

# राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान National Institute of Open Schooling (NIOS)

आईएसओ 9001: 2015 प्रमाणित ISO 9001:2015 Certified  
(शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)  
(An autonomous Institution under Ministry of Education, Govt. of India)  
A-24-25, Institutional Area, Sector 62, NOIDA, Uttar Pradesh - 201309

**LARGEST OPEN SCHOOLING SYSTEM IN THE WORLD, SERVING THROUGH MORE THAN 6000 STUDY CENTRES ACROSS THE COUNTRY**

## INDICATIVE VACANCY NOTIFICATION

The National Institute of Open Schooling (NIOS) is an autonomous institution under the Department of School Education and Literacy, Ministry of Education, Government of India. The Institute is committed to quality education through open and distance learning mode upto pre-degree level. NIOS invites online applications from eligible candidates for the following Group 'A', 'B' & 'C' posts:-

S. No.	Name of the Post	Level in the Pay Matrix	No. of Post	Mode of Recruitment	Reservation Category
<b>GROUP 'A' POSTS</b>					
1.	Deputy Director (Capacity Building Cell)	Level-12 (₹78800-209200)	One (01)	Direct	UR (PwBD)
2.	Deputy Director (Academic)	Level-12 (₹78800-209200)	One (01)	Direct	SC
3.	Assistant Director (Administration)	Level-11 (₹67700-208700)	Two (02)	Direct	UR-1 ,EWS-1 (Both PwBD)
4.	Academic Officer *	Level-10 (₹56100-177500)	Four (04)*	Direct	EWS-1,OBC-1,UR-1 & SC-1
<b>GROUP 'B' POSTS</b>					
5.	Section Officer	Level-7 (₹44900-142400)	Two (02)	Direct	UR-1, EWS-1
6.	Public Relation Officer	Level-7 (₹44900-142400)	One (01)	Direct	UR
7.	EDP Supervisor	Level-6 (₹35400-112400)	Twenty One (21)	Direct	UR-7,EWS-5, OBC-6,SC-2,ST-1
8.	Graphic Artist	Level-6 (₹35400-112400)	One (01)	Direct	UR (PwBD)
9.	Junior Engineer(Electrical)**	Level-6 (₹35400-112400)	One (01)	Direct	UR
<b>GROUP 'C' POSTS</b>					
10.	Assistant#	Level-4 (₹25500-81100)	Four (04)	Direct	UR-3,EWS-1
11.	Stenographer	Level-4 (₹25500-81100)	Three (03)	Direct	ST-1,UR-1,OBC-1
12.	Junior Assistant	Level-2 (₹19900-63200)	Ten (10)\$	Direct	UR-4,OBC-3, SC-2 & ST-1
13.	Multi Tasking Staff (MTS)#	Level-1 (₹18000-56900)	Eleven (11)\$	Direct	UR-4,OBC-4, EWS-1, ST-1,SC-1

(\* One each in the discipline of Technology (EWS), Paramedical Courses (OBC), Teacher Education(UR) & Computer Science (SC))

(\*\* Candidates who were shortlisted for the post of Junior Engineer (Electrical) vide Notice dated 9<sup>th</sup> November, 2022 need not to apply again)

(# one post of Assistant and one post of MTS is reserved for Ex-Servicemen) (\$) Out of 10 posts of Junior Assistant one post is reserved for PwBD and out of 11 posts of MTS one post is reserved for PwBD)

The applications are to be submitted online at <https://nios.cbt-exam.in> or [www.nios.ac.in](http://www.nios.ac.in) w.e.f. **30.11.2023 from 11.00 a.m** onwards. No offline applications will be entertained. For other details and submission of online applications please visit official website of NIOS <https://nios.cbt-exam.in> or [www.nios.ac.in](http://www.nios.ac.in).

Last date for submission of online application is **21.12.2023 till 11.59 a.m.** <https://govjobsadda.in/>

## National Institute of Open Schooling NOIDA

S.No.	<u>GENERAL INSTRUCTIONS</u>																					
1.	Candidates are required to visit NIOS website <a href="https://nios.cbt-exam.in">https://nios.cbt-exam.in</a> or <a href="http://www.nios.ac.in">www.nios.ac.in</a> where complete details of the post advertised are available. Before applying, the candidates should ensure that they fulfill all the eligibility norms as per the advertisement.																					
2.	The candidates must <b>apply online only through the NIOS website</b> <a href="https://nios.cbt-exam.in">https://nios.cbt-exam.in</a> or <a href="http://www.nios.ac.in">www.nios.ac.in</a> under Vacancy. No other mode of application in whatsoever shall be accepted.																					
3.	Applicants are <b>NOT</b> required to submit a hard copy of their application forms.																					
4.	Online applications can be submitted upto <b>21<sup>st</sup> December 2023 till 11.59 p.m.</b>																					
5.	Before applying for the post, the candidates must have a valid email id and mobile number through which he/she will get registered with the online application portal. All communications regarding examination, skill test, interview etc. will be made only NIOS website regularly for any update pertains to this advertisement.																					
6.	<p>Application Fee is to be paid online. Details of which is as under:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">S.No.</th> <th style="text-align: center;">Classification of Post</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Group 'A' (UR/OBC)</td> <td style="text-align: center;">₹1500/-</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Group 'B' &amp; 'C' (UR/OBC)</td> <td style="text-align: center;">₹1200/-</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Group 'A' (SC/ST/EWS)</td> <td style="text-align: center;">₹750/-</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Group 'B' (SC/ST)</td> <td style="text-align: center;">₹750/-</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Group 'B' &amp; 'C' (EWS)</td> <td style="text-align: center;">₹600/-</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Group 'C' (SC/ST)</td> <td style="text-align: center;">₹500/-</td> </tr> </tbody> </table> <p>NOTE: ₹50/- will be charged as online processing fee (other than Application Fee) for each online transaction. However, <b>PwD categories with a minimum of 40% disability are exempted from payment.</b> Fees once paid will not be refunded under any circumstances. Application without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.</p>	S.No.	Classification of Post	Amount	1.	Group 'A' (UR/OBC)	₹1500/-	2.	Group 'B' & 'C' (UR/OBC)	₹1200/-	3.	Group 'A' (SC/ST/EWS)	₹750/-	4.	Group 'B' (SC/ST)	₹750/-	5.	Group 'B' & 'C' (EWS)	₹600/-	6.	Group 'C' (SC/ST)	₹500/-
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7.	Candidates should submit a single application only for a post. In case of multiple applications/registrations for any post, the last registered applications shall only be considered.																					
8.	Candidates may apply for more than one post, but NIOS may hold the written test/skill test of two or more different posts on the same day and candidates shall have to opt to take the written test/skill test of any one post only.																					
9.	All posts bear All India transfer liability. The selected candidates shall be posted Headquarters or its regional/sub-regional centres located in the various parts of the country.																					

10.	<p>Crucial date for determining eligibility with regard to age limit, qualification, experience and other criteria etc. shall be the closing date of submitting the application.</p> <p>Candidates who have not acquired/will not acquire the educational qualification as on the closing date will not be eligible and need not apply. Candidates will not be allowed to add any documents to their applications after the final submission of the application.</p>																					
11.	<p>NIOS reserves the right to alter/insert any corrections/additions in the advertisement before the last date prescribed for the receipt of applications, for which the candidates are advised to visit the website <a href="https://nios.cbt-exam.in">https://nios.cbt-exam.in</a> or (<a href="http://www.nios.ac.in">www.nios.ac.in</a>) regularly for updated information from time to time.</p>																					
12.	<p>The registration will be provisional as the eligibility of the candidates will be verified at the time of skill test/interview from the original documents. Mere issue of call letter will not imply acceptance of candidature of the applicants.</p>																					
13.	<p><b><u>AGE RELAXATION</u></b></p> <p>Maximum relaxation in upper age limit will be as under:</p> <table border="1" data-bbox="302 726 1352 1192"> <thead> <tr> <th data-bbox="302 726 399 793">S.No.</th> <th data-bbox="404 726 1013 793">Category of Persons</th> <th data-bbox="1018 726 1352 793">Extent of age relaxation/concession</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 800 399 831">(a)</td> <td data-bbox="404 800 1013 831">Scheduled Caste/Scheduled Tribe</td> <td data-bbox="1018 800 1352 831">5 years</td> </tr> <tr> <td data-bbox="302 837 399 869">(b)</td> <td data-bbox="404 837 1013 869">Other Backward Classes (Non-Creamy Layer)</td> <td data-bbox="1018 837 1352 869">3 years</td> </tr> <tr> <td data-bbox="302 875 399 974">(c)</td> <td data-bbox="404 875 1013 974">Candidates with 3 years continuous service in Central Govt. provided the posts are in same or allied cadres</td> <td data-bbox="1018 875 1352 974">5 years</td> </tr> <tr> <td data-bbox="302 980 399 1047">(d)</td> <td data-bbox="404 980 1013 1047">Persons ordinarily domiciled in State of Jammu &amp; Kashmir during 01.01.1980 to 31.12.1989</td> <td data-bbox="1018 980 1352 1047">5 years</td> </tr> <tr> <td data-bbox="302 1054 399 1192">(e)</td> <td data-bbox="404 1054 1013 1192">           Persons with disabilities            (i) SC/ST            (ii) OBC (NCL)            (iii) General         </td> <td data-bbox="1018 1054 1352 1192">           15 years            13 years            10 years         </td> </tr> <tr> <td data-bbox="302 1199 399 1587">(f)</td> <td colspan="2" data-bbox="404 1199 1352 1587"> <p>Ex-Servicemen who has put in not less than six months continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years, he / she shall be deemed to satisfy the condition regarding age limit. <b>(Important: Such ex-servicemen who are already employed as regular civil employees under Government by availing benefit of reservation as ex-serviceman are entitled for age relaxation only as provided under extant rules).</b> Candidates applying under ex-serviceman category should mandatorily furnish an undertaking as per <b>Annexure-I (as available in the detailed notification published on NIOS website)</b> at the time of verification of documents/interview.</p> </td> </tr> </tbody> </table> <p><b>Note:</b> All the concessions mentioned above will be concurrent i.e. if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit will be granted subject to maximum of age prescribed to enter in Government service i.e. 55 years of age. However, there is no age bar for regular NIOS Employees.</p> <p><b>The Cut-Off date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be the closing date for submission of online application by candidates in India.</b> Before applying, applicants must satisfy about their eligibility as on closing date of application.</p> <p>The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General. Only those OBC Categories which are applicable for appointment under Central Government will be considered. A candidate who claims to belong to OBC (NCL) category should submit in support of his / her claim, a copy of a certificate as</p>	S.No.	Category of Persons	Extent of age relaxation/concession	(a)	Scheduled Caste/Scheduled Tribe	5 years	(b)	Other Backward Classes (Non-Creamy Layer)	3 years	(c)	Candidates with 3 years continuous service in Central Govt. provided the posts are in same or allied cadres	5 years	(d)	Persons ordinarily domiciled in State of Jammu & Kashmir during 01.01.1980 to 31.12.1989	5 years	(e)	Persons with disabilities (i) SC/ST (ii) OBC (NCL) (iii) General	15 years 13 years 10 years	(f)	<p>Ex-Servicemen who has put in not less than six months continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years, he / she shall be deemed to satisfy the condition regarding age limit. <b>(Important: Such ex-servicemen who are already employed as regular civil employees under Government by availing benefit of reservation as ex-serviceman are entitled for age relaxation only as provided under extant rules).</b> Candidates applying under ex-serviceman category should mandatorily furnish an undertaking as per <b>Annexure-I (as available in the detailed notification published on NIOS website)</b> at the time of verification of documents/interview.</p>	
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	<p>per <b>Annexure-II (as available in the detailed notification published on NIOS website)</b> from the appropriate issuing authority as provided under rules.</p> <p>A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe should submit in support of his / her claim, a copy of a certificate as per <b>Annexure-III (as available in the detailed notification published on NIOS website)</b> from the appropriate issuing authority as provided under rules.</p> <p><b>EWS (Economically Weaker Section) Reservation:</b></p> <p>a) Candidates who are not covered under the scheme of reservation for SC/ST/OBC and <b>whose family gross annual income is below Rs.8 Lakh</b> (Rupees Eight Lakh) shall be eligible for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:-</p> <ol style="list-style-type: none"> <li>i. 5 Acres of agriculture land and above.</li> <li>ii. Residential flat of 1000 Sq Ft and above.</li> <li>iii. Residential plot of 100 Sq yards and above in notified municipalities.</li> <li>iv. Residential plot of 200 Sq Yd and above in areas other than the notified municipalities.</li> </ol> <p>b) The property held by a family in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. (The term Family – for this purpose will 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).</p> <p>c) The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by a competent authority. The income and asset certificate issued by any one of the following authorities in the prescribed format as given in <b>Annexure-IV (as available in the detailed notification published on NIOS website)</b> shall only be accepted as candidate's claim as belonging to EWS:</p> <ol style="list-style-type: none"> <li>i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner; or</li> <li>ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate; or</li> <li>iii. Revenue Officer not below the rank of Tehsildar; or</li> <li>iv. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.</li> </ol> <p>d) The candidate applying against the vacancies reserved for EWS must possess Income and asset certificate as on closing date of online application for this advertisement and <u>should be valid for the year in which this recruitment notification is published</u>. Accordingly, these candidates are required to produce valid Income and asset certificate during documentation stage.</p>
14.	<p>(a) Persons with disability of 40% or more, if so desires, will have to bring their own scribe to assist them in the examination. The facility of Scribe will be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be allowed, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at <b>Annexure-V (as available in the detailed notification published on NIOS website)</b>. The</p>

	<p>qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at <b>Annexure-VI (as available in the detailed notification published on NIOS website)</b>. In addition, the scribe has to produce a valid ID proof (PAN, Adhar Card, Driving Licence etc.) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at <b>Annexure-VII (as available in the detailed notification published on NIOS website)</b>. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.</p> <p>(b) Compensatory time to be allowed in this case is 20 minutes per hour of examination. All candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of three hours duration. Reservation for person with disabilities in r/o the current year vacancies will be given as per the rules. No candidate will be permitted for the written examination / CBT without the proper Admit Card.</p>
15.	Candidates called for a written test/skill test/interview are required to make their own arrangements for their travel and stay and they are not entitled for any reimbursement. However, candidates belonging to SC/ST will be paid travelling allowance while attending interview/skill test as per Govt. of India Rules.
16.	The examination questions will be bilingual (Hindi & English) except for the language papers which would be in the language only.
17.	There is no provision of re-evaluation/re-checking of Answer Sheets/ Answer Scripts.
18.	<p>NIOS reserves the rights:</p> <p>a) to prepare a panel of candidates for filling up future vacancies arising during the validity of the panel which shall be normally for one year.</p> <p>b) to relax any eligibility conditions in deserving cases.</p> <p>c) to fill up the posts, not to fill up the posts or cancel the advertisement in whole or part without assigning any reason thereof. NIOS also reserves the right to place a reasonable limit on the total number of candidates to be called for written test/skill test/interviews. The decision of NIOS in this regard will be final and binding on the candidates.</p> <p>d) to fill consequential vacancies including additional posts arising at the time of selection process from available candidates by direct recruitment/ deputation/contract.</p>
20.	Merely fulfilling minimum essential qualifications shall not entail the candidate for calling for written test/skill test/Interview.
21.	Number of vacancies may increase or decrease. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.
22.	Candidates already working in Government/Autonomous Institutions/PSU/ Universities and fulfilling requirement of experience & eligibility are required to submit their applications through proper channel and apply by uploading the Vigilance Clearance Certificate, Details and nature of experience and No Objection Certificate along with their applications. In case any candidate fails to obtain/upload these documents, the same is mandatory to be produced at the time of written test/skill test/Interview.

23.	NIOS shall verify the antecedents or documents uploaded/submitted by the candidate at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidate are false at any stage, even after the appointment or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated without notice or any compensation in lieu thereof.
24.	Applications which do not meet all criteria given in this advertisement/ incomplete application/without relevant supporting enclosures/without prescribed fee will be out rightly rejected.
25.	Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies/testimonials.
26.	Decision of NIOS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.
27.	After submitting applications through ONLINE, candidates should take a print out of registration cum application form and produce along with self-attested copies of certificates/documents, at the time of document verification to be conducted prior to skill test/interview. Original documents will also be required to be produced for verification.
28.	Canvassing in any manner and bringing outside influence shall make the candidates liable for rejection.
29.	In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
30.	Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of disconnection/ inability/ failure to log on NIOS website on account of heavy load on internet/ website jam. NIOS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of NIOS.
31.	NIOS reserves the right to amend/ change/ delete/ cancel any of the conditions/ guidelines at any stage of the process.
32.	No correspondence or personal enquiries whatsoever will be entertained from candidates regarding conduct and result of test /or interview and reasons for not being called for test/or interview.
33.	Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published on NIOS website only. Therefore, the candidates are advised to check NIOS website regularly.
34.	All disputes relating to this recruitment shall be dealt in the jurisdiction of NCT of Delhi Court.
35.	The candidate's answer sheet and other related papers/documents of examination in respect of this recruitment shall be kept as record only for one year from the date of publication of final result.
36.	Any communication with the candidate pertaining to recruitment process will only be through the designated recruitment portal/shared personalized emails of the candidates.

**Mode of Selection:**

- i. Candidates will be shortlisted on the basis of their performance in written examination/Computer Based Test (CBT) and interview put together for the post which are in Level 7 of the CPC and above <https://gojobsadda.in> of the CPC. Final Merit List will be drawn by giving separate weightage of 80% and 20% to marks obtained by the candidate

in written examination and interview put together. For interview candidates will be called on the basis of their performance in the written examination/CBT in the ratio of 1:5.

- ii. For post which is level-6 and Level-1 of CPC, selection to the post will be done on the basis of the performance of the candidates in the written examination/CBT only.
- iii. For the post which are in Level 2 & Level-4 of CPC , candidates shortlisted on the basis of Written Examination/CBT will be called for Skill Test which will be of qualifying in nature only and carries no weightage. In case a candidate fails to qualify the skill test, their candidature would be rejected. For Skill Test candidates will be called in the ratio of 1:10 on the basis of their performance in written Examination/CBT.
- iv. The decision of the NIOS about the mode of selection to these notified posts and eligibility conditions of the applicants for interview shall be final and binding. No correspondence will be entertained in this regard. **However, the mode of selection, whichever so, for all the notified posts will be the sole discretion of NIOS and may be changed.**
- v. Minimum qualifying marks for written examination/CBT will be 50% for UR category, 45% for EWS & OBC and 40% for SC/ST/PwBD. Minimum qualifying marks for Ex-servicemen is 40% for the posts which are reserved for Ex-servicemen.
- vi. There shall be negative marking to the tune of 1/4<sup>th</sup> of marks allocated per question. However, no marks will be deducted for unattempted question.
- vii. In case of tie between two or more candidates while preparing merit list, then candidate senior in age as per Date of Birth will be given preference and if date of birth also happens to be the same then percentage of marks secured by the candidate in the qualifying exam (prescribed educational qualification for the post) for the post will be taken into account.

<b>SPECIAL INSTRUCTIONS FOR APPLICANTS</b>	
1.	<p>The following documents should be uploaded while filling online applications.</p> <ol style="list-style-type: none"> <li>a) Attested copies of Educational qualifications.</li> <li>b) Caste certificate in respect of SC, ST, OBC candidate.</li> <li>c) EWS certificate in respect of EWS candidate.</li> <li>d) PwD certificate in case of PwD candidates having disability of more than 40%.</li> <li>e) Ex-serviceman certificate (in case of ex-serviceman).</li> <li>f) Experience Certificate in respect of each experience claimed.</li> <li>g) Forwarding letter of HOD concerned, ACRs of last 5 years, Vigilance clearance, Integrity certificate, list of Major and Minor penalties imposed during last 10 years along with “No Objection Certificate” to the effect that in event of the selection the official will be relieved. (applicable to only those candidates already working in Government/Autonomous Institutions/PSU/Universities)</li> </ol>
2.	Applications once submitted will not be withdrawn in any case.
3.	Applications received without proper channel and/or not accompanying the documents mentioned in the application form will not be considered and will be rejected. No communications will be entertained in this regard.

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I ..... bearing Roll No. .... appearing for the Document Verification/Interview for recruitment the post of ..... National Institute of Open Schooling, 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 as .....on 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 as ..... On 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 : .....  
Roll Number : .....  
Date : .....  
Date of appointment in Armed Forces : .....  
Date of Discharge : .....  
Last Unit/Corps : .....  
Mobile Number : .....  
Email ID : .....

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWRD CLASSES  
APPLYING FOR APPOINTEMNT TO POSTS UNDER THE GOVERNEMNT OF INDIA)**

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

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

Dated:

Seal:

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

\*\*As amended from time to time.

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

**FORMAT FOR SC/ST CERTIFICATE**

*(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/Srimati/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 Tribe Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Orders (Amendment) Act2002@

The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act2002@

The Constitution (Scheduled Caste) Order (Amendment) Act2007@

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who 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 seal of office)

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 Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

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 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).

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.

**ANNEXURE-V**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_ a 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

Name & Designation Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

**ANNEXURE-VI**

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/UT) My qualification is \_\_\_\_\_

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is \_\_\_\_\_. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date: