

Government of India  
Ministry of Science and Technology  
Department of Biotechnology  
Block-2, CGO Complex, Lodhi Road  
New Delhi-110003

Advt. No.A-12024/2/2025-ESTT-DBT

Applications are invited from Indian citizens for filling up of the posts of Scientist 'C' on direct recruitment basis in the Department of Biotechnology as per details given below:-

- **STARTING DATE:** From the date of publishing of advertisement in Employment News/Rojgar Samachar
- **LAST DATE** For Receipt of Applications in Online Mode: 30 days from date of publishing of advertisement in Employment News/ Rojgar Samachar

- |                          |  |
|--------------------------|--|
| <b>1. NAME OF POST</b>   | : Scientist 'C'  |
| <b>2. DESCRIPTION</b>    | : Group 'A' Gazetted Post (Scientific)   |
| <b>3. SCALE OF PAY</b>   | : Pay Matrix Level-11 (Rs. 67,700-208700/-) in 7 <sup>th</sup> CPC<br>[Pre-revised scale of Rs. 15600-39100 + GP Rs 6600/-]  |
| <b>4. NATURE OF POST</b> | : Permanent  |
| <b>5. VACANCIES</b>      | : Ten (10)<br>[UR-04, OBC(NCL)-03, SC-01, ST-01, EWS-01]*<br>[Out of the above 10 Posts one Post is reserved for PwBD(D,HH)] |

*\*Note 1: The number of posts to be filled may vary. The Department reserves the right to fill vacancies arising subsequent to this advertisement under this recruitment process till the validity date of the panel recommended candidates in the main list or waiting list. The Department also reserves the right to cancel the recruitment without assigning any reason.*

*\*Note 2: Reservation policy of the Central Government as amended from time to time applies to the post of Scientist 'C'. For further details regarding all reservations, refer to Appendix III.*

Abbreviations used: UR - Unreserved, SC - Scheduled Caste, ST - Scheduled Tribe, OBC(NCL) - Other Backward Class (Non-Creamy Layer), EWS (Economically Weaker Section), PwBD(D,HH)-Persons with Benchmark Disabilities (Deaf, Hard of Hearing).

## 6. ELIGIBILITY CONDITIONS:

**6.1 NATIONALITY:** The applicant must be a citizen of India.

**6.2 AGE LIMITS:** The upper age limit for direct recruits shall be 35years. The crucial Date for determining the age-limit shall be the closing date for receipt of applications from candidates.



Upper age limit shall be relaxable for the Government servants upto five years in accordance with the instructions or orders issued by the Central Government. [Department of Personnel & Training's O.M. No.15012/8/87-Estt.(D) dated 15.10.1987]

Relaxation in upper age limit for SC/ST/OBC/ Persons with Benchmark Disabilities shall be in accordance with orders issued by the Central Government from time to time. The Relaxation in upper age limit for SC/ST candidates shall be 5 years; for OBC candidates shall be 3 years; for Persons with Benchmark Disabilities candidates shall be 10 years.

### **6.3 CLARIFICATION REGARDING DATE OF BIRTH:**

- (i) *The date of birth, accepted by the Department is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate. These certificates are required to be submitted only at the time of applying for the post. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Government Corporation, Service records and the like will be accepted.*
- (ii) *Candidate should note that only the date of birth as recorded in the Matriculation/Secondary Examination certificate or an equivalent certificate on the date of submission of application will be accepted by the Department, and no subsequent request for its change will be considered or granted.*
- (iii) *The candidate should exercise due care while entering their date of birth in the online Application Form for the post. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their matriculation or equivalent Examination certificate, disciplinary action will be taken against them by the Department as per the Rules.*

### **6.4 EDUCATIONAL QUALIFICATION:**

**ESSENTIAL:** Doctor of Philosophy (Ph.D.) in any discipline of Life Sciences or Biotechnology or Biochemistry or Computational or Pharmaceutical or Agricultural or Veterinary Sciences or related disciplines; or Ph.D. in Engineering or Technology – Chemical or Biomedical or Biotechnology or Biopharma; or Doctor of Medicine (M.D.) in any branch of medicine from a recognised University or Institute.

Note I: *The candidate must hold a valid degree of any of Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification as on the closing date of receipt of applications.*

Note II: *Candidates possessing professional and technical qualifications which are recognized by the Government as equivalent to professional and technical degree would also be eligible to apply.*



Note III: Certificate (s) issued by foreign University(s)/Institution(s) must be certified by Association of Indian Universities (AIU), New Delhi by way of equivalence certificate(s). However, professional in case degrees where AIU does not entertain applications for equivalence of such awarded by foreign universities in disciplines which are presently outside the purview of AIU and where such cases are handled by the respective professional councils (recognised by Government of India), the applicant needs to upload equivalence certificate(s) issued by such professional council. Candidates will have to produce all the original certificates thereof as and when required.

**6.5 EXPERIENCE:** No minimum requirement.

## **7. DUTIES ATTACHED TO THE POST**

The incumbent will be responsible for planning, implementation, coordination, and monitoring of research and innovation programs across various sectors of biotechnology. The role involves regulatory appraisal, institutional management, technology facilitation, and strategic partnership development in alignment with national bioeconomy priorities and the mandate of the Department of Biotechnology.

- i. Formulate, appraise, and monitor R&D programmes in agriculture, medical, biomanufacturing, environmental, industrial processes, and animal biotechnology.
- ii. Organize idea-generation workshops, brainstorming meetings, and expert group consultations to identify and design interdisciplinary research initiatives.
- iii. Identify and promote translational potential and commercialization prospects of biotech products and processes emerging from funded projects.
- iv. Facilitate evaluation, implementation, and progress monitoring of approved R&D projects, ensuring alignment with national priorities.
- v. Matters relating to regulatory and biosafety assessment of biotech products, revision and updating of protocols and Standard Operating Procedures, appraisal of proposals for Foreign Direct Investment, Foreign Technology Agreements, Input / Output norms, Industrial Entrepreneur Memoranda and Industrial Licensing.
- vi. Examination and appraisal of IPR issues, managing patent facilitation cell, implementation of innovative research through public-private partnerships with SMEs and large industries, technology management including technology scouting, negotiation with industry, technology assessment and forecasting.
- vii. Represent the department in inter-ministerial committees, national task forces, and international collaborations, as assigned.
- viii. Support the development, coordination, and administrative management of DBT-supported autonomous institutions. Manage budgetary, governance, and performance oversight of DBT-affiliated institutions in coordination with financial and administrative divisions.



## 8. LIABILITY TO SERVE

- (i) The selected candidates appointed as Scientists shall be liable to serve anywhere in India or abroad as and when required in the interest of the Department.
- (ii) The Scientists so appointed shall be liable to undergo training and be deputed to courses of instruction, whether in India or abroad, as may be prescribed or decided by the Central Government from time to time.
- (iii) A Scientist detailed for training or course, the duration of which is six months or more or a Scientist detailed for training outside India or with private firms or factories in India, irrespective of the duration of the training, shall be required to execute a Bond to serve the Central Government for a minimum period of three years and shall be liable to refund in full the cost of such training, if, for any reason, during the training or within a period of three years after the completion of such training, he/she chooses to discontinue his service from the Department.

## 9. DETAILED PLAN OF SELECTION

The selection process will be a two stage process consisting of a computer-based written examination to be conducted by the Central Government directly or through any other Central Government agency or organization having experience and expertise in the area, followed by personal interview of the shortlisted candidates (based on the merit in the written examination).

STAGE I - WRITTEN EXAMINATION including both technical and non-technical sections assessing knowledge of the scientific subjects/fields and general aptitude. The paper will consist objective type multiple choice questions and will be bilingual in English and Hindi only. There will be negative marking of 1/2 (half) marks for every wrong/incorrectly marked answers. The paper shall be compulsory for all candidates

Total Questions: 200

Maximum marks: 200.

Duration: 120 minutes {160 minutes for cerebral palsy candidates with locomotor disability where dominant writing extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment)}.

The paper will have two parts i.e. Part – A\* and Part – B\*.

Part – A – GENERAL APTITUDE (100 Questions of 1 mark each)

It shall assess the knowledge in the field of general aptitude, general knowledge, current affairs, elementary mathematics, comprehension, reasoning, analytical ability and general sciences. The questions will be of Intermediate level.

Part – B – SCIENTIFIC (100 Questions of 1 mark each)

It shall assess the technical knowledge in the subjects/fields as per essential educational qualifications. The questions will be of Graduate level of Universities in India. It will consist 20 questions each in the following subject/fields:

- i. Biochemistry/Microbiology
- ii. Agriculture/Plant Biology
- iii. Animal Science/Medical
- iv. Data Science/Bioinformatics
- v. Biotechnology



**STAGE-2 INTERVIEW:** Maximum marks: 200

Based on the total marks obtained in written examination, candidates will be shortlisted for interview in order of merit. Only the shortlisted candidates will be called for Interview. Number of candidates to be called for interview will be five times the number of vacancies in a particular category. However, in case where in a particular category, more candidates having similar cut off marks, all such candidates will be called for Interview and the number of candidates called for Interview would increase accordingly.

The candidates will be allowed to take part in the Interview only after successful completion of the Document Verification process.

**FINAL MERIT LIST:** Candidates shall be selected category wise on the basis of merit as determined by the total marks obtained in written examination and Interview i.e. out of 400 marks.

**CRITERIA FOR DECIDING SENIORITY IN FINAL MERIT:** In case a tie occurs in the total marks obtained after interview, the seniority of candidate will be based on the following criteria:

- (a) The tie may be resolved based on the marks obtained in written exam with candidate obtaining higher marks given high seniority in the merit list.
- (b) In case of further tie, seniority in merit will be based on age of candidates, with candidate having earlier date of birth (i.e. elder in age) will be given higher seniority.

**WAITLIST PANEL:** A reserve panel of candidates in order of merit will also be prepared from the candidates called for interview which will remain valid for a period of one year from the date of interview. The panel can be utilized to fill up vacancies arising as advertised as well as vacancies that might arise/ may have arisen subsequent to the date of publication of this advertisement due to any reason like retirement/resignation/death, etc.

**10. How to Apply:**

- I. Eligible Candidates are required to fill and submit the applications through online mode only on the following portal –<https://rcbdt26.rcb.ac.in/RCBDBT/> using valid email-id. Applications received through any other mode would not be accepted and summarily rejected. Submission of hard copies of applications is NOT REQUIRED. **For further Details refer Appendix-I.**
- II. Candidates working in Government Departments/Public Sector Undertakings / Autonomous Organizations must upload No Objection Certificate (NOC) from the competent authority of the organization they are serving, in the format specified at Appendix-II(b). Government servants seeking upper age relaxation must upload the certificate in the format specified at Appendix-II(a). It is the responsibility of such candidates to ensure that they obtain certificates



from their Department/organization within time to upload the same in the portal. The attested copies of APARs of last five years would be required from the employers at the time of interview.

### **11. Certificates in Prescribed Format:**

- I. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form for the post that he/she belongs to General category but subsequently writes to the Department to change his/her category to a reserved one, such request shall not be entertained by the Department. Similar principle will be followed for candidates of Persons with Benchmark Disabilities categories also.
- II. Candidates seeking reservation/ relaxation benefits available for SC/ST/ OBC/Persons with Benchmark Disability must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed in the relevant Rules. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules for such benefits, and these certificates should be dated earlier than the closing date of submission of applications. Refer Appendix III (FORM A, B, C & D)

**12. Application Fee:** All candidates (except Females/SC/ST/Persons with Benchmark Disability/Ex-servicemen) are required to pay (non-refundable) fees of ₹ 2000/- (Rupees Two Thousand only).

Note I: Applications without the prescribed Fee (Unless remission of Fee is claimed) shall be summarily rejected. No representation against such rejection would be entertained.

Note II: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

Note III: Candidates would be required to bear the cost of online payment of fees (through net-banking/debit card/credit card, etc.)

### **13. Facility of scribe to Persons with Benchmark Disabilities (PwBD):**

Persons with Benchmark Disabilities in the category of loco-motor disability (both arm affected-BA) and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) will be provided the facility of scribe if desired by the person. In case of other categories of Persons with Benchmark Disabilities as defined under Section 2 (r) of the RPWD Act, 2016, the facility of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per prescribed proforma at Appendix IV. Candidates have discretion of opting for his/her own scribe who shall not be more than 21



yrs. of age and less than 17 yrs. of age possessing educational qualifications not above 12th standard. The details of the scribe shall be submitted at the time of filling the application form online.

**14. Admit Cards:** The eligible candidates shall be issued admit cards two weeks before the commencement of the exam. The admit cards will be made available on the recruitment portal, which the candidates should use to download their admission certificates for appearing in the examination. In the examination centre entry of only those candidates shall be allowed who have valid downloaded admit cards along with a valid photo id proof. (Note: No admit card shall be sent by post.)

On downloading of admit card, check it carefully and bring discrepancies/errors, if any, to the notice of the Department immediately. The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form.

#### **15. Examination Centres (Tentative):**

<b>S.No</b>	<b>Cities</b>	<b>S.No</b>	<b>Cities</b>	<b>S.No</b>	<b>Cities</b>
1	Ahmedabad	15	Hyderabad	29	Panaji
2	Bengaluru	16	Jabalpur	30	Patna
3	Bhopal	17	Jaipur	31	Puducherry
4	Bhubaneswar	18	Jammu	32	Pune
5	Chandigarh	19	Jamshedpur	33	Raipur
6	Chennai	20	Kanpur	34	Ranchi
7	Cuttack	21	Kochi	35	Shimla
8	Dehradun	22	Kolkata	36	South Delhi
9	Firozpur	23	Lucknow	37	Surat
10	Gandhinagar	24	Mangaluru	38	Thiruvananthapuram
11	Gaya	25	Mumbai	39	Tiruchirappalli
12	Gulbarga	26	Nagpur	40	Varanasi
13	Gurugram	27	Noida	41	Vijayawada
14	Guwahati	28	North Delhi	42	Visakhapatnam

**Note:** Applicants are hereby informed that the allotment of Test Centre/City is the prerogative of the Department and any request received for change in test centre/venue will not be permitted under any circumstances. Test Centre will be allotted as per the preferences given by the applicant. However depending upon volume of the candidates in a centre, the candidates may be allotted another centre.

#### **16. Mobile Phones Banned:**

(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any



infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

#### **17. General Conditions:**

- I. The relevant Recruitment Rules are available under the following link *Regulations & Guidelines < Rules & Regulations* on the Department's website ([www.dbtindia.gov.in](http://www.dbtindia.gov.in)). The candidates are advised to refer the same before filling the online application form.
- II. The applicants are advised to regularly visit the Department's website [www.dbtindia.gov.in](http://www.dbtindia.gov.in) and the recruitment portal (link: <https://rcbdt26.rcb.ac.in/RCBDBT/>). Any addendum/corrigendum or any further announcements/update regarding the recruitment process will be posted on the Department's website/recruitment portal.
- III. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the portal on account of heavy load on the website during the closing days.
- IV. No correspondence will be entertained from candidates who are not called for interview/selected for appointment.
- V. Results of all eligible candidates shall be available on Department's website. Communications with the Department in this regard shall not be normally entertained.
- VI. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

#### **18. Contact Details for Guidance of Candidates:**

<b>Technical queries related to Application Form &amp; Payment</b>	
<b>Helpdesk-Timing</b>	Timing 9:00 am to 6:00 pm from Monday to Saturday (except on Govt. holidays)
<b>Phone</b>	022-42706540
<b>Email</b>	<a href="mailto:rcbdt26@rcb.res.in">rcbdt26@rcb.res.in</a>



**19. Medical Examination and Police Verification:** All selected candidates who qualify the Interview, shall be compulsorily required to clear prescribed medical examination and police verification before actual appointment. Failure to undergo medical examination or in due event of not qualifying medical examination and police verification, the selected candidates may not be recommended for final appointment.

**20. Probation:** Selected candidates shall be on probation of one year from the date of appointment and may be required to undergo any training as deemed fit by Government of India.

**21. Appointment Guarantee:** The notification in no way guarantee's appointment to the notified posts and the Department reserves the sole rights for appointments to notified posts as per approved norms.

**22. Disqualification:**

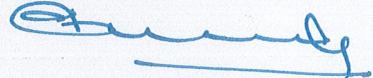
- I. All candidates are strictly advised to adhere to norms prescribed in the notification. They are also advised to keep minimal communication with the Department in this regard. Candidature of any candidate is liable to be cancelled if it is found that the candidate has used unlawful means/ sources/ impersonation/ gratification at any stage of the selection procedure to secure his appointment and the decision of the Department in the matter shall be final.
- II. In the event of candidate submitting fabricated documents or documents which have been tampered with, or making statements which are incorrect or false or suppressing material information or any of the acts as specified in foregoing paras, may in addition to rendering himself/herself liable to criminal prosecution, be liable to be debarred either permanently or for a specified period
  - i. by the Department from any selection held by the Department
  - ii. by the Central government from any employment under them, and,
  - iii. if he/she is already in service under Government to disciplinary action under the appropriate Rules.
- III. No person, a) who has entered into or contracted a marriage with a person having a spouse living, or b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts; provided that the Central Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.
- IV. During the course of selection or after appointment if it is found that any candidate/scientist has a criminal record/indulged in anti national activities then the same shall automatically disqualify him from appearing in



subsequent stages of selection procedure/render the scientist unfit for appointment and the decision of the Department in the matter shall be final.

V. Canvassing in any form will result in disqualification of candidature.

In case of any discrepancies found between Hindi & English version of the advertisement, the English version of the advertisement will prevail.



(B. L. Khora)  
Under Secretary to the Govt. of India

**HOW TO APPLY**

- I. Candidates can apply online only. No other mode of application will be accepted. The online portal shall be available for a period of 30 days from the date of publication of advertisement in Employment News/Rozgar Samachar.
- II. Before applying online, candidates should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process.
- III. The candidates will also be required to upload the relevant certificates/documents. Candidates must carefully go through the instructions before filling the application form. It is the responsibility of the candidates to ensure that they follow the instructions while filling the application and upload clear legible certificates/documents. Uploading of illegible/incorrect certificates/documents may lead to rejection of the application.
- IV. Note: Experience/employment certificates for work/research work must clearly indicate the date of joining, date of relieving, post held and the area of experience.
- V. Copies of certificates in support of educational qualifications, date of birth, and experience should be uploaded with the application. Candidates will have to produce the original certificates as and when required.
- VI. All documents to be uploaded along with application form should be self-attested.
- VII. Applicants should submit only one application against the advertisement. Multiple applications would be summarily rejected.
- VIII. While filling in his/ her Application Form, the candidate should carefully decide about his/ her choice of centre for the Examination. If any candidate appears at a centre other than the one indicated by the Department in his/ her Admission Certificate, the papers of such a candidate will not be evaluated and his/ her candidature will be liable to cancellation.
- IX. As per para 13, candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) may submit information/details regarding the scribe at the time of the initial online application itself.
- X. The applicants are advised to fill in/ upload documents for all their particulars carefully in the online application. After previewing the application along with uploaded certificates/documents, the applicant may finally submit his/her application. Only successfully submitted applications in all respects shall be considered. No correction in the data/application will be allowed and no document will be accepted once their application is finally submitted.
- XI. Candidates are also advised to retain a printout/copy of the online application (.pdf format) after submission.
- XII. Incomplete applications will be summarily rejected.



**APPENDIX-II(a)**

**The form of certificate to be produced by Government servants for claiming Age concession**

**(Letter Head of the Institution/Issuing Authority)**

This is to certify that Shri/Ms.....S/o,D/o,W/oShri is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

Certified that:

\*(a) Shri/Shrimati/Kum..... holds substantively a permanent post of.....in the Office/Department of ..... with effect from.....

\*(b)Shri/Smt./Kum has been continuously in temporary service on a regular basis under the Central Government in the post of.....in the Office/Department with effect from.....

Signature.....  
Name.....  
Designation.....  
Ministry/Office.....  
Address.....  
OfficeSEAL.....

Place:.....

Date:.....

**CERTIFICATE**

**(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)**

- (i) Certified that Sh/Smt /Ms ..... joined this organisation as ..... (Name of the post) with effect from ..... and is presently working as .....(Name of post).
- (ii) It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
- (iii) The Department/Organization has No Objection to Sh / Smt. / Ms..... applying for the post of ..... In case of his/ her selection, the Department / organization will relieve him/her.

PLACE:

DATE:

Signature of the Head  
of the Organization/ Office with Office Seal

### GENERAL INSTRUCTIONS REGARDING RESERVATION

**A) Definition of Persons with Benchmark Disabilities:** The “person with benchmark disability” means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

**B) Accordingly, candidates with the following disabilities are eligible to apply:**

- a) Deaf (D), Hard of Hearing (HH)**
- b) One Arm (OA), Both Arms (BA), One Leg (OL), Both Legs (BL), Celebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victims (AAV) and Muscular Dystrophy (MDy).**
- c) Autism Spectrum Disorder (Mild) ASD(M), Specific Learning Disability (SLD), Mental Illness (MI)**
- d) Multiple Disabilities from amongst (a) to (c)**

**C) Candidates claiming such benefits should produce certificate, in original, by the Competent Authority issued on or before the last date of online submission of application in the prescribed format in support of their claim at the time of Interview/at any stage of the process.**

**D) Economically Weaker Sections (EWS):** The reservation and applicable criteria for Economically Weaker Sections (EWS) shall be as per Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel and Training, Government of India.

**E) The Competent Authority for the issue of the certificate to Scheduled Castes (SC) / Scheduled Tribes (ST) / Other Backward Classes (OBC)/ Economically Weaker Sections (EWS) is as under (as notified by Government of India from time to time):**

- i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate (not below of the rank of First Class Stipendiary 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 Tahsildar
- iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

The format of certificate to be produced by a Candidate belonging to scheduled caste or Scheduled tribe in support of his / her claim shall be as per **FORM A** and the format of certificate to be produced by a Candidate belonging to Other Backward Classes in support of his / her claim shall be as per **FORM B** and **FORM C**. The format of certificate to be produced by a Candidate belonging to Economically Weaker Sections shall be as per **FORM D**. The candidates belonging to these categories are required to upload the scanned copy of certificate, strictly in these formats only, at time of online application and also produce the original copy of certificates, strictly in these formats only, at the time of interview.

**F) The Competent Authority for the issue of the certificate to Persons with Benchmark Disabilities (as notified by Government of India from time to time):** The authorized certifying authority would be in accordance with "The Rights of Person with Disabilities Rules, 2017":

(i) a medical authority or any other notified competent authority to issue such a certificate in the district of residence of the applicant as mentioned in the proof of residence in the application; or

(ii) the concerned medical authority in a government hospital where he may be undergoing or may have undergone treatment in connection with his disability:

The format of certificate of disability will be as per applicable Form (s) appended to "The Rights of Person with Disabilities Rules, 2017".

**G) The candidates belonging to any of the above mentioned categories are required to upload the scanned copy of certificate, strictly in the specified formats only, at time of online application and also produce the original copy of certificates at the time of interview.**

**FORM A**  
**FORM OF CERTIFICATE TO BE PRODUCED BY A**  
**CANDIDATE BELONGING TO SCHEDULED CASTE OR**  
**SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

1. This is to certify that Sri / Smt /  
Kum\* \_\_\_\_\_ son / daughter\* \_\_\_\_\_ of village / town\*  
of \_\_\_\_\_ in District / Division\* \_\_\_\_\_  
the State / Union Territory\* \_\_\_\_\_ belongs to the  
Caste/Tribe\* \_\_\_\_\_ which is recognized as a Scheduled Caste/  
Scheduled Tribe\* under:

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
- \* The Constitution (Scheduled Tribes) Order, 1950;
- \* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951;
- [as amended by the Scheduled Castes and Scheduled Tribes lists (Modification Order),1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution)Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987 ]:
- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Uttar Pradesh) Scheduled Tribes Order,1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- \*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
- \* The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\*

Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / \_\_\_\_\_ 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 \_\_\_\_\_ [Name of the authority] vide  
their No. \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\*  
his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_  
of \_\_\_\_\_ Disctict / Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_

Place: \_\_\_\_\_ [With seal of Office]

Date : \_\_\_\_\_ State/Union Territory

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

-----\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate (not below of the rank of First Class Stipendiary Magistrate) / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar
4. Sub-divisional officer of the Area where the candidate and or his family normally resides.

## FORM B

**The form of certificate to be produced by Other Backward Classes candidates in support of his/her claim**

This is to certify that Shri/ Shrimati/ Kumari.....son/daughter\* of Shri.....of village/town.....in District/Division ..... of the State/Union Territory..... belongs to the .....Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No..... dated .....

Shri/Shrimati/Kumari .....and/or his/her family ordinarily resides in .....District/Division of the ..... State/ Union Territory. This is also to certify that he/she\* does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

\*The authority issuing the certificate may have to mention the details of Resolution of Government of India in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time. Strike out whichever 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. 18

### Form C

#### Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I ..... Son/daughter of Shri..... resident of village/town/city.....district.....state..... hereby declare that I belong to the .....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that, I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008.

Signature.....

Full Name.....

Address.....

Form D

Government of.....

(Name & Address of the authority issuing the certificate)

FORMAT OF INCOME & ASSESS CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS

Certificate No.

Date:

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari..... son/daughter/wife of ....., permanent resident of....., Village/Street..... Post Office..... District..... in the State/Union Territory..... Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year..... His/her family does not own or possess any of the following assets\*\*\* :

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

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

Recent  
Passport size  
attested  
photograph of  
applicant

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Certificate regarding physical limitation to write

This is to certify that I have examined Mr./Ms./Mrs. .... (name of the candidate, with benchmark disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/O/D/O....., resident of..... (village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

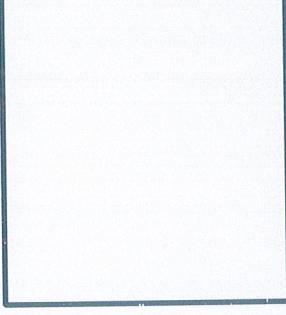
Chief Medical Officer/Civil Surgeon/ Medical Superintendent of  
a Government Health Care Institution

## DECLARATION

### (TO BE SUBMITTED ALONG WITH PwBD CERTIFICATE IN CASE OF REQUIREMENT OF SCRIBE)

1. We hereby declare that all the statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

2. I \_\_\_\_\_ (Scribe), am not a candidate for this recruitment.  
Given under our signature and contact details: -

	SCRIBE	CANDIDATE
	Signature :	Signature :
	Name :	Name :
	Address :	Address :
Photo of the Scribe	Contact No.:	Contact No.:
	Signature Of Scribe	Signature of Candidate

\*\*\*\*\*