



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी  
**All India Institute of Medical Sciences (AIIMS) Kalyani**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)  
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)  
राष्ट्रीय राजमार्ग – 34, बसन्तपुर, सागूना, कल्याणी, ज़िला – नदिया, पश्चिम बंगाल – 741245  
NH – 34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal – 741245  
No.1854/E-12014/4/23- (NON-FAC) Date: 13.09.2023

**ADVERTISEMENT FOR RECRUITMENT OF VARIOUS GROUP- 'A' POSTS ON REGULAR BASIS AT AIIMS KALYANI**

All India Institute of Medical Sciences, Kalyani, an Autonomous Institute of National Importance, is one of the new AIIMS and apex healthcare Institute being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) with the aim of correcting regional imbalance in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate, postgraduate and higher medical education and training.

1. Online applications from Indian/other citizens as permissible under the applicable Act/Rules are invited for the following posts on Regular basis in All India Institute of Medical Sciences, Kalyani, West Bengal.

**2.1. DETAILS OF VACANCIES**

Sl.	Name of the Post	Group	Pay Level (as per 7th CPC)	Total	SC	ST	OBC	EWS	UR
1	Assistant Nursing Superintendent	A	Level-10	8	1	0	2	0	5
2	Blood Transfusion Officer	A	Level-11	1	0	0	0	0	1
3	Child Psychologist	A	Level-10	1	0	0	0	0	1
4	Clinical Psychologist	A	Level-10	1	0	0	0	1	0
5	Tutor/Clinical Instructor in Nursing	A	Level-10	2	0	0	2	0	0

**Abbreviation Used:** UR- Un-Reserved, OBC- Other Backward Class, SC-Schedule Caste, ST-Schedule Tribe, EWS- Economically Weaker Section.

**2.2. IDENTIFICATION OF POSTS FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):**

Identification of suitability in respect of post under benchmark disabilities shall be governed by the notification no. 38-16/2020-DD-III dated 04.01.2021 and any further amendment issued by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India and four percent of vacancies in the cadre strength shall be reserved for Persons with Benchmarked Disabilities as per instructions of Government of India.

### **3. ELIGIBILITY CONDITIONS**

<b>Sl.</b>	<b>Post</b>	<b>Age Limit</b>	<b>Essential Educational and other Qualification</b>
1	Assistant Nursing Superintendent	Between 21-35 years	<p><b>Essential:</b></p> <p>i. B.Sc Nursing (4 year course) from a recognised institute/university.</p> <p>OR</p> <p>B.Sc (Post Certificate) or equivalent such as B.Sc Nursing (Post-basic) (2 year course) from a recognised institute/university.</p> <p>ii. Should be registered with the Indian Nursing Council/State Nursing Council</p> <p><b>Experience:</b></p> <p>Six years' experience in 200 bedded healthcare organization after obtaining Degree or equivalent from a recognized University/Institution.</p> <p><b>Desirable:</b></p> <p>i. MSc (Nursing) from a recognized institute/university.</p> <p>ii. Ability to use Computers-Hands on experience in office applications, spread sheets and presentations.</p>
2	Blood Transfusion Officer	Between 21-40 years of age	<p>A recognized medical qualification included in I or II Schedule or Pan II of the 3rd Schedule (other than the licentiate qualifications) to the Indian Medical Council Act 1956 Holders of educational qualifications included in Part II of the 34d Schedule should fulfil the conditions stipulated in subsection (3) of the Section 13 of the Indian Medical Council Act. 1956. With 5 years' experience in Blood Bank with component separator.</p> <p><b>OR</b></p> <p>M.D. in Blood Transfusion Medicine with 1-year experience in Blood Bank with component separator during the PG course</p>
3	Child Psychologist	Between 21-35 years of age	<p>M.A. / M.Sc. in Psychology with M.Phil. in Clinical Psychology</p> <p><b>And</b></p> <p>At least 2 years' experience in Child &amp; Adolescence mental health.</p> <p><b>Desirable:</b></p> <p>Ph.D. in Clinical Psychology from recognized University / Institution</p>

Sl.	Post	Age Limit	Essential Educational and other Qualification
4	Clinical Psychologist	Between 21-35 years of age	M.A. / M.Sc. in Psychology with M.Phil. in Clinical Psychology <b>And</b> At least 2 years' experience in Clinical Psychology <b>Desirable:</b> Ph.D. in Clinical Psychology from recognized University / Institution
5	Tutor/Clinical Instructor in Nursing	Up to 35 Years	1. B.Sc. Nursing Degree from a recognized Institution/University. OR Registered Nurse and Midwife with sister Tutors Diploma. 2. Three years' experience in teaching Institution.

#### 4. GENERAL TERMS & CONDITIONS:

- The above vacancies are provisional and subject to variation. The Executive Director, AIIMS, Kalyani reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements.
- Reservation will be as per Government of India Policy.
- The cut-off date to determine the maximum age limit, essential qualifications & experiences will be 30 days from the date of publication of the advertisement in Employment News/ Rojgar Samachar. However, separate notification shall be published in the Institute website regarding online application.
- The period of experience, wherever prescribed, shall be counted after obtaining the prescribed essential qualifications.
- Age Relaxation:
  - No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
  - Age relaxation permissible to various categories is as under: -

Sl.	Category	Age Relaxation permissible beyond the upper age limit
1.	SC/ST	05 Years
2.	OBC	03 Years
3.	PwBD	10 Years
4.	Government Servant* (As per DoPT instruction)	05Years

\* The age relaxation will be admissible to only those employees working **under Central Government not under Autonomous Body/State Government/PSU** and working in posts which are in the same line or allied cadres and here a relationship could be established that the service already rendered in a particular post will be useful for the

efficient discharge of the duties of the post(s) to which has been advertised. Decision in this regard will rest with the Competent Authority of AIIMS, Kalyani. In addition, they have to submit **Annexure -II for claiming age relaxation.**

Age relaxation to other categories of the candidates will also be applicable as per the DoPT instructions. The age relaxation will be regulated as per the DoPT instructions.

**f) Reservation:**

- i. Reservation for SC/ST/OBC/EWS/PwBD will be as per the Policy of Government of India.
- ii. Candidates, who will apply against any of the reserved category posts, viz. SC/ST/OBC/PwBD/EWS, will be considered on the production of valid Caste/PwBD/EWS Certificate issued by the Appropriate/Competent Authority on the prescribed format.

**iii. For OBC Candidates:**

- a) Candidates applying under OBC category must produce the valid caste certificate in the format provided by DoPT vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and as amended from time to time.
- b) OBC candidate's eligibility will be based on the caste(s) borne in the Central List of Government of India.
- c) The vacancies are being advertised in the Financial year 2023-2024, therefore, valid NCL-OBC certificate issued after 01.04.2023 will be considered valid. Candidature who have NCL-OBC certificate issued before this period (i.e. 01.04.2023) will not be considered valid for this advertisement. **Therefore, OBC candidate must ensure that they have a valid OBC certificate.**
- d) OBC candidate(s) should not belong to Creamy Layer and their sub-caste should match with the entries in the Central List of OBC, failing which their candidature will not be considered for OBC post. They will however be treated as UR candidate (if UR posts advertised).
- e) **In addition to above, OBC candidates have to submit declaration in prescribed proforma attached at Annexure-III.**

**iv. For EWS Candidates:**

- a) The vacancies advertised under EWS category are as per the instructions issued by DoPT, Ministry of Personal, Public Grievances & Pension, Govt. of India, Vide OM No 36039/1/2019-Estt(Res) dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate in the prescribed format issued by the Competent Authority and subject to verification of genuinity of the certificate by the issuing authority. Therefore, EWS candidate must ensure that they have valid EWS certificate showing the income from all sources for the financial year prior to the year of application as per DoPT OM No 36039/1/2019-Estt (Res) dated 31.01.2019.
- b) Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered as UR candidate. In case suitable Economically Weaker Sections (EWSs) candidates are not found,

these posts will not be carried forward/or considered as backlog vacancy, hence Unreserved (UR) candidates are also be allowed provisionally to apply against EWSs posts advertised through above referred advertisement who may be considered incase suitable EWSs candidate are not found to fill up these posts reserved for EWSs.

- c) All candidates are permitted to apply against posts earmarked for EWS subject to the following conditions:
- (i) That their candidature will be considered only if EWS applicants are not available.
  - (ii) That their candidature will be as UR candidates only, which means, there shall be no relaxations which are otherwise permitted under their specific categories.
  - (iii) Under no circumstance, the fees will be refunded.
- d) As per DoPT OM No 36039/1/2019-Estt (Res) dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidates is the closing date for receipt of application for the post. Therefore, EWS candidate must ensure that they have a valid EWS certificate for the financial year 2023-24.
- v. Reservation for PwBD will be as per the guidelines /Instruction contained in DoP&T OM No. 36035/02/2017-Estt (Res) dated 15.01.2018 with regard to reservation for persons with disabilities. Only such persons would be eligible for reservation under PwBD quota in service/posts who suffer from not less than 40% of physical disability. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate as issued by a Competent Authority in prescribed format. However, the candidature of PwBD applicant is subject to evaluation by a Medical Board duly constituted by the Executive Director, AIIMS, Kalyani. This Medical Board will evaluate suitability of candidates for the post he/she is being considered for. All the instructions of Govt. of India as amended and as applicable in this matter will be followed.

**g) No Objection Certificate (NOC):**

- i. No Objection Certificate from the present employer (in case of candidates working in Government/Semi or Quasi Government/PSUs/Autonomous Bodies or any institution funded by Government) is mandatory, otherwise, candidature will not be considered for any post. Therefore, candidates are requested to kindly upload the same while applying. Further, it is mandatory to produce the same NOC at the time of Document Verification.
- ii. Candidates who are working as contractual employee in Government/Semi Government/PSUs/Autonomous Bodies or any institution funded by Government, also have to produce NOC mandatorily.
- iii. In case of change in employment status on or before selection process due to any reasons, they have to take fresh permission from their new employer before Skill Test/interview/document verification, if any, and they also have to submit fresh NOC from their new employer.
- iv. Candidates need to submit NOC for this advertisement only. NOC obtained against other advertisement and/or issued before publication of this advertisement in the Institute website/News Paper, will not be considered.

## **h) APPLICATION FEES:**

- i. For Unreserved/OBC candidates is Rs.1500/-  
For SC/ST/EWS/Woman candidates is Rs.750/-  
Persons with Disabilities – Fees Exempted.
- ii. The candidates should pay the prescribed application fee online by clicking in the link (SBI Collect) provided in the website. After payment of application fees, the SBI Collect transaction number should be mentioned in Online application form and a copy of the receipt in support of depositing the application fees is to be forwarded along with the application form. Candidates are advised to mention transaction no. of SBI Collect, while applying online application.
- iii. Application fee once remitted shall not be refunded under any circumstances.
- iv. Incomplete application(s) and application received without the prescribed fee would not be considered and summarily rejected. The decision of the Competent Authority of AIIMS, Kalyani in this regard will be final.

## **5. HOW TO APPLY:**

- a) The aspiring applicants satisfying the eligibility criteria in all respect should submit their application through **ON-LINE** mode followed by submission of the **hard copy of the online form**, duly signed at designated place. Candidates are required to fill up the application form attached at **Annexure – I** and subsequently upload the scan copy of duly filled application along with the attested copies of certificates in support of date of birth, educational qualification, experience, caste certificate & other relevant documents, proof of paid application fee etc. during online application.
- b) The On-line of application will be made available on AIIMS, Kalyani official website i.e. <https://aiimskalyani.edu.in> and <https://recruitments.aiimskalyani.edu.in>. The link for submission of online applications in respect of above said posts along with other relevant information will be activated on the date of advertisement on Employment News/ Rojgar Samachar or earlier (as posted on the website).
- c)

Cut Off date	<b>30 days</b> from the date of publication of the advertisement in Employment News/ Rojgar Samachar.
Last date of Online application	
Last date of receipt of the hard copies of online Applications, duly signed, along with self-attested copies of relevant documents as per terms and conditions of the advertisement	<b>15 days</b> from the last date of receipt of online application.

- d) In case the last date falls on weekly off or holidays, then the last date of submission of hard copy of application will be shifted to the next working days (up to 5.00 PM).
- e) Failure to submit Hard Copy of on-line application along with all supporting documents as mentioned in this advertisement, by the due date will lead to cancellation of candidature. Uploading of illegible document will also lead cancellation of candidature and hence candidates are required to be careful while

uploading the documents/credentials. Hard Copy of application should be forwarded through Speed Post/Courier etc. only & will not be received physically. Institute will not be responsible for delay in delivery.

- f) Hard Copy of application without online application will not be accepted.
- g) The hard copy of on-line application, duly signed at designated place, have to be sent with the following documents to the address mentioned below within 15 days from the last date of receipt of online application:
- (i) self-attested copies of Matriculation Certificate, Degree & Post Graduate or equivalent qualification certificates & Mark sheets, Teaching, Research and Others Experiences Certificates etc. (as applicable). The Experience Certificate should clearly show the period of experience, duration of experience (“from” to “to”), Nature of experience (either teaching or research) etc.
- (ii) SBI Collect Transaction Slip
- h) Candidates are instructed to forward their application with relevant documents as mentioned above in a suitable envelop (size A-4 or above), mentioning the following format in the top of the envelop.

<b>Advertisement No.....</b>	
<b>Application No.....</b>	
<b>Application for Post &amp; Department.....</b>	
<b>Category.....</b>	
<b>From:</b>	<b>To,</b>
	<b>The Recruitment Cell,</b>
	<b>All India Institute of Medical Sciences, Kalyani,</b>
	<b>NH-34 Connector, Basantapur, Saguna,</b>
	<b>Nadia, West Bengal - 741245</b>

- i) The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the cut-off date of online applications failing which their application will be rejected. They must possess the educational qualification and experiences as recognized by the Govt. of India. Their candidature will be cancelled at any stage if it is found that their educational qualification or experiences is not recognized by the Govt. of India.
- j) The aspiring applicants satisfying the eligibility criteria in all respect can apply through ON-LINE application mode only. The On-line registration of application will be made available on official website of AIIMS, Kalyani i.e. <https://www.aiimskalyani.edu.in>.
- k) The candidature of such applicants who fails to complete the online application submission by the stipulated date and time will not be considered and no correspondence in this regard will be entertained. Candidate must apply through the registered website of AIIMS Kalyani i.e. <https://www.aiimskalyani.edu.in> only. Applications received through any other mode will not be accepted and summarily rejected.
- l) Candidates must fill all the fields of the online application form correctly. There is no provision for correcting the details after the submission of online application form. Request for change in any information at later stage will not be considered and summarily be rejected.

m) Candidates are advised to fill their correct and active e-mail ID in the online application, as all correspondences will be made by the Institute through e-mail.

n) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same in English duly attested by a Gazetted officer is to be submitted.

o) The candidate must ensure that their latest photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per the AIIMS, Kalyani prescribed guidelines and in that case, their application will be rejected. So, candidates are advised to be careful while uploading their photo and signature. Both must be visible clearly on Online Application Form.

p) In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through Online mode and separate application fees as applicable is to be paid. Multiple Applications for a single post are prohibited.

q) Any query regarding technical problem of on-line application mode may be sent through email to: **itsupport\_recruitment@aiimskalyani.edu.in** (Only for Online Application Form Related Query).

## **6. SHORTLISTING AND METHOD OF SELECTION:**

a) **Short Listing/Methods of the Selection:** The prescribed qualification is minimum and mere possessing the same does not entitle any candidate to be called for interview or for selection. Based on bio-data, the Screening Committee may short list candidates for interview. In the event of large no of application received, Competent Authority reserves right to exercise any method of short listing as may be deemed fit. The candidate should, mention all his/her qualifications and experience over and above the minimum qualifications. Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their application at the time of interview. They may also be asked to submit an affidavit/declaration as decided by the AIIMS, Kalyani at time of Interview. The methodology of Selection will be decided by the Selection Committee as deemed fit besides any other matter relating to the selection process.

b) **Site of Interview:** Interviews will be held at AIIMS Kalyani or any other place as decided by the Executive Director, AIIMS, Kalyani. No TA/DA will be paid for appearing in the interview. The Summoning of candidates for interview convey no assurance whatsoever that they will be selected.

c) **AIIMS, Kalyani decision is final:**

The decision of the AIIMS, Kalyani in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the selection, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.



## 7. IMPORTANT INSTRUCTIONS TO THE CANDIDATES:

- a) The All India Institute of Medical Sciences is an autonomous body established under Act of Parliament.
- b) Service under the Institute is governed by that Act and the Rules & Regulations framed thereunder.
- c) The Institute strives to have a workforce which reflects gender parity and women candidates are encouraged to apply.
- d) All the posts carry usual allowances as admissible to Central Government Employees of similar status at Kalyani, West Bengal.
- e) Probation period: The period of probation is two years.
- f) The employees of the Institute will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division). Notification No. 5/7/2003-ECB&PR dated 22.12.2003.
- g) The post(s) is/are whole time and private practice of any kind is prohibited.
- h) The candidates are likely to be posted at rural health and urban health centres or other centres attached with the Institute for the period to be decided by the Institute as applicable.
- i) While every effort will be made to provide residential accommodation at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Kalyani, West Bengal will be provided.
- j) Incomplete application(s) will be summarily rejected. Applications received after the last date of submission will not be considered.
- k) Multiple Applications for the same post are prohibited. In case of multiple applications for the same post, last application may be considered. However, it will be the discretion of the Competent Authority to accept/reject any applications.
- l) Decision of the Competent Authority, AIIMS, Kalyani regarding joining period and extension of joining period after selection will be final and binding to all.
- m) Canvassing of any kind will be a disqualification.
- n) The candidate should not have been convicted by any Court of Law.
- o) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.

- p) Disqualification for Appointment on Medical Grounds: - Candidate shall be appointed to the Service, only if, after such medical examination as the Institute may prescribe is found to be in good mental or bodily health and free from any mental or physical defect likely to interfere with the discharge of the duties of the Service.
- q) The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- r) The decision of the AIIMS, Kalyani in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the selection, and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- s) Any corrigendum or revision and addendum, if so, of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Kalyani only in due course. Candidates are advised to visit our website regularly for updated information in this regard.
- t) In case of any inadvertent mistake in the process of selection which may be detected at any stage of recruitment even after the issue of the Appointment Letter, the institute reserves the right to modify/withdraw any communication made to the Candidate.
- u) All disputes will be subject to jurisdiction of Court of Law at Kolkata/Kalyani.

***CANDIDATES ARE ADVISED TO VISIT OUR WEBSITE i.e. WWW.AIIMSKALYANI.EDU.IN REGULARLY TO GET VARIOUS UPDATES ABOUT THE SELECTION PROCESS FROM TIME TO TIME.***

**Clarification & Enquiries:**

**Email to: [recruitment@aiimskalyani.edu.in](mailto:recruitment@aiimskalyani.edu.in)**

**By order of the Executive Director**

**Sd/-**

**Recruitment Cell  
AIIMS Kalyani**



**अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी**  
**All India Institute of Medical Sciences (AIIMS) Kalyani**  
**(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)**  
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**राष्ट्रीय राजमार्ग - 34, बसन्तपुर, सागूना, कल्याणी, ज़िला - नदिया, पश्चिम बंगाल - 741245**  
**NH - 34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal - 741245**

Advertisement No:

Post applied for:

Affix here a  
recent  
passport  
size colour  
photograph

1. Name of the Applicant : \_\_\_\_\_
2. Gender : Male/Female/Others
3. Category : EWS/SC/ ST/OBC(NCL)/GEN
4. Whether belong to PwBD: Yes/No
5. Marital Status : Married/Unmarried/Divorced/Widow
6. Father's /Spouse Name : \_\_\_\_\_
7. Date of Birth (DD/MM/YYYY): \_\_\_\_\_
8. Age as on DD/MM/YYYY **(cut off date)** : \_\_\_\_\_
9. Address for Communication: \_\_\_\_\_

: \_\_\_\_\_ PIN \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

10. Permanent Address : \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No.: \_\_\_\_\_

11. Nationality : \_\_\_\_\_

12. Educational Qualification: (Enclose self-attested photocopies of degree/diploma certificates & mark sheets)

<b>Examination</b>	<b>Subjects</b>	<b>Board/ Council/ University</b>	<b>Month &amp; Year of Passing</b>
<b>X<sup>th</sup> (HSC)</b>			
<b>XII<sup>th</sup> (HSSC)</b>			
<b>Diploma</b>			
<b>Under-Graduation</b>			
<b>Post-Graduation</b>			
<b>Others</b>			

13. Current Activities:

\_\_\_\_\_

14. Experience:

Name of the Organization/Institution where worked	Post	Period		Scale of Pay & Gross Pay Drawn	Nature of Work
		From	To		

(Use separate sheet if space is inadequate)

15. Present Place of Work:

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16. Name and address of two referees well known with the applicant's work:

Name	Occupation Position	or	Address with telephone No. & e-mail
1.			
2.			

17. Any other information you wish to add:

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18. Amount of application fees paid \_\_\_\_\_ UTR no. \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated.”

Place: .....

Date: .....

(Signature of the applicant)

**Full Name:**

**The form of certificate to be produced by Government Servants for  
Claiming Age Concession**

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

This is to certify that Shri/Ms./Dr. \_\_\_\_\_ S/o, D/o, W/o.  
\_\_\_\_\_ is 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/Ms./Dr. \_\_\_\_\_ holds substantively a permanent post of  
\_\_\_\_\_ in the Office/Department of \_\_\_\_\_ with the effect  
from \_\_\_\_\_.

\*(b) Shri/Ms./Dr. \_\_\_\_\_ 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: \_\_\_\_\_

Office Seal: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ resident of  
Village / Town/City/ District \_\_\_\_\_ State \_\_\_\_\_  
Community \_\_\_\_\_ (certificate enclosed) hereby declare that I belong  
to the \_\_\_\_\_ community which is recognized as a backward class by the  
Govt. of India for the purpose of reservation in services as per orders contained in Department  
of Personnel and Training Office Memorandum No.36012/22/93-Estt (SCT) dated 08.09.1993.  
It is also declared that I do not belong to the persons / sections (creamy layer) mentioned in  
Column-3 of OM No.36012/22/93.Estt (SCT) dated 08.09.1993 and modified vide Govt. of India,  
Department of Personnel and Training OM No.36033/3/2004-Estt (Res) dated 09.03.2004.

Place:

**(Signature of applicant)**

Date:

(in running handwriting)

\* **Note:** The closing date for receipt of application will be treated as the date of reckoning the OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.