belonging to SC/ST, PwD category and women candidates</b> are exempted from paying application fee. However, they have to pay a non-refundable amount of <b>Rs 200/-</b> towards processing fee.</p> <p>(c) <b>The fee once paid will not be refunded or re-adjusted under any circumstances.</b></p>
<b>4</b>	<b>Follow up after applying</b>
	<p>(a) Candidates once applied should visit Institute website and portal regularly for status updates in recruitment. Screened list of eligible candidates with application number will be displayed on the Institute website, after screening is done. Information regarding selection test, Interview schedule etc. will be communicated through the Institute website and email. The Institute will not be responsible in any manner, if, candidate fails to visit/access the website in time. Candidates are requested to visit Institute website regularly.</p> <p>(b) Institute will upload the information on its website / homepage, for convenience of the candidates regarding conduct and result of tests/interview. The candidate may submit their applications at Online portal <a href="https://apply.iitjammu.ac.in">https://apply.iitjammu.ac.in</a> in their own interest and refer to any updates, posted their time-to-time.</p> <p>(c) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.</p> <p>(d) List of Shortlisted candidates will be displayed on the Institute's Website. Applicants are instructed to visit the website regularly. Shortlisted candidates will be informed through email only and no separate communication will be sent.</p>

**Sd/xx**  
**Registrar**

**Dated: 26 October 2021**

**Enclosed: Proforma I to V**

**Proforma-I**

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

This is to certify that Shri/Shrimati/Kumari\*.....  
son/daughter\* of.....of village/town\*/ ..... in District/Division\*  
..... of the State/Union Territory\* ..... belongs to the..... Caste/Tribe\* which is  
recognised as a Scheduled Caste/Scheduled Tribe\* under: —

@ The Constitution (Scheduled Castes) Order, 1950 @ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951 @ The Constitution (Scheduled Tribes) Union Territories  
Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

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

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962 @ The Constitution (Dadar and Nagar Haveli)  
Scheduled Tribes Order, 1962 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964

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

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @ The Constitution (Goa, Daman and Diu) Scheduled  
Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970

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

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

@ The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @ The Constitution (Scheduled Castes) Order  
(Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to  
Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari  
.....ofvillage/town\* ..... in District/Division\*..... of  
the State/Union Territory\*..... who belongs to the Caste/Tribe\* which is recognised as a Scheduled  
Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the  
..... dated .....

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

Signature.....

\*\*Designation.....

(With Seal of Office) State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable. @Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**Proforma-II**

**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 \_\_\_\_\_ village/town In \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_

belongs to the \_\_\_\_\_ category 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, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Dated:

Signature \_\_\_\_\_

Designation \_\_\_\_\_

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.

§ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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

**Proforma-III**

**Form of declaration to be submitted by the OBC candidate (in addition to the category certificate)**

I.....Son/daughter of Shri.....Resident of village/town/city.....  
district.....state.....hereby declare that I belong to the... category which is recognized as a 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 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not  
belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office  
Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.  
(Res.) dated 14th October, 2008.

Signature.....

Full Name.....

Address.....

**Proforma-IV**

**Form-V Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

[See rule 18(1)]

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

Recent Passport size Attested  
Photograph (Showing face  
only) of the person with  
disability

Certificate No. ....

Date: .....

This is to certify that I have carefully examined Shri/Smt./Kum..... son/wife/daughter of Shri.....  
Date of Birth (DD/MM/YY) .....Age..... years, male/female .....Registration  
No.....permanent resident of House No. .... Ward/Village/Street..... Post Office.....  
District..... State..... whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is .....

(C) He/ She has .....% (in figure)..... percent (in words) permanent Locomotor  
Disability/dwarfism/blindness in relation to his/her .....(part of body) as per guidelines (.....number  
and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/ Thumb impression of the person

(Signature and Seal of Authorized Signatory of notified Medical Authority)

**Form-VI Certificate of Disability**

(In case of multiple disabilities) [See rule 18(1)]

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

Recent Passport size Attested  
Photograph (Showing face  
only) of the person with  
disability

Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/Smt/Kum .....

/son/wife/daughter of Shri ..... Date of Birth (DD)/(MM)/(YY)..... Age..... years,  
male/female..... Registration No..... permanent resident of House  
No.....Ward/Village/Street..... Post Office ..... District..... State.....whose  
photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

Sl. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Disability Learning			

14.	Autism Disorder Spectrum			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (number and date of issue of the guidelines to be specified), is as follows: -

In figures:..... percent

In words:..... percent

This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

Reassessment of disability is :

not necessary,

or

is recommended/ after ..... years.....months, and therefore

this certificate shall be valid till.....(DD)/(MM)/(YY)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. Left/Right/both ears

(C) The applicant has submitted the following document as proof of residence

Nature of Document	Date of Issue	Details of authority issuing certificate

(D) Signature and seal of the Medical Authority

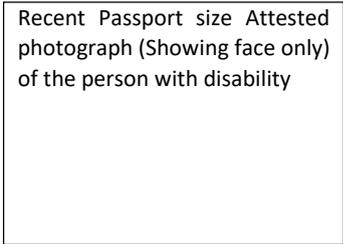
Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

**Form-VII Certificate of Disability**

(In cases other than those mentioned in Forms V and VI)

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

[See rule 18(1)]



Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/Smt/Kum .....

/son/wife/daughter of Shri ..... Date of Birth (DD)/(MM)/(YY)..... Age..... years, male/female.....

Registration No..... permanent resident of House No.....Ward/Village/Street..... Post Office

..... District..... State.....whose photograph is affixed above, and am satisfied that he/she is a case

of ..... disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:-

Sl. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

(A) The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

(B) Reassessment of disability is :

not necessary

or

is recommended/ after ..... years ..... months, and therefore this certificate shall be valid till  
..... (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs # - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

(C) The applicant has submitted the following document as proof of residence

Nature of Document	Date of Issue	Details of authority issuing certificate

(E) Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

(Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb impression of the person in whose favour certificate of disability is issued.
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**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

**Proforma-V**

**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 we have carefully examined Shri/Smt/Kum .....

/son/wife/daughter of Shri ..... Date of Birth (DD)/(MM)/(YY)..... Age..... years,

male/female..... Registration No..... permanent resident of House

No.....Ward/Village/Street..... Post Office ..... District..... State.....Pin Code...

..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year .....

His/her family does not own or possess any of the following assets\*\*\* :

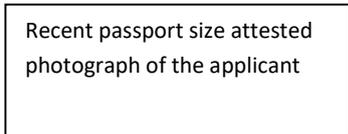
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....



**\*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

**\*\*\*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.

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