

Advt. No.: BSBA/Advt./2024-25/03

Dated: 26th November, 2024**ADVERTISEMENT FOR NON-TEACHING POSITIONS**

Babasaheb Ambedkar State University (BASU) invites online applications from eligible Indian nationals for appointment under direct recruitment for Non-Teaching and including backlog posts.

With the approval of the competent authority, the University has scrapped the recruitment process of non-teaching employees advertised through the vide Advertisement No.

Advt. No.: BSBA/Advt./2024-25/03

A fresh advertisement is being issued hereby. The candidates who have applied for the non-teaching position against above advertisement may apply afresh subject to fulfilling the eligibility criteria and other terms & conditions as prescribed in the advertisement. Such candidate will be exempted from making payment of Application Processing Fee on submission of proof of payment of Application Processing Fee.

Following are the crucial dates for application:

Date of commencement of online application	1 st December, 2024
Last date of online application	10 th December, 2024
Centre, Date, time and Shift of Examination	As indicated on the Admit Card
Website	www.bsba.ac.in
Fee Details Payable By The Candidates	
Category	Application Processing Fee
General (Unreserved)/OBC/EWS	Rs. 500/-
SC/ST/Transgender/PwBD/Women [minimum disability 40% or above]	Exempted

DETAILS OF NON-TEACHING POSITIONS

S. N.	Name of the Post	Group	No. of Posts	Reserved for Category	Pay Matrix As per 7th CPC [Pay Level and Pay Range]
1	Section Officer	B	04	04-UR	Level-7, 44900-142400/-
2	Private Secretary	B	04	04-UR	Level-7, 44900-142400/-
3	Assistant	B	06	06-UR	Level-6, 35400-112400/-
4	Junior Engineer (Electrical)	B	02	02-UR	Level-6, 35400-112400/-
5	Hindi Translator	B	02	02-UR# (Reserved for PwBD Category 'a')	Level-6, 35400-112400/-
6	Senior Technical Assistant	B	02	02-UR# (Reserved for PwBD Category 'b')	Level-6, 35400-112400/-
7	Technical Assistant	C	02	02-UR	Level-5, 29200-92300/-
8	Security Inspector	C	02	02-UR	Level-5, 29200-92300/-
9	Upper Division Clerk	C	02	02-UR	Level-4, 25500-81100/-
10	Laboratory Assistant	C	06	02-UR, 02-OBC# (02-Post reserved for PwBD Category 'c')	Level-4, 25500-81100/-
11	Library Assistant	C	02	02-UR	Level-3, 21700-69100/-
12	Lower Division Clerk	C	08	04-UR, 02-ST, 02-EWS	Level-2, 19900-63200/-
13	Lower Division Clerk (for caretaking the job of Guest House)	C	02	02-UR	Level-2, 19900-63200/-
14	Driver	C	06	04-UR, 02-OBC	Level-2, 19900-63200/-
15	Laboratory Attendant	C	08	02-UR, 02-OBC, 02-OBC#, 02-SC	Level-1, 1800-56900/-
16	Library Attendant	C	04	02-OBC#, 02-EWS	Level-1, 1800-56900/-

17	Attendant (Hostel) [01- for Boys and 01- for Girls Hostel]	C	04	02-UR (Female), 02-OBC (Male)	Level-1, 1800-56900/-
TOTAL			66		

#Backlog vacancy

Abbreviations:

UR	Unreserved	SC	Scheduled Caste	ST	Scheduled Tribe
OBC	Other Backward Class	EWS	Economically Weaker Section		
PwBD	Persons with Disability:				
(a)	Blindness & low Vision.				
(b)	Deaf & Hard of hearing				
(c)	Locomotor disability (One Arm/ One Leg/ Both Leg)				
(d)	Autism, intellectual disability, specific learning disability and mental illness.				
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability.				

[*OBC-NCL (Other Backward Classes)-NCL (Non-Creamy Layer) as per the Central List of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on <http://www.ncbc.nic.in/>) may mention OBC-NCL in the Category Column. State list OBC-NCL Candidates who are not in OBC-NCL (Central List) must choose Unreserved/General.]

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIRMENTS, ETC.

1	Name of Post	Section Officer (04-UR)
2	Age Limit	35 Years
3	Educational and other qualifications	Essential: <ol style="list-style-type: none"> A Bachelor's Degree in any discipline from any recognized Institute/ University. Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding Equivalent position in any reputed Private companies/bank with annual turnover of at least Rs.200/-Crores or more. Proficiency in Computer Operation, noting and drafting. Note: Computer proficiency test shall be conducted
4	Period of probation	NA

1	Name of Post	Private Secretary (04-UR)
2	Age Limit	35 Years
3	Educational and other qualifications	Essential: <ol style="list-style-type: none"> A Bachelor's Degree from a recognized University/Institute. At least 03years experience as Personal Assistant or 5years as Stenographer in a University/ Research establishment/ Central/ State Govt./PSU and other autonomous bodies. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m. in Hindi. Knowledge of computer applications. Skill Test Norms on Computer: Dictation:10 minutes @120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English) /60 minutes (Hindi) Desirable: Proficiency in English & good communication skills.
4	Period of probation	NA

1	Name of Post	Assistant (06-UR)
2	Age Limit	35 Years
3	Educational and other qualifications	<p>Essential: Bachelor's Degree from a recognized University/ Institution.</p> <p>Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.</p> <p>Proficiency in typing, Computer applications, noting and drafting.</p> <p>Note: Computer proficiency test including typing shall be conducted.</p>
4	Period of probation	NA

1	Name of Post	Junior Engineer (Electrical) (02-UR)
2	Age Limit	35 Years
3	Educational and other qualifications	<p>Essential: Bachelor's Degree of Engineering/Technology in Electrical or relevant field from recognized Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering/Technology in Electrical or in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations/ Central/ State Universities/ Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/-Crores or more.</p>
4	Period of probation	NA

1	Name of Post	Hindi Translator (02-UR, PwBD)
2	Age Limit	35 Years
3	Educational and other qualifications	<p>Essential: Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a</p>

		<p>compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Desirable:</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.</p> <p>Note: Computer proficiency test shall be conducted</p>
4	Period of probation	NA

1	Name of Post	Senior Technical Assistant (02-UR, PwBD)
2	Age Limit	35 Years
3	Educational and other qualifications	<p>Essential:</p> <p>i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology/Information Technology from any recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Computer Science/Technology / MCA from any recognized University/Institute.</p> <p>At least two years' experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p> <p>Note: Skill test shall be conducted.</p>
4	Period of probation	NA

1	Name of Post	Technical Assistant (02-UR)
2	Age Limit	32 years
3	Educational and other qualifications	<p>Essential:</p> <p>Computer Stream: Bachelor degree in Computer Science/ Computer Application with 55% marks and three years experience in Network Administration/Database Management/ Software Development etc.</p> <p>Note: Skill/Trade test shall be conducted</p>
4	Period of probation	NA

1	Name of Post	Security Inspector (02-UR, Ex-servicemen)
2	Age Limit	32 Years
3	Educational and other qualifications	<p>Essential:</p> <p>Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs. 200/- Crores or more.</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed service with atleast Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV/ Motorcycle).</p> <p>Note: Computer proficiency test shall be conducted.</p>

4	Period of probation	NA
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1	Name of Post	Upper Division Clerk (02-UR)
2	Age Limit	32 Years
3	Educational and other qualifications	Essential: 1. A Bachelor's Degree from any recognized Institute/University. 2. Two years' experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment/ Central State Govt./PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of atleast Rs.200/-Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations. Note: Skill test shall be conducted
4	Period of probation	NA

1	Name of Post	Laboratory Assistant (04-UR,02-OBC) [02-post reserved for PwBD]	
2	Age Limit	30 Years	
3	Educational and other qualifications	Science Stream (01-UR)	Essential: Science stream: B.Sc. with 55% marks in relevant discipline Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.
		Engineering & Technology Stream (01-OBC)	Essential: Engineering & Technology Stream: Three years Diploma with 55% marks in Civil / Electrical /Mechanical Engineering Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.
		Computer Stream (01-UR)	Essential: Computer Stream: Bachelor degree in Computer Science/ Computer Application with 55% marks. Note: Skill/Trade test shall be conducted.
4	Period of probation	NA	

1	Name of Post	Library Assistant (02-UR)
2	Age Limit	32 Years
3	Educational and other qualifications	Essential: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications. Note: Skill test shall be conducted
4	Period of probation	NA

1	Name of Post	Lower Division Clerk (02-UR, 01-ST, 01-EWS)/ Lower Division Clerk (Guest House) (01-UR)
2	Age Limit	27 years

3	Educational and other qualifications	Essential: (i) 10+2 from a recognized Board. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations. Note: Skill test shall be conducted
4	Period of probation	NA

1	Name of Post	Driver (04-UR, 02-OBC)
2	Age Limit	30 Years
3	Educational and other qualifications	Essential: (i) 10 th Pass from any recognized Board (ii) Possession of a Valid Commercial Driving License for Light /Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3years. Note: Skill test (Driving) shall be conducted
4	Period of probation	NA

1	Name of Post	Laboratory Attendant (02-UR, 04-OBC, 02-SC)
2	Age Limit	30 Years
3	Educational and other qualifications	Essential: 10+2 with Science stream from any recognized Central/State Board OR 10 th Pass from any recognized Central/State Board with Science as one of the subjects and two years' experience in Laboratory of recognized University/Institution /College. Note: Skill test shall be conducted.
4	Period of probation	NA

1	Name of Post	Library Attendant (02-OBC,02-EWS)
2	Age Limit	30 Years
3	Educational and other qualifications	Essential: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications. Note: Skill test shall be conducted.
4	Period of probation	NA

1	Name of Post	Attendant (Hostel) (02-UR for Girls Hostel [only for female candidates] and 02-OBC for Boys Hostel [only for male candidates])
2	Age Limit	32 Years
3	Educational and other qualifications	Essential: (i) 10 th Pass from any State/Central School/Board OR ITI Pass (ii) At least two years of experience in a Hostel/Canteen/Hotel/Guest House etc. Note: Skill test for proficiency in Computer operations shall be

		conducted.
4	Period of probation	NA

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

1. Candidates can apply through “Online” mode only for the post(s) as per the advertisement/vacancy circular.
2. Submission of Online Application Form may be done by accessing Babasaheb Ambedkar State University herein after referred to as “BSBA”) website: www.bsba.ac.in . The Application Form in any other mode will not be accepted.
3. Only one application is to be submitted by a candidate for one of the posts for which(s) he/ she is eligible. If it is found at a later stage that a candidate has submitted more than one Application Form for same post, his candidature shall be summarily rejected for all post(s).
4. However, a candidate who wish to apply for more than one post will be required TO SUBMIT SEPARATE ONLINE APPLICATIONS ALONG WITH SEPARATE ONLINE APPLICATION PROCESSING FEES.
5. Candidates must follow the instructions given in the Information Brochure/Vacancy Circular and on the website: www.bsba.ac.in strictly. Candidates not complying with the instructions shall be summarily disqualified.
6. Candidates must ensure that E-mail Address and Mobile Number provided in the Online Application Form are their own, as all information/communication will be sent by BSBA through e-mail on the registered e-mail address or SMS on registered Mobile Number only.
7. Applicants are advised to submit the documents related to their Change of Name (if applicable) (i.e. Marriage Certificate, Gazette for Name Change, Aadhar Card).
8. Candidate who is already in service shall upload the NOC with Vigilance Clearance Certificate from the competent authority. However, in case the candidate is not able to upload the NOC while applying online, he/she shall should produce a “No Objection Certificate along with the Vigilance Clearance at the time of document verification, if called for.
9. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause.
10. Acceptance of documents submitted by an applicant shall be subject to verification by the Competent Authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
11. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
12. The appointment of candidate shall be subject to verification of character and antecedents by the Competent Authority. Until the verification of character and antecedents reports are received, the appointment shall be

treated as provisional. In case the report/s with regard to his conduct, Character, Antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled /terminated forthwith.

13. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
14. The selected candidate shall produce a Medical Fitness Certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In case where a person has already been examined by a Medical board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.
15. The term and conditions of appointment shall be communicated to the candidate in the form of “Offer of Appointment” to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
16. The selected candidate shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
17. The selected candidate shall be governed by the **National Pension Scheme** of the Govt. of India.
18. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
19. At the time of recruitment, a “Service Agreement” shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such Service Agreement shall be duly stamped as per the rates applicable.
20. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or document verification, wherever applicable or whenever directed to do so. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/document verification and his candidature may be treated as cancelled without any further communication in this regard.
21. The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reason whatsoever. However, the number of posts to be filled up shall not exceed the number of posts advertised including anticipated vacancies.
22. The University may draw a reserve panel to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
23. The Experience and Qualification will be reckoned as on last date of submission of Online Application.
24. The experience shall be reckoned after passing of the essential qualification.

25. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
26. Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
27. The reservations / relaxations for Ex-serviceman will be as per the existing Govt. of India rules.
28. Reservations for SC, ST, OBC, EWS and Persons with Benchmark Disabilities will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong.
29. Candidates seeking reservation under SC/ST/OBC/EWS category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (**Annexure-I, II, and III**).
30. Candidates applying for the post(s) reserved for OBC (specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority) / EWS, should submit a self-attested copy of valid certificate **issued on or after 01.04.2024**.
31. In case of candidates want to claim benefits under the Persons with Benchmark Disabilities (PwBD) category, the candidates' relevant disability should not be less than 40%. Proof to this effect, must be enclosed with the application as per **Annexure - IV-I, IV-II, IV-III** (whichever applicable) without which the application will be treated as 'General (unreserved)'.
32. The appointment under EWS category shall be provisional and subject to the Income and Asset Certificate being verified through proper channel and if the verification reveals that the claim to belong to EWS is fake / false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of fake / false certificate. The Income and Asset Certificate (**Annexure-III**) issued by any one of the authorities mentioned in the prescribed format as given in **Annexure-III** shall only be accepted as proof of candidate's claim as belonging to EWS.
33. Candidates seeking reservation under Ex-serviceman (ESM) are required to submit certificate in the prescribed format enclosed with the application as per **Annexure-V** (Serving defence personal certificate, if applicable), **Annexure-VI** (undertaking).
34. Permissible relaxation in upper age limit and category-codes for claiming age relaxation are as follows:

Category	Age-relaxation permissible beyond upper age limit
SC/ST	5 years
OBC	3 years
PwBD (Unreserved)	10 years
PwBD (OBC)	13 years

PwBD (SC/ST)	15 years
Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date

35. The upper age limit is relaxable up to 40 year of age (45 years for SC/ST) for appointment to Group C posts for regular employees of the central govt./State Govt./Central Universities/UGC maintained deemed to be Universities/other Central /States Autonomous bodies/Organizations/Institutions who have rendered 3 years continuous service. Candidates seeking age relaxation under above categories of employee are required to produce a certificate in the prescribed format enclosed with the application as per **Annexure–VII**.
36. The University reserves the right to restrict the candidates to be called for written exam to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by duly constituted Screening Committee(s) and approved by the competent authority. Admit Cards/Hall Tickets for attending written exam will be sent only to the short-listed candidates by E-mail. No correspondence will be entertained with the applicants who are not short-listed to be called for written exam/interview. Hall Tickets / Call letters and other correspondence for attending the written examination, etc. will be sent only to the eligible candidates by email only.
37. **Candidates showing experience of Private Organization in their application, need to attach the proof of Organization's turnover of Rs.200/- crores or more, wherever applicable. However, if the employee is engaged in a Govt. organization/ PSU/ Autonomous Bodies through contract/ outsource basis, the experience may be counted.**
38. The University reserves the right:
- To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - To increase / decrease the number of posts after due procedure as per directions of UGC from time to time.
39. The University will not be responsible for any communication due to wrong address provided by the candidates.
40. The candidate shall attend the written test/trade test/proficiency test at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government Service/ or holding any other employment under PSUs/Local Governments/Panchayats.
41. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Babasaheb Ambedkar State University in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination / interview will be final and no query or correspondence will be entertained in this connection from any individual or his / her agency.
42. In case of any dispute, suit or legal proceeding against the university, the jurisdiction shall be restricted to Hon^{ble} High Court of Bombay , Maharastra.
43. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake / derecognised by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.

44. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
45. No person shall be recruited unless he/she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient performance of his official duties except PwBD (Divyang Candidates). If selected and appointed, he/she shall be required to produce a medical fitness certificate from Competent Authority as specified by the University.
46. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University / UGC / GOI.
47. One of the referees should be from the organization where the candidate is presently working.
48. Candidates in their own interest are advised to remain in touch with the University website www.bsba.ac.in they should also regularly check their email account / SMS for updates. Amendments / changes if any in the advertisement shall be published only on the University website www.bsba.ac.in.
49. The online applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
50. Any request to change the Examination Centre, Date and Time provided on the Admit Card shall not be considered under any circumstances.
51. The Candidates have to appear at their own cost at the Examination Centre on Date and Timing indicated on their Admit Card issued by the BSBA.

How to Apply:-

Interested candidates may apply online through the link <https://apply.bsba.ac.in>

IMPORTANT NOTE:-

1. Corrigendum/Addendum, if any, will be made only in the University website. Hence, all the applicants are advised to visit the University website regularly.
2. For query, if any, please write to recruitment@bsba.ac.in

DISCLAIMER

Candidates are advised to read the Information Broucher / Vacancy Circular carefully and go through the instructions therein, especially reading filling of online application form available on the website www.bsba.ac.in before starting online registration.

Candidates should ensure that all information entered during the online registration process is correct.

Online information provided by candidates, like, name of candidate, date of birth, contact/addres details, category and PwBD status, educational qualifications, and experience details, etc. will be treated as correct/final. Any request for changes in such information after final submission will be not be considered by BSBA under any circumstances. Any candidate found to mislead by providing inaccurate information will be debarred from taking this recruitment examination and his/her candidature for any post shall be automatically treated as forfeited.

BSBA disclaims any liability that may arise due to incorrect information provided by the candidate(s) during registration/application process.

BSBA doe not edit/modify/alter any information entered by the candidate after completion of application process under anv circumstances.

1. SELECTION CRITERIA:

General Descriptions:

- I. The selection process shall consist of following Papers:
 - A) Objective Type Test (Paper – I)
 - B) Descriptive Type Test (Paper – II) (Wherever applicable)
 - C) Skill Test (Typing/Trade/Computer Proficiency Test, wherever applicable)
- II. The Objective type test (Paper – I) shall be conducted first which will be of qualifying nature.
- III. The minimum qualifying marks to be secured in Paper I shall be 40% for UR, 35% for OBC (NC) & EWS and 30% for SC/ST/PwBD categories. **However, the minimum qualifying marks to be secured shall be 40% for candidates of all categories for unreserved (UR) posts.**
- IV. Top twenty candidates against one post among the qualified candidates in Paper I shall be called for participating in Paper II (Descriptive) examination.
- V. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) & EWS and 35% for SC/ST/PwBD categories. **However, the minimum qualifying marks to be secured shall be 50% for candidates of all categories for unreserved (UR) posts.**
- VI. The candidates who secure minimum qualifying marks in Paper II shall be called for the skill test/trade test/computer proficiency test, wherever applicable. The skill test/trade test/computer proficiency test will be of qualifying nature.
- VII. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 50% in each section (i.e. typing/trade/Computer proficiency test).
- VIII. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- IX. PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- X. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- XI. Medium – English and Hindi (Except English Paper).

2. SCHEME OF EXAMINATION:

The examination will consist of two papers, Paper – I (Objective type test) and Paper – II (Descriptive type test) of 100 marks each.

The Scheme of Examination for Paper – I (Objective type test) is given below:

Scheme of Examination for Group B Posts			
Stage I	Section	Subject	Marks
MCQ Type	Section-1	General Awareness	30
	Section-2	Reasoning and General Intelligence	20
	Section-3	Mathematical Abilities	20

	Section-4	Computer Knowledge	10
	Section-5	Hindi or English Language	20
Total			100 Question = 100 Marks
			Duration 120 Minutes

Disclaimer: CUJ can re-conduct the examination at any stage of the exam, if required.

3. INDICATIVE SYLLABUS of Paper – I (Objective Type Test): 100 Marks

- i. **Section 1 – General Awareness (30 Marks)**
Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- ii. **Section 2 – Reasoning & General Intelligence (20 Marks)**
This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion Indexing, Address matching, Date & City matching, Classification of center codes/roll numbers, Small & Capital letters/numbers coding, decoding and Classification and Critical thinking.
- iii. **Section 3 – Mathematical Ability (20 Marks)**
The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationship between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and Distance, Time and Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances.
There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.
- iv. **Section 4 – Computer Knowledge (10 Marks)**
Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.
- v. **Section 5 – Hindi or English Language (20 Marks)**
English – Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spelling/Detecting Misspelt words, Idioms & Phrases, One word substitution, Active/Passive Voice, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Comprehension Passage.
Hindi – हिन्दी के प्रश्न निम्नलिखित क्षेत्रों पर आधारित होंगे-
पर्यायवाची / विलोम शब्द पर अध्यारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न , वाक्य अशुद्धि संशोधन पर आधारित प्रश्न , मुहावरे, लोकोक्तियों पर आधारित प्रश्न, अनेक शब्द पर आधारित प्रश्न, वातनी की त्रुटि

Note: The Scheme of Examination & Syllabus for Paper II and Skill Test (Typing/Trade/Computer Proficiency Test, *wherever applicable*) for direct recruitment of all the Group 'B' and 'C' posts shall be made available in the University website in due course of time.

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 _____.

Signature _____

**Designation _____

With a Seal of Office
State/Union Territory

Place: _____

Date: _____

* Please delete the words which are not applicable @ Please quote specific presidential order % Delete the paragraph which is not applicable.

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

**** List of authorities empowered to issue 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 Jharkhand state should submit caste certificate **ONLY FROM THE REVENUE DIVISIONAL OFFICER.**

ANNEXURE - II

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.
- 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.
- xii) 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.
- xiii) 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.
- xiv) 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.
- XV) 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

- / 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 assuming that the candidate does not fall in the creamy layer.

Government of _____

(Name & Address of the authority issuing the certificate)

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 _____ Pin Code _____ whose photograph is

attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below ` 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.

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.

NOTE:-

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

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

Form-V

CERTIFICATE OF DISABILITY

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

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent Passport
size attested
photograph
(showing face
only) of the
person with
disability.

Certificate No. _____ Date: _____

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

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

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

(A) he/she has _____ % (in figure) _____ percent (in words) permanent
locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per
guidelines (_____ number and date of issue of the guidelines to be specified).

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

Details of authority issuing certificate

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/thumb
impression of
the person in
whose favour
certificate of
disability is
issued

Form-VI**CERTIFICATE OF DISABILITY****(In cases of multiple disabilities)****[See rule 18(1)]****(Name and Address of the Medical Authority issuing the Certificate)**

Recent passport size attested photograph (Showing face only) of the person with disability.

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

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

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

17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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

In figures: - _____ percent.

In words: - _____ percent.

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

3. Reassessment of disability is:

i) not necessary, or

ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _DD/MM/YYYY_.

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

e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

1. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/ thumb impressio n of the person in whose favour certificate of disability is issued
--

Form-VII

CERTIFICATE OF DISABILITY

(In cases other than those mentioned in Forms V and VI) [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(showing face only
of the person with
disability)

Certificate No. _____ Date: _____ This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

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

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) not necessary, or

ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _DD/MM/YYYY_.

@ eg. Left/Right/both arms/legs

eg. Single eye/both eyes

€ eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

(Authorized Signatory of Notified Medical Authority)

(Name & Seal)

Countersigned

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

Signature/thumb
impression of the
person in whose
favour certificate
of disability is
issued

Note: - In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Certificate for Serving Defence Personnel

I hereby certify that, according to the information available with me (No.)

_____ (Rank) _____ (Name)

_____ is due to complete the specified term of his engagement with the Armed

Forces on the (Date) _____.

(Signature of Commanding Officer)

Office Seal

Place:

Date

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I,bearing application no.....,applying for the post of against Advt. No., dated/...../ 2022, do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age□ relaxation only; I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Application No.:

Date:

Date of appointment in Armed Forces:

Date of Discharge:.....

Last Unit/ Corps:

Mobile Number:.....

Email ID:.....

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

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

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

Signature _____

Name _____

Official Seal _____

Place:

Date:

(*Please delete the words which are not applicable.