



Employment Notification No:NIPER-HJP/Estt./Recruitt./Ph-VI/ 334/2024, Date:16/06/2024

National Institute of Pharmaceutical Education and Research (NIPER), Hajipur is an Institute of National Importance established by an Act of Parliament 2007 under the aegis of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India. Online Applications are invited from the eligible and suitable Indian Nationals for the Teaching and Non-Teaching posts on direct recruitment/contract basis through open competition on all India basis.

i) Vacancy details:-

Post Code	Designation	Discipline	Pay Level (7 th CPC)	Reservation					Max. age (For direct recruitment)
				UR	OBC (NCL)	SC	ST	EWS	
Teaching Posts									
T-01	Professor	Pharmacology and Toxicology	14	1	0	0	0	0	50
T-02	Professor	Pharmaceutical Analysis	14	1	0	0	0	0	50
T-03	Associate Professor	Pharmaceutical Analysis	13	1	0	0	0	0	45
T-04	Assistant Professor	Pharmaceutical Analysis	12	0	1	0	0	0	43*
T-05	Assistant Professor	Pharmaceutical Analysis	12	1	0	0	0	0	40
T-06	Assistant Professor	Pharmaceutics	12	0	0	0	0	1	40
Non-Teaching Posts									
NT-01	Assistant Registrar On contract basis (Retired Govt. Servant)	Examination	10	1	0	0	0	0	62
NT-02	Estate and Security Officer	Administration	10	1	0	0	0	0	45
NT-03	Public Relation Officer	Administration	8	0	1	0	0	0	38*
NT-04	Receptionist cum Telephone Operator	Administration	7	0	1	0	0	0	38*

* including the age relaxation of the respective category.

Date of Commencement of Online Application	16/06/2024 (Sunday) 10:00 AM
Last date of receipt of Online Application & Payment of Fees	05.07.2024 (Friday) up to 11.59 PM
Last date of receipt of hard copy of successfully submitted online application at NIPER-Hajipur along with all enclosures	10/07/2024 (Wednesday) up to 4:00 PM
For further details please visit our website www.niperhajipur.ac.in .	
LINK FOR SUBMISSION OF ONLINE APPLICATION	
Teaching Posts: https://niperhajipurrec.samarth.edu.in/	Non-Teaching Posts: https://niperhajipurnt.samarth.edu.in
For any query email us: recruitment@niperhajipur.ac.in	



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार

Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India

ई.पी.आई.पी. औद्योगिक क्षेत्र, हाजीपुर, जिला: वैशाली राज्य: बिहार, पिन: 844102

E.P.I.P., Industrial Area, Hajipur, District: Vaishali, State: Bihar, PIN-844102



ii) Qualifications, Experience, etc.:-

Teaching Positions					
Post Code	Designation/ Pay Level	No. of Positions and Reservation	Method of Recruitment	Essential and Desirable Qualifications and Experience	Max. Age limit
(1)	(2)	(3)	(4)	(5)	(6)
Department of Pharmacology and Toxicology					
T-01	Professor Level-14/ 7 th CPC	01 (UR)	Direct Recruitment	A. Essential: Ph.D. with first class or equivalent grade at the preceding degree in the appropriate branch <i>with very good academic record throughout</i> and at least 10 years of Teaching/ Research/ Industrial experience with published works of high quality, well recognized and established reputation of having made conspicuous seminal contribution to knowledge in Pharmaceutical and allied areas. B. Desirable: The candidate should have demonstrated outstanding experience of independent research in terms of proven history of securing extramural funds and having a strong record of high-quality publications. Proven expertise through publications and/or patents for development mammalian expression technologies to produce therapeutic products with monoclonal antibodies and recombinant proteins. Candidate should have demonstrative leadership in in vitro and in vivo pharmacology, handling / supervising Central Animal Research Facility and proven skills in handling and providing training on sophisticated equipment like FACS, confocal and electron microscope, and cryostat, and knowledge of behavioural and cognitive neuroscience and transgenic animals. Candidate having knowledge of immunopharmacology and expertise in discovery and evaluation of vaccines/ biologicals will be preferred. Also, the applicant should lead collaborative research projects at national and international levels as appropriate to the discipline.	Not exceeding 50 Years

Department of Pharmaceutical Analysis

T-02	Professor Level-14/ 7 th CPC	01 (UR)	Direct Recruitment	A. Essential: Ph.D. with first class or equivalent grade at the preceding degree in the appropriate branch <i>with good academic record and at least</i> 10 years of experience, after PhD degree in Teaching-learning process/ Research/ or Industrial experience in the field of pharmaceutical analysis and relevant areas of research. B. Desirable: The candidate should have previous experience in establishing and maintenance of analytical department. Adequate research record on analytical method development, QbD approach, troubleshooting techniques, and method validation as per regulatory guidelines, and sound knowledge in using sensitive instruments like HPLC, LC-MS-MS, ICP-MS, and GC-MS etc., in their research. Having exposure on interdisciplinary analytical research in pharmaceuticals/biological /natural products includes omics, standardizations, trace analysis, impurity/metabolomics profiling etc., will be given preference. Candidate should have demonstrated adequate experience of independent research in terms of receiving grants as principal investigators, patent granted, consultancy works, guidance of PhD scholars and Masters' students with records of published papers in indexed journals. Candidate shall have adequate knowledge and experience quality system like GLP/GMP practice, testing services, records of participation in governance and policy making shall be added preference.	Not exceeding 50 Years
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T-03	Associate Professor	01 (UR)	Direct Recruitment	A Essential: Ph.D. in Pharmaceutical Sciences with first class or equivalent grade at the preceding degree in the appropriate branch with very good academic record throughout and at least 8 years of Teaching/ Research/ Industrial experience with published works of high quality, well recognized and established reputation of having made conspicuous seminal contribution to knowledge in Pharmaceutical and allied areas. B. Desirable: The candidate should have experience in analytical method development, troubleshooting, and method validation as per regulatory guidelines. Candidates having hands-on experience in sensitive instruments like HPLC, LC-MS-MS, and GC-MS and using them for their research in pharmaceuticals/biological/natural products will be given preference. Candidate should have demonstrated adequate experience of independent research in terms of guidance of PhD, Masters' students, execution and/or recipients, with records of published papers in indexed journals. Records of receiving research grants, patent, consultancy works are added advantages.	Not exceeding 45 Years
T-04	Assistant Professor Level-12/7 th CPC	01 OBC (NCL)	Direct Recruitment	A. Essential: Ph.D. with first class or equivalent grade at the preceding degree in the appropriate branch <i>with very good academic record throughout</i> and at least 5 years of Teaching/ Research/ Industrial experience with published works of high quality, well recognized and established reputation of having made conspicuous seminal contribution to knowledge in Pharmaceutical and allied areas. B. Desirable The candidate should have experience in analytical method development, troubleshooting, and method validation as per regulatory guidelines. Candidates having hands-on experience in sensitive instruments like HPLC, LC-MS-MS, and GC-MS and using them for the analysis of pharmaceuticals/biological will be given preference. Candidate should have demonstrated adequate experience of independent research in terms of guidance of Masters' students, execution and/or recipients, with records of published papers in indexed journals.	Not exceeding 43 years

T-05	Assistant Professor Level-12/7 th CPC	01 (UR)	Direct Recruitment	A. Essential: Ph.D. with first class or equivalent grade at the preceding degree in the appropriate branch <i>with very good academic record throughout</i> and at least 5 years of Teaching/ Research/ Industrial experience with published works of high quality, well recognized and established reputation of having made conspicuous seminal contribution to knowledge in Pharmaceutical and allied areas. B. Desirable The candidate should have experience in analytical method development, troubleshooting, and method validation as per regulatory guidelines. Candidates having hands-on experience in sensitive instruments like HPLC, LC-MS-MS, and GC-MS and using them for the analysis of pharmaceuticals/biological will be given preference. Candidate should have demonstrated adequate experience of independent research in terms of guidance of Masters' students, execution and/or recipients, with records of published papers in indexed journals.	Not exceeding 40 years
Department of Pharmaceutics					
T-06	Assistant Professor Level-12 /7 th CPC	01 (EWS)	Direct Recruitment	A. Essential: Ph.D. with first class or equivalent grade at the preceding degree in the appropriate branch <i>with very good academic record throughout</i> and at least 5 years of Teaching/ Research/ Industrial experience with published works of high quality, well recognized and established reputation of having made conspicuous seminal contribution to knowledge in Pharmaceutical and allied areas. B. Desirable: Candidates should have experience in developing crystallization for NCE, solid state pharmaceuticals, molecular pharmaceuticals, Pharmaceutical 3D printing technology, formulation development for the delivery of protein/peptide/DNA/RNA based molecules, stability studies, scale-up studies and technology transfer, etc. Candidate should have demonstrated adequate experience of independent Research in terms of guidance of Masters' students, execution and/or recipients of sponsored/EMR projects and with publication in SCI journals.	Not exceeding 40 years

Non-Teaching Positions

Post Code	Designation/ Pay Level	No. of Positions and Reservation	Method of Recruitment	Essential and Desirable Qualifications and Experience	Max. Age limit
(1)	(2)	(3)	(4)	(5)	(6)
NT-01	Assistant Registrar Level-10/7 th CPC	01 UR	On Contract basis (Retired persons only)	A) Essential: i) Qualification: Master's degree in any discipline from recognized University/Institution ii) Experience: The <i>retired persons</i> from Central /State Govt. Organizations/ University /Research Institution or Central /State Autonomous Bodies /other recognized Institutions of repute with at least Five (05) years experience as Section Officer/Administrative Officer in Pay Level-8). B) Desirable: Relevant experience in the areas of Establishment/ Examinations /Finance. Proficiency in the use of a variety of computer applications, Tally, MS word, Excel, PowerPoint, etc.	Not exceeding 62 years
NT-02	Estate & Security Officer Level 10/7 th CPC	01 UR	Direct Recruitment	A. Essential: i) Qualification: Bachelor degree in any discipline from a recognized University/Institute. ii) Experience: Five (05) years of experience in commissioned service in Army/Navy/Air Force/Para Military Force or Police only not below the rank of captain or equivalent/Dy.SP of police. B) Desirable: Experience in construing and management of Civil/Electrical works of educational buildings and security arrangement to the institutes/ campus & Hostels.	Not exceeding 45 years
NT-03	Public Relation Officer Level-8/7 th CPC	01 (OBC-NCL)	Direct Recruitment	A) Essential: i) Qualification: Post Graduate in any discipline from a recognized University/Institute. ii) Experience: At least Five (05) years of experience in Public Relation/Training and Placement Cell in Central/State Govt. Organizations or University/Research Institute or Central/State autonomous/other recognized institute of repute. B) Desirable: MBA or Post Graduate Degree/Diploma in Mass Communication. Ability to compose & edit press releases, newsletters. Experience in	Not exceeding 38 years

				coordinating with other Central Govt. /State/PSU/Autonomous/Private Companies etc. logistics arrangement of Dignitaries/Guest including career arrangements for conference meetings etc.	
NT-04	Receptionist cum Telephone Operator Level-7/7 th CPC	01 (OBC-NCL)	Direct Recruitment	A) Essential: i) Qualification: Graduate in any discipline from a recognized University/Institute. ii) Experience: Three (03) years of experience in relevant field in Central/State Govt./Organisations/ PSUs/ University/ Research Institute or Central/State autonomous other recognized institutes of repute. The candidate should have good communication skills. B) Desirable: Proficiency in computer operation. Experience in front office keeping. Assisting and Organisation of seminars/workshops/conference etc. Logistics arrangement of Dignitaries/Guest including career arrangements for conference meetings etc. Experience in operating telecommunication assistant in the Institute.	Not exceeding 38 years

iii) General Instructions:-

1. Candidates of only Indian Nationality can apply for these posts.
2. Candidates should read carefully the requisite essential qualifications, age, 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 **“Application form (Hard Copy only)”**, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
3. Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, request with respect to making changes in any data/particulars entered by the candidate in the Online Application will not be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
4. Candidates may apply on prescribed application form online from the NIPER-Hajipur Website. They can apply for more than one post and more than one category provided, they fulfill the eligibility criteria. In such a case, the candidate has to apply for each post and category and Pay Application Fee separately. However, based on the number of candidates applying for different posts, the institute reserves the right to hold a written test and/or Interview for the various posts together or separately on a single or multiple days across various sessions as per suitability of the institute.
5. Incomplete online application or Hard copy of application or those without relevant supporting documents (self-attested copies of Date of birth/ Degrees /Certificates/Mark sheets/Experience Certificates in prescribed format (**Annexure-III**) / documents, etc.) will be rejected.
6. Mere fulfillment of minimum qualifications and experience does not entitle any candidate to receive call letter.
7. The applicants serving in Govt./Semi-Govt./PSUs/Autonomous organization must send their hard copy of Application Form (in the prescribed format) along with the relevant documents **“Through Proper Channel”**. Such candidates are required to send advance copies of their applications before the due date but their candidature shall only be considered if their applications are received through proper channel within **15 days of closing date of receipt of hard copy of applications** or No Objection Certificate from current employer must be attached. **Without which candidate will not allowed to appear in the Test/Interview.**
8. Selection Committee reserves the rights to recommend higher initial pay and position to exceptionally qualified, experienced and deserving selected candidates as per Govt. of India rules.
9. Protection of pay will be given as per Govt. rules.
10. Skype interviews can be arranged for overseas candidates.
11. No TA/DA and accommodation shall be provided for attending the written test/skill test/interview.

12. The maximum age limit and eligibility conditions shall be reckoned for all the posts (Teaching and Non-Teaching) as on the last date for submission of online applications i.e. **on 05.01.2024 (Friday)** and the experience for Teaching post will be considered from the date of completion of Master Degree to the last date of online application by excluding the experience gained while pursuing Ph.D. (copies of documents for date of registration i.e. and date of completion of Ph.D. must be enclosed, In case if the candidate is unable to submit the proof for date of registration, post Ph.D. experience will only be considered).
13. Appointment under Direct Recruitment are regular in nature with a probation period of 1(One) year for the posts T-01 to T-06 & 2 (Two) years for the posts NT-02 to 04 and the same shall be confirmed depending upon satisfactory performance of the incumbent.
14. An Application Fee of **Rs.1000/-(Rupees one thousand only)** for both Teaching and Group-A Non-Teaching officers (from Pay Level- 10 and above), **Rs 500/-(Five Hundred only)** for other Non-Teaching posts has to be paid through NEFT/IMPS/bank transfer to the following accounts

Name of the Bank–State Bank of India Branch – Paswan Chowk, Hajipur

Account Number – 30579341507 Type of Account–Current Account

IFSC – SBIN0017487

Note: The Fee payment details must be entered in the stipulated place of online application.

The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for applicants belong to SC/ST, Persons with Disability and Women. During submission of online Application, a PDF will be generated with the completed form.

15. The mode of recruitment is “**Direct Recruitment**” for Post Code: T-01 to T-06 basis and Post Code: NT-02 to NT-04 the mode of recruitment is only on Direct Recruitment basis.
16. **Mode of Selection:** The selection process for Teaching posts consists of two phases (a) Seminar Presentation (b) Interview. The shortlisted candidates will be invited to give seminar presentation before a duly constituted Committee. Candidates are advised to visit the Website **<https://nipershajipur.ac.in>** regularly. No separate call letter will be sent. Email communication will only be sent. For Non-Teaching posts, selection process is based on the performance in the Interview before the duly constituted committee for the posts NT-01 & NT-02 and for NT-03&T-04 will be based on Skill Test/Written Test.
17. A Candidate’s admission to the Written Test/Interview and subsequent process is strictly provisional. The mere fact that the call letter(s)/has been issued to the candidate does not imply that his/her candidature has been finally declared by the NIPER-Hajipur. The NIPER- Hajipur would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/Certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in the NIPER-Hajipur, their services are liable to be summarily terminated.

18. The institute (The Board / Competent Authority) reserves the right to:
 - (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - (c) Increase/Decrease the number of posts without giving any reason.
 - (d) Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment.
 - (e) Hold Written Test, Skill/Trade Test, Presentation and/ or Interview for selection, whenever circumstances so warrant.
 - (f) Approval for relaxation of age / appropriate qualifications experience to appear in interview .
19. Applicants are advised to mention their correct and active email id in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
20. Intimations will be sent only by E-mail as per the details mentioned in the Application form.
21. **In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's Website.**
22. Guidelines relating to recruitment rules shall be followed as per NIPER Act, 1998 as amended from time to time.
23. **Certificate in support of Experience should be in proper format i.e, it should be on the organization letter head bearing the date of issue, Name, Designation along with Present Scale/Level, experience in each Pay Scale/Level should be clearly mentioned (From DD/MM/YY to DD/MM/YY), including nature of duties and Signature of the Administrative Authorities.**
24. No person shall be recruited unless he/she in good mental and bodily health and free from any physical defect that is likely to interfere with the efficient performance of his/her official duties. **Before candidates recruited directly are finally approved for appointment to the institute, he/she shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.**
25. After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/ She may be assigned any duty within or outside the Institute depending upon the exigency of the work. Further, it may also be noted that during probation period incumbent will **not be allowed** for employment elsewhere.
26. Candidates who have obtained degrees /diplomas /certificates for various courses from any Institution declared fake/derecognized by the UGC/ AICTE/PCI shall not be eligible for being considered for recruitment to the post advertised.
27. In case any dispute arises on account of interpretation of clauses in any version of this Advertisement other than English, the English version available on the NIPER-HJP Website shall prevail.
28. Any dispute arising out of this Advertisement including the recruitment process shall be subject to the sole jurisdiction of the Hon'ble Courts situated at

Patna only.

29. The following subjects are considered under Pharmaceutical Sciences Category:

Medicinal Chemistry; Pharmaceutical Analysis; Pharmacology & Toxicology; Pharmaceutics; Regulatory Toxicology; Pharmacy Practice; Clinical Pharmacy; Hospital Pharmacy; Industrial Pharmacy; Pharmaceutical Technology (Formulation); Pharmaceutical Technology (Process Chemistry); Pharmacoinformatics; Pharmacognosy; Pharmaceutical Chemistry; Community Pharmacy; Pharmaceutical Biotechnology.

30. **CANVASSING IN ANY FORM MAY LEAD TO DISQUALIFICATION OF THE CANDIDATURE.**

31. **Relaxation in Age Limit shall be as per the Govt. of India rules only**

Category	Age Relaxation
OBC(NCL)	3 Years against reserved posts for OBC(NCL) only.
SC	5 Years against reserved posts for SC only.
Departmental Candidates	Relax able up to 5 years as per the norms for the appointments by Direct Recruitment (For NIPER candidates only).
Ex-Serviceman	As per GoI prevailing rules

Where there are no posts under reserved categories, such candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved category. No age relaxation against the Unreserved vacancies as per Govt. of India order No.36011/1/98/Estt(Res) dated 1/7/1998.

Abbreviations:

UR-Unreserved	OBC (NCL) - Other Backward Classes (Non-Creamy Layer)	SC-Scheduled Caste	ST-Scheduled Tribe	EWS-Economically Weaker Section	PwD-Persons with Disabilities
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- Applicant's applying for the posts reserved for OBC(NCL) should submit a self-attested copy of valid caste certificate specifically mentioning Non-Creamy Layer / not belong to Creamy Layer exclusively in the format prescribed by the Govt. of India, vide column 3 of GoI, Dept. of Personnel & Training (DoPT): O.M No:36012/22/93-Estt. (SCT), dated 8.9.1993 and modified O.M.No.36033/3/2004-Estt.(Res), dated 14.10.2008. The Caste Certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013-Estt. (Res.), dated 30.05.2014 (as enclosed in Annexure-1), without which the application will be treated as general(unreserved).
- Reservations for SC, ST, OBC (NCL) and Persons with Benchmark Disabilities will be as per existing Government of India norms as amended from time to time. Applicants applying for the reserved posts should clearly state to which category they belong.
- Applicants seeking fee exemption under SC/ST category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (Annexure-II).
- Divyaang candidates are required to submit a medical certificate for disability of 40% or more on the format prescribed by the Government of India.

32. As per DoPT order age relaxation is not admissible for SC/ST/OBC (NCL) candidates for UR category vacancies.

33. As per DoPT order age relaxation is not permissible for other departmental candidates but only applicable to NIPER candidates.
34. Candidates shall have to produce original testimonials at the time of interview, failing which the interview will not be allowed. The original Certificates/Degrees /Certificate (where ever applicable), etc., of the candidate(s) are subject to verification before joining, in case of selection.
35. The institute will **NOT** be responsible for non-receipt of application (s) within stipulated period due to any postal delay/loss of application /documents in transit. Late receipt of applications may not be considered. However competent authority reserves the right to condone the delay due to unforeseen circumstances.
36. **Only shortlisted candidates will be called for interview / written test/Skill Test. The Director / Screening Committee reserves the right to shortlist the candidates on the basis of educational qualification / experience/papers published.**
37. Each Application must be sent in a separate envelope and each envelope should contain one application only.
38. (a) The candidates are required to apply ONLINE only from **16th June 2024 (Sunday) to 5th July 2024 (Friday)** up to 11.59 PM.
- (b) For submission of application through ONLINE MODE, please visit:<https://niperhajipur.ac.in>
- (c) Before sending/posting the Hard Copy of Online Application (successfully submitted) the candidates must ensure that the Application Form is completed in all aspect i.e. duly signed, pasting recent passport size photograph (clearly visible) have been put in-place at space provided for it and all relevant educational, experience and Category Certificate (where ever applicable) duly self-attested copy have been attached properly.
- (d) The complete Hard Copy Application Form (in all aspects) must reach the Institute on or before **10th July 2024 (Wednesday)** up to 04.00 PM by Registered/Speed Post/Courier. The envelope, containing complete application, should be super-scribed as “**Name of the Post Applied for**” & Post Code.____”“**Employment Notification No.**_____”and must be sent to
- The Registrar I/C
NIPER-Hajipur (Recruitment Cell),
Export Promotions Industrial Park (EPIP), Industrial Area Hajipur,
Dist: Vaishali, PIN: 844102,BIHAR, INDIA.**
- (e) The Applications (Hard Copy of the successfully submitted online form only) will also be accepted in person from 11AM to 4PM on all working days up to **10th July 2024 (Wednesday)** up to 04.00 PM.

**Registrar I/C
NIPER-Hajipur**

ANNEXURE - I

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

This is to certify that _____ 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.
- vii) 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.
- viii) 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.
- ix) 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.
- x) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xi) Resolution No.12011/1/2001-BCC dated 19th June, 2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June, 2003.
- xii) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xiii) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri _____ 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 & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Dept. of Personnel and Training OM No. 36033/3/2004-Estt (Res) dated 09.03.2004 & 14.10.2008.

Dated:

Seal:

District Magistrate or Deputy Commissioner etc.

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 / Taluk Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of Ist Class Stipendary Magistrate).
 - ii) ChiefPresidencyMagistrate/AdditionalChiefPresidencyMagistrate/PresidencyMagistrate.
 - iii) Revenue Officer not below the rank of Tahsildar
 - 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 assuming that the candidate does not fall in the creamy layer.

ANNEXURE -II

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 Corporation 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 to other.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/Mother of Shri/Shrimati/Kumari* _____

Of village/town* _____
in District/Division* _____ of the State/Union Territory* _____ who
belong to the _____ Caste/Tribe* which is recognized as a Scheduled
Caste/Scheduled Tribe in the State/Union Territory* issued by the _____
dated _____.

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

Place: _____ Signature _____

Date: _____ **Designation _____

With a Seal of Office State/Union Territory

* 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 / Taluk Magistrate / Executive Magistrate.
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tahsildar.
- (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.

LETTER HEAD OF THE ORGANISATION

Reference No.

Date:

This is to certified that Sh/Smt./Mr. is
working /had worked as in Pay Scale/Band Pay
(Grade Pay)/Pay Level..... sinceto
.....

This last Basic Pay is.....

Signature

Head of Office/Institution

Note: This certificate is required for experience acquired by the candidate in each Post held
by the individual for calculation of experience.