

# National Institute of Design, Madhya Pradesh

Acharpura, Eint Khedi, Post Arwaliya, Bhopal M.P. 462038

## Recruitment Advertisement for the post of Registrar

**Notification No:- NIDMP/Rectt. Admin(09)/2023/ dated 30.07.2023**

Sl. No.	Name of Post	Pay Level	Mode of appointment	No. of Vacancy	Tenure
1.	Registrar	<b>Pay Level - 13</b> (Rs. 123100-215900) of the Pay Matrix of 7th CPC	Deputation failing which on Contract basis	01 (UR)	For a period of 3 years extendable on yearly basis for a total period of 5 years

For details regarding online application form, educational qualifications, experience, other requirements and terms & conditions for these positions, please visit the Institute website [www.nidmp.ac.in](http://www.nidmp.ac.in)

Interested persons may apply **online** in the prescribed application form, the link for which shall be made available on NID MP website [www.nidmp.ac.in](http://www.nidmp.ac.in) from **1000 h on 01.08.2023** onwards.

Last date for submission of online application is **15.09.2023** till **11.59 p.m.** Last date for receipt of hardcopy of online application along with the required documents (applicable for Deputation mode only), as mentioned in detailed advertisement, is **30.09.2023** till **5:30 p.m.**

**CHIEF ADMINISTRATIVE OFFICER**

### **I. Essential/ Desirable Qualification, Age and Experience:**

(1) Essential/ Desirable qualifications, age and experience for the above posts are as per Recruitment Rules for the post is available at **ANNEXURE-I**. Formats of various certificates are given at **ANNEXURE II**. **The certificate required from the employer/cadre controlling authority (in case of applications submitted for Deputation basis) is attached as Annexure III.**

(2) The educational qualifications mentioned in this advertisement must be acquired from the university/institution recognized/approved by the UGC/AICTE or the Institutions/University established by the Central/State Government.

(3) The Experience required for the post(s) would only be reckoned from the date of acquiring essential qualification as mentioned in this advertisement.

### **II. Age Limit/Relaxation:**

(1) Age limit and other eligibility conditions for all the positions shall be determined on the last date of submission of online application.

(2) Age relaxation for SC/ST/OBC/PwD/Ex-Servicemen candidates shall be applicable as per Government of India norms. **No relaxation will be applicable to SC/ST/OBC/PwD candidates applying for Unreserved (UR) vacancies.**

(3) For other categories, the Institute shall follow provisions of age relaxation issued by DoPT and as applicable on last date of the said advertisement, regarding consolidated orders on relaxation in upper age limit allowed to various categories of government servants.

(4) Date of birth shall be considered as indicated in SSC/Secondary School Leaving Certificate. In cases where D.O.B. is not stated in these certificates, any other certificate issued by Gov/State Government shall be considered. No subsequent request for change shall be entertained under any circumstances.

(5) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 15.09.2023, i.e. the last date of submission of online applications under this advertisement. **Even in case of extension of last date for submission of application, the relevant date for determining all eligibility criteria will be 15.09.2023.**

### **III. Application Fee:**

Candidates belonging to UR, EWS, OBC (Non-creamy layer) category shall be required to make online payment of non-refundable application fee of **Rs. 1,000/-** for the post. SC, ST, PwD, Ex.-Servicemen and Women candidates are exempted from payment of application fees. SC, ST, PwD and Ex.-Servicemen candidates are required to upload valid certificates issued by competent authority to claim fee exemption, otherwise their application will be rejected.

#### **IV. Important instructions other General Terms & Conditions:**

(1) Candidates possessing requisite qualification and relevant experience may apply by filling in the prescribed online application format and paying the application fee through Institute web portal. The online application form link will be available from 01.08.2023.

**(2) The post shall be filled on Deputation basis from the eligible applicants from Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization failing which, the post shall be filled on Contract basis from the eligible candidates.**

(3) Candidates are also required to upload self-attested scanned copies of the experience certificate(s), educational documents along with Caste Certificate, if applicable, and Identity Proof at the time of applying. Shortlisted candidates shall be required to submit the educational qualification certificates, Experience certificates, Age, Caste/disability certificate-if applicable and salary certificate/pay-slips at the later stage and shall be required to carry the originals of the same with a set of self-attested copies at the time of written test/skill test/interview. Non-production of original document(s) of any of the requisite documents will render the candidate ineligible for appearing in the selection process. In case the candidate is not fulfilling the criteria at the time of 'Document Verification', he/she will not be allowed to appear in the further selection process.

**(4) The Candidates who wish to apply for the post on Deputation basis, need to apply online by filing the application form along with uploading of documents related to essential educational qualification, experience, Caste/PwD Certificate (as applicable), etc. Candidates, applying on deputation, need to send the hard copy of print-out of online application form submitted along with fee receipt (wherever applicable) and Annexure-III, duly endorsed and complete in all aspects by the cadre controlling authority/Parent Employer, No Objection Certification, attested copies of up-to-date ACR/APARS of the last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during last ten years through registered/speed post on the address given below, failing which online application shall not be considered for further processing. The name of the post must be super-scribed "Application for the post of Registrar at NID MP (on Deputation)" on the envelope and the same may be submitted along with all relevant documents as mentioned above through registered/ speed post to the following address (within 15 days of the last date of submission of online applications):**

To,

**Chief Administrative Officer,  
National Institute of Design, Madhya Pradesh,  
Village-Acharpura, Eint Khedi, Bhopal-462038, MP**

**(5) The Candidates who wish to apply for the post on Contract basis, also need to apply online by filing the application form along with uploading of documents related to essential educational qualification, relevant experience, Caste/PwD Certificate (as applicable), Pension payment order (PPO), if applicable, etc.**

(6) The appointment on Deputation will be initially for a three-year period extendable on yearly basis for a total period of five years based on NIDMP/Rectt. Admin(09)/2023 (as per the terms and conditions of the subject advertisement). The other terms and conditions of the Deputation including Pay & Allowances, shall be regulated as per the DoPT OM No 6/8/2009-Est (pay-II), dated 17.06.2010 as amended from time to time and other relevant instructions of the Govt. of India/DoPT.

**(7) The appointment on Contract basis will be initially for a three-year period extendable on yearly basis for a total period of five years. The other terms and conditions of the Contractual engagement, including pay & Allowances, shall be regulated as per the applicable instructions of the DoPT on the matter and the terms and conditions of the subject advertisement. However, the candidate will not confer any right to claim absorption in regular establishment of the Institute.**

(8) Incomplete applications and those without requisite fee are liable to be rejected. Applications, where the supporting documents related to qualification and experience are insufficient or not as per format, may be provisionally admitted solely at the discretion of the Institute but the candidate will have to submit all necessary documents in original at the time of document verification. Failure to produce necessary documents shall result in rejection of candidature at the stage of document verification.

(9) Degrees etc. in support of educational qualifications should have been awarded by a recognized University/ Institute from Central/State Government regulatory bodies like UGC, AICTE etc. The Institute reserves the right to carry out positive verification of the qualification and experience cited by a candidate. Only the post qualification experience will be counted. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with marksheets at the time of document verification.

(10) Experience Certificate especially from private employer must mention (i) Designation, (ii) Nature of works performed, (iii) Duration of the employment, (iv) Pay particulars (v) Nature of Employment (Regular/ Contractual) and all other work experience related details which candidate has claimed in his/her application. Any experience gained during full-time education will not be counted as professional experience.

(11) Applications received other than the mode(s) specified above or those received after due dates/incomplete applications shall be outrightly rejected. No correspondence will be entertained in this regard.

(12) Mere eligibility will not entitle any candidate for being called for recruitment process. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/ interview. Canvassing in any manner would entail disqualification of the candidature.

(13) NID MP reserves the right to restrict number of candidates to be called for selection process/Interview by short-listing the applications based on higher benchmarks or criteria as may be decided by the Institute. If the number of applicants for a particular post is large, the Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidates' qualification, suitability, relevant experience, desirable qualifications/experience etc.

(14) Candidates will be allowed to appear in the recruitment/selection process on the basis of the information/documents furnished by them in their application form. They are, therefore, advised to ensure that they fulfil all the eligibility conditions before applying. In case, it is found at a later stage that the information furnished by the candidate is false or the candidate does not fulfil eligibility conditions the candidature of such a candidate will be cancelled and no correspondence in this regard will be entertained. Issuance of Admit Card for the selection process will not confer any right for appointment.

(15) NID MP reserves the right to reject or accept the candidature of any candidate at any stage. The Institute reserves the right to cancel/ restrict/enlarge/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.

(16) NID MP reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage. The Institute reserves the right not to fill the posts herein advertised in case of non-availability of suitable candidate(s).

(17) In case of any inadvertent mistake/error in the process of selection which may be detected at any stage even after the issue of offer of appointment, NID MP reserves the right to withdraw/ cancel/ modify any communication made to the candidate.

(18) In case after appointment, any information given/declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

(19) Candidates must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining NID MP service as per the Government of India norms.

(20) All information submitted in the application will be verified with original documents at the time of verification of documents. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.

(21) Police verification of the selected candidates shall be done as per the latest instructions issued by the Govt of India. In case the police verification is received as negative, the contract/engagement of the individual shall cease to exist with immediate effect without any notice.

**(22) The Institute can terminate the Contract at any time providing three month's notice to the individual or three month's pay in lieu of three-month notice period. The individual can also resign/ seek termination of the contract upon giving three month's notice to the Institute.**

(23) All modification/amendment shall be displayed on NID MP official website only at [www.nidmp.ac.in](http://www.nidmp.ac.in) under the careers section. Therefore, candidates are requested to check the website for modifications/amendment, if any, before appearing for the selection process.

(24) Once applied, the applicants are advised to check the NID MP official website as well as their own registered e-mail regularly for any updates. Any Corrigendum/Addendum/Notification pertaining to this recruitment advertisement shall be published on NID MP official website only.

(25) All the appointments are for full-time commitment and subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. During the period of Institute service, if NID MP, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.

(26) The Institute reserves the right to conduct Written Test, Presentation, Interviews etc. (one or more of these methods) as considered appropriate for shortlisting and selection. No TA/DA will be paid for appearing in the Selection Process.

(27) List of eligible/provisionally eligible/shortlisted candidates for participating in the selection process will be displayed only on NID MP website. No separate communication/intimation in this regard shall be made by the Institute.

(28) NID MP will retain data of online applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate. Thereafter, No RTI on the subject shall be entertained.

(29) The Institute will further notify/inform the methodology of the selection process/Interview etc. to the eligible/provisionally eligible/shortlisted candidates.

(30) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Bhopal and courts/ Tribunals/ forums at Bhopal only shall have sole and exclusive jurisdiction to try any such cause/disputes.

**V. Documents/ Certificate to be produced at the time of selection process:**

Following documents/certificates, in original along with one set of photocopy, are required to be brought along with a printout of their online submitted application form and receipt/proof of online Application Fee deposited in bank (if applicable), at the time of appearing in the selection process, failing which the candidature will be summarily rejected and candidate will be debarred from participation in the further selection process:

- a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School leaving certificate indicating date of Birth will be considered.
- b) Higher Secondary / Class XII (or equivalent) board marksheet and passing certificate.
- c) Degree/Diploma Certificate(s), as applicable, along with marksheets pertaining to all the academic years as proof of educational qualification claimed.
- d) The Caste/Tribe/Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's

claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class. The SC and ST certificates must be produced in the prescribed proforma (**ANNEXURE-II [A]**). Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.

The caste of the candidate must be in the State-wise Central list of SCs given at “<http://socialjustice.nic.in/UserView/PrintUserView?mid=76750>” or “<http://www.socialjustice.nic.in/UserView/index?mid=76750>”

The caste of the candidate must be in the State-wise Central list of STs given at “<https://tribal.nic.in/ST/Latest List of Scheduled tribes.pdf>”

- e) OBC Non-Creamy Layer certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the State-wise Central list of OBCs given at [www.ncbc.nic.in/User\\_Panel/CentralListStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx). The OBC certificate must be produced in the prescribed proforma (**ANNEXURE-II [B]**).
- f) Prescribed format of certificates to be submitted by EWS candidates is placed at **Annexure II (C)**.
- g) Prescribed format of certificates to be submitted by Ex-Servicemen and serving Armed Forces Personnel is placed at **Annexure II (D)**.
- h) Photo identity card (issued by govt. agency).
- i) Degree as referred above should have been awarded by a recognized University/ Institute.
- j) Any other relevant documents in support of the entries filled in application form,

**Note: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted. Certificate other than the prescribed format will not be accepted.**

#### **VI. How to apply:**

- (1) The Eligible Candidates are required to apply online only on the online recruitment portal of the Institute website: [www.nidmp.ac.in](http://www.nidmp.ac.in) from **01.08.2023 to 15.09.2023 upto 11:59 p.m.**
- (2) Candidates may click on the online application link available on Institute website for registration after reading the instructions carefully and fill-in the online application form giving accurate information.



- (3) After registration, candidates will have to pay the application fee through “SBI I-Collect” and get the printout of fee receipt generated by “SBI I-Collect”. SC, ST, PwD, ESM, and Women candidates are exempted from payment of application fee.
- (4) **After the payment of application fee, the candidate will have to fill the application form through online application link available on Institute website. If the online application is not successfully completed, candidate is required to register again. Candidates after successful submission of online application must keep a copy of the finally submitted online application, which they will be required to produce as and when asked for during the selection process.**
- (5) Incomplete applications/ applications received through any other mode than those specified above will not be accepted and summarily rejected.
- (6) **Once the application is filled and submitted successfully, no request for change in any data entered by the candidate will be entertained. Candidates will have to apply afresh for the post.**
- (7) While applying online, candidates need to upload the scanned copy of their recent passport size colour photograph & signature. Scanned copies of all certificates of educational qualifications and age proof, caste certificate, ex-servicemen certificate, etc are to be uploaded in PDF format. Candidates called for selection process will be required to produce their original certificates and other relevant documents as mentioned in their application form.
- (8) NID MP will not be responsible for any candidate for not being able to submit his/her online application within the last date on account of system error or any other reasons. After submission of form, payment gateway will be open for payment of fee, if applicable. Follow the instructions carefully for payment of fee. Applications without payment of application fee will be an incomplete application and will be summarily rejected.

**VII. Important Dates:**

Date of publication of detailed notification on Institute website	: 30.07.2023
Opening date of online submission of application	: 01.08.2023
Closing date for online submission of application (till 11.59 p.m)	: 15.09.2023
Last date for receipt of hardcopy of documents (for Deputation only)	: 30.09.2023

Any difficulties relating to submission of online application may be sent to email [Id-itservices@nidmp.ac.in](mailto:itservices@nidmp.ac.in)

**VIII. Checklist:**

- (1) Whether all details in online application form have been filled up correctly?
- (2) Whether recent Passport Size Photograph uploaded?
- (3) Whether applicable application fee, if applicable, paid?
- (4) Whether certificates of essential qualification uploaded?
- (5) Whether caste/category certificate, if applicable, uploaded?
- (6) Whether Ex-servicemen certificate, if applicable, uploaded?
- (7) Whether NOC from parent employer, if applicable, uploaded?
- (8) Whether relevant experience certificate, if applicable, uploaded?
- (9) Whether a PDF copy of the finally submitted online applications has been stored for producing the same during the selection process?

**CHIEF ADMINISTRATIVE OFFICER**

## RECRUITMENT FOR THE POST OF REGISTRAR

1. Name of Post : Registrar
2. No. of Posts : **One (01) (UR) {Deputation failing which on Contract basis}**
3. Classification of Post : Group A
4. Age : Not exceeding 50 years as on date of closure of application  
Age relaxation admissible as per Govt of India Rules
5. Educational Qualification/ Experience : **Essential:**

i) Degree in any discipline of a recognized institute or University. Working Knowledge in computer.

ii) A Minimum of 15 years of relevant experience in a Government/ Educational/Research Institution. The candidate would be expected to have experience in a supervisory position with Academic activities and working procedure in higher educational institutions, preferably in design/ fashion technology or similar institution.

### **Additional Eligibility Criteria for Deputation:-**

Officers under the Central/State/U.T. Government/ Universities /Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay 7,600.

### **Desirable:**

Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.

Job Profile  
(Indicative but not  
exhaustive)

a) The Registrar shall be in charge of all academic administration of the Institute and responsible for implementing directives of the Central Government in respect of all academic and student matters and shall coordinate with the Activity Chairperson (Education) in academic administration matters relating to admission, course delivery, assessment, evaluation, award of grades

or diplomas or degrees and such other academic administration related tasks and responsibilities as may be entrusted by the Director.

b) The Registrar shall execute all contracts and legal documents for and on behalf of the Institute, when authorized by a resolution of the Governing Council or approved by the Director and shall not be personally liable in respect of anything under such contract or legal document.

c) The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters.

d) The Registrar shall coordinate with all Heads of Departments, Deans and Discipline Leads for administrative support for all academic related works and facilities of the Institute and Institute Campuses and arrange for the same in consultation with the Activity Chairperson (Education).

e) The Registrar shall chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall also exercise such powers as may be delegated to him under the Delegation of Administrative and Financial Powers by the Governing Council.

f) Any other work/assignments/responsibility assigned by the Higher Authorities

**ANNEXURE-II [A]**

**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER NID MADHYA PRADESH.**

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 State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]

@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) Order (Amendment) Act, 1990

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

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

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

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

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

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 belongs to the

\_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled

Tribe in the State/Union Territory of \_\_\_\_\_ issued by

the \_\_\_\_\_ dated \_\_\_\_\_.

Shri/Shrimati/Kumari \_\_\_\_\_ and/or his/her family

ordinarily reside(s) in village/town \_\_\_\_\_ of

\_\_\_\_\_ District/Division \_\_\_\_\_ of the

State/Union Territory of \_\_\_\_\_.

Date :

Signature

Place :

Office Seal

**NOTE:** The term “Ordinarily” 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 SC/ST 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).



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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_. Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Signature \_\_\_\_\_

Designation \_\_\_\_\_ \$

Dated:

Seal

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\*-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.

**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 \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs.8.00 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.

**ANNEXURE-II [D]**

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DEPUTATION FAILING WHICH ON CONTRACT BASIS AT NID MADHYA PRADESH**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_

in Army/Navy/Air Force.

He has been released from military services:

- (a) on completion of assignment otherwise than
  - (i) by way of dismissal, or
  - (ii) by way of discharge on account of misconduct or inefficiency, or
  - (iii) on his own request, but without earning his pension, or
  - (iv) he has not been transferred to the reserve pending such release
- (b) on account of physical disability attributable to Military Service.
- (c) on invalidment after putting in at least five years of Military service.

He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Note: \*Strike out whichever is not applicable.

Date:

Place:

Signature Designation & Official Seal

**B. Form B. Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
is serving in the Army/Navy/Air Force from \_\_\_\_\_.

He is due for release retirement on completion of his specific period of assignment on \_\_\_\_\_.

No disciplinary case is pending against him.

\*Strike out whichever is not applicable.

Date:

Place:

Signature Designation & Official Seal

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Signature and name of the Candidate

Date:

Place:

**Certificate by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant.....(Name of Applicant) are true and correct as per the facts available on official records. He/she possesses educational qualifications and experience mentioned in the vacancy circular/recruitment notification. If selected, he/she will be relieved immediately or within .....days.

2. Also certified that;

(i) There is no Vigilance or disciplinary case pending/contemplated against Shri/Smt. .... ..  
.....

(ii) His/her integrity is certified.

(i) His/her ACR/APCR Dossier/any such documents related to performance appraisal for the last 5 years are attached with this certificate.

(ii) Major/Minor penalties, if any, imposed on the candidate during the last 10 years/No penalty certificate. (as the case may be).

**Countersigned**

**(Employer/Cadre Controlling Authority with Seal)**