



ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

(An Institution of National Importance under Ministry of Health & Family Welfare)

भारत सरकार/ Government of India

Email: - office.aiimsdeoghar@gmail.com

BIO-DATA/ CURRICULUM VITAE PROFORMA

(ANNEXURE-1)

Application for the post ofon deputation basis at
AIIMS, Deoghar.

1.	Name and Present Address (in Block letters).	Affix here recent passport size photograph
2.	Father's Name.		
3.	Date of Birth (in Christian era).		
4.	Permanent Address.		
5. (i)	Date of Entry into service.		
(ii)	Date of retirement under Central/ State Government Rules.		
(iii)	Present Pay and date from which present pay is drawn.		
6.	Educational Qualifications.	(i)	
		(ii)	
		(iii)	



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		(iv)	
7.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).		
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular.	Qualifications/ Experience possessed by the officer.	
	Essential	Essential	
	(a) Qualification	(a) Qualification	
	(b) Experience	(b) Experience	
	Desirable	Desirable	
	(a) Qualification	(a) Qualification	
	(b) Experience	(b) Experience	
7.1	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
8	Note: Borrowing Departments are to provide their specific comments/ view confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		



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9.	Details of Employment (in chronological order). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held on regular basis	From	To	Pay Band and Grade Pay (Scale of Pay if in pre-revised scale of Pay)	Nature of Duties (in details) highlighting experience required for the post applied for
<p>*Important: Pay Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
	Office/ Institute	Pay, Pay Band and Grade Pay drawn under ACP/ MACP scheme			From	To
10.	Nature of present employment (i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent).					
11.	In case the present employment is held on deputation/ contract basis, please state:					
	a. The date of initial appointment.	b. Period of appointment on deputation/ contract.	c. Name of the parent office/ organization to which the applicant belong.		d. Name of the post and Pay of the post held in substantive capacity in the parent organization.	
11.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.					



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12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
13.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
	(a) Central Government		
	(b) State Government		
	(c) Autonomous Organization		
	(d) Government Undertaking		
	(e) Universities		
	(f) Others		
14.	Please state whether you are working in the same Department and in the feeder grade or feeder to feeder grade.		
15.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
16.	Total emoluments per month now drawn.		
	Basic Pay in the PB	Grade Pay	Total Emoluments
17.	In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing in following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other Allowances etc. (with break up details)	Total emoluments



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18.A	<p>Additional information, if any relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement).</p> <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>	
18.B	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects</p>	
	<p>(ii) Awards /Scholarships /Official Appreciation</p>	
	<p>(iii) Affiliation with the professional bodies/ institutions/ societies</p>	
	<p>(iv) Patents registered in own name or achieved for the organization</p>	
	<p>(v) Any research/ innovative measure involving official recognition</p>	
	<p>(vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient).</p>	
19.	<p>Whether belongs to SC/ ST (if yes, please specify and attach supporting document).</p>	
20.	<p>Aadhaar No.</p>	



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I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:-

(Signature of the Candidate)

Address.....

Mobile no.....

Email ID.....



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GENERAL CONDITIONS AND INFORMATION FOR THE CANDIDATES

1. The number of posts is tentative and is liable to change based on the Institute's requirements. These posts are advertised as per the approved existing Recruitment Rules. The Institute reserves the right to cancel the vacancy or reject any application at any stage without assigning any reason thereof.
2. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application. Incomplete applications or applications received after the last date are liable to be rejected.
3. The initial period of deputation shall be 5 years.
4. The post carry usual allowance as admissible to central Government Employees of similar status stationed at Deoghar (Jharkhand).
5. The Officers, who fulfil the above qualifications/ Eligibility, may submit their application through proper channel in prescribed proforma as per Annexure -1 and Annexure-2 attached with this Vacancy Circular/ Advertisement to the Dy. Director(Administration), All India Institute of Medical Sciences, Deoghar, At- PTI Campus, Daburgram, Jasidih-814142, Deoghar (Jharkhand) by Speed post/Registered post only. The last date of receipt of application in AIIMS Deoghar will be 30 days from the date of publication of this advertisement in the employment News. Separate application is required for each post. The detail vacancy circular will be available on the website i.e. www.aiimsdeoghar.edu.in / www.aiimspatna.org / www.pmssy-mohfw.nic.in.
6. The envelope containing the application(s) should be super-scribed "**Application for the Post of**" While forwarding the applications, it may be ensured that the particulars of the candidates are verified and they fulfil the eligibility conditions. Duly attested photocopies of their up to date qualification, experience certificates, promotion/upgradation orders and Confidential Reports (at least for the latest 05 years) may be enclosed with the applications. Applicants may send one advance copy of application. However only application through proper channel will be considered. It may also be clearly stated that no vigilance/ disciplinary proceedings are pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered. Candidates are requested to produce all the original supporting documents at the time of Interview.
7. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training's O.M No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
8. Mere eligibility will not vest any right on any candidate for being called for Interview. The decision of the institute in all matters will be final. Canvassing in any manner would entail disqualification of the candidature.

In Case of Clarification & Enquires: -
Mail to: office.aiimsdeoghar@gmail.com

Executive Director
AIIMS, Deoghar



आरोग्यं परमं सुखम्

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(ANNEXURE-2)

CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess educational qualifications and experience mentioned in the vacancy Circular, if selected, he/ she will be relieved immediately.
2. It is also certified that:
 - (i) The officer is clear from Vigilance angle.
 - (ii) There is no vigilance/Criminal or disciplinary case pending/ contemplated against Shri/ Smt.....
 - (ii) His/ Her integrity is certified.
 - (iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last Five years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
 - (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is Enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)

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)

Place:.....

Signature of Commanding Officer

Date:.....

Office Seal

Al... 71c

Candidates already employed in Central/State Government/Autonomous Institutions / Statutory Organizations/ PSUs under Central/ State Govt. should get the following endorsement signed by their present employer (appointing authority)

NO OBJECTION CERTIFICATE

1. Certified _____ that _____ Dr./Shri/Smt./Kumari _____ holds a post of _____ in the department of _____ for the period from _____ to _____ on regular/contractual/ad-hoc basis in this Department/Office/Institution/Organization. I have no objection to his/her application being considered for the post of _____ in the department of _____ in AIIMS, Deoghar, (Jharkhand). In the event of his / her selection to the post, he / she will be relieved from the duty to take up the post of _____ in AIIMS, Deoghar, (Jharkhand).

2. Certified that he/she submitted his/her application to the Department /Office/ Institution/Organization on _____ for onward transmission to Deoghar, Jharkhand-814142.

No. _____ Dated _____

Signature _____ Designation _____

(Seal with Name & Designation)

Office Stamp

On NON-JUDICIAL STAMP PAPER OF Rs. 10/-

**TO BE SUBMITTED AT THE TIME OF INTERVIEW BY ALL CANDIDATES
APPEARING FOR THE INTERVIEW**

AFFIDAVIT

1. I, Dr. _____ S/O _____ hereby give an affidavit that all the degrees constituting essential qualification as per the advertisement, submitted by me in support of this application are recognized by medical/dental/nursing council of India or such body as is competent to recognize such a degree in India.
2. That I possess the requisite experience for the post that I have applied for from an institution recognized by the competent body of India.
3. That if at any stage this affidavit is found to be false then the interview and all subsequent actions to it may be considered void ab-initio besides any such administrative or legal action as the competent authority deemed fit to take including recovery of financial loss sustained due to the false affidavit.

Deponent

Verification

I, the above-named deponent, do hereby solemnly affirm and declare that all the contents of the above affidavit are correct and true to the best of my knowledge and belief and nothing has been concealed therefrom.

Verified at AIIMS Deoghar on this _____ (Date) _____

Deponent

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Government of _____
(Name & Address of the authority issuing the certificates)
**INCOME & ASSET CERTIFICATE TO* BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS**

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri./Smt./Kumari

Son/Daughter/Wife of _____ Permanent resident of
_____ village / street _____ Post Office, _____ District
_____ in the state / Union Territory _____ 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/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.

The Income and Asset Certificate should be issued by any one of the following authorities in the above prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS

1. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar and
4. Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

FORMAT OF CERTIFICATE TO BE PRODUCED BY PERSONS WITH DISABILITY
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

Name and address of the Institute or Hospital

Certificate No.....

Date.....

This is certified that Shri / Smt / Kum _____ son /
wife / daughter of Shri _____ age _____
_____ Identification marks (s) _____ is suffering
from permanent disability of following category:

Recent photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
medical board

A. Locomotor or cerebral palsy:

- (i) BL - Both legs affected but not arms
- (ii) BA - Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA - Both legs and arms affected
 - (a) OL - One leg affected (right or left)
 - (b) Impaired reach
 - (c) Weakness of grip
 - (d) Ataxic
- (iv) OA - One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) BH - Stiff back and hips (cannot sit or stoop)
- (vi) MW - Muscular weakness and limited physical endurance.

B. Blindness or Low vision:

- (i) B - Blind
- (ii) PB - Partially Blind

C. Hearing Impairment

- (i) D - Deaf
- (ii) PD - Partially Deaf

(Delete the category whichever is not applicable)

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

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

4. Shri. / Smt. / Kum meets the following physical requirements discharge of his / her duties :-

- | | | |
|-------|---|----------|
| i. | F - can perform work by manipulating with fingers | Yes / No |
| ii. | PP - can perform work by pulling and pushing | Yes / No |
| iii. | L - can perform work by lifting | Yes / No |
| iv. | KC - can perform work by kneeling and crouching | Yes / No |
| v. | B - can perform work by bending | Yes / No |
| vi. | S - can perform work by sitting | Yes / No |
| vii. | ST - can perform work by standing | Yes / No |
| viii. | W - can perform work by walking | Yes / No |
| ix. | SE - can perform work by seeing | Yes / No |
| x. | H - can perform work by hearing / speaking | Yes / No |
| xi. | RW - can perform work by reading and writing | Yes / No |

Dr.....
Member
Medical Board

Dr.
Member
Medical Board

Dr.....
Chairperson
Medical Board

**Counter signed by
Medical Superintendent / CMO / HoD of
Hospital (with seal)**

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 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 Tribes Orders (Amendment) Act, 2002

The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002.

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother of Shri/Srimati/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.

Signature

AK

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

This is to certify that Shri/Smt./Km* _____ son/ daughter of
_____ of village _____
_____ District/Division _____ in the
_____ State _____
belongs to the _____ Community which is recognized as a
backward class under:

- i) .Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

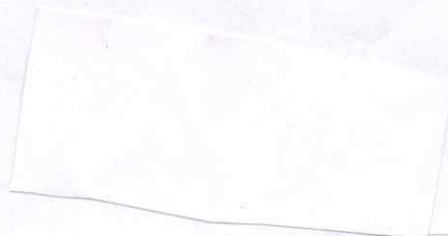
Shri /Smt./Km. _____ and/or his family ordinarily
reside(s) in the _____ District/Division of the
_____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal:



- NOTE-I:**
- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
 - (b) The authorities competent to issue Caste Certificate are indicated below:-
 - (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer.

The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.