

# Indira Gandhi Rashtriya Manav Sangrahalaya

Shamla Hills, Bhopal 462013 (M.P.)

Website: www.igrms.gov.in

## **NOTIFICATION**

### **No.1-1/2023-Estt. Dated 29.6.2024**

The Indira Gandhi Rashtriya Manav Sangrahalaya is an Autonomous organization of Government of India, Ministry of Culture with its various Outdoor and Indoor museum complexes located at Bhopal and a Regional Centre at Mysore. The Sangrahalaya is involved in generating a new museum movement in India to demonstrate the simultaneous validity of human cultures and the plurality of alternatives of human articulation. The Pay and allowances of its employees are governed mutatis mutandis as of Govt. of India Rules & Regulations for Central Civil Services. The Applications are invited for the following posts to be filled by transfer on deputation and direct recruitment.

**The commencement date and last date for submission of applications are as under.**

Date of Commencement of Applications: **29.06.2024**  
Last Date of Submission of Applications: **19.07.2024 (for direct recruitment)**  
**12.08.2024 (for deputation posts)**

#### **DETAILS OF POSTS**

Name of the post	No. of post	Pay Scale (7 <sup>th</sup> CPC)	Category	Max Age (in years)	Mode of recruitment
1. Administrative Officer	01	Level 9	-	56	Transfer on Deputation
2. Painter	01	Level 4	General	25	Direct Recruitment
3. Conservation Associate	01	Level 6	OBC	30	Direct Recruitment
4. Assistant Keeper	01	Level 7	ST	56	Transfer on Deputation
				30	Direct Recruitment

#### **Required Qualifications and Experience (As per existing RRs of IGRMS, Bhopal)**

1.	<b>Name of the post</b>	<b>Administrative Officer (Group-B)</b>
	<b>No. of Vacancy</b>	One. To be filled on Transfer on Deputation basis
	<b>Age</b>	Not exceeding 56 years.
	<b>Scale of Pay</b>	Pay Matrix Level 9 (Rs.53100-167800)
	<b>Educational qualifications</b>	<b>Essential:</b> i. Degree of recognized University or equivalent; ii. Five year's administrative experience of which at least 3 years should be on the establishment and accounts side. <b>Desirable:</b> i. Knowledge of Govt. Rules and Regulations ii. Experience of working in a Museum or scientific organization iii. Knowledge of work study accounting procedure.
	<b>Eligibility</b>	Officers of the Central/Central Autonomous/statutory bodies holding analogous posts, or with three years' service in the scale of Rs.2000-3500 (pre-revised) or equivalent and possessing the qualification.
2.	<b>Name of the post</b>	<b>Painter (Group-C)</b>
	<b>No. of Vacancy</b>	One. Unreserved.
	<b>Age</b>	25 years
	<b>Scale of Pay</b>	Pay Matrix Level 4 (Rs.25500-81100)
	<b>Education Qualification</b>	<b>Essential:</b> (i) Matriculation or equivalent qualification from a recognized University/Board. (ii) Training in Applied Arts & Applied design with three years certificate or with proficiency in lettering (in atleast two scripts)
3	<b>Name of the post</b>	<b>Conservation Associate (Group-B)</b>
	<b>No. of Vacancy</b>	One. Reserved for Other Backward Classes
	<b>Age</b>	30 years (Relaxable to Govt. servants/ employees of Autonomous organization of Central Govt. upto 5 years)
	<b>Scale of Pay</b>	Pay Matrix Level 6 (Rs.35400-112400)
	<b>Education Qualification</b>	<b>Essential:</b> 1. Atleast 2 <sup>nd</sup> Class Master's Degree in Chemistry of a recognized University or equivalent. 2. Two years practical/research experience in conversation and analysis of cultural property like ethnographic objects and pre-historic materials, including fossils
4	<b>Name of the post</b>	<b>Assistant Keeper (Group-B)</b>
	<b>No. of Vacancy</b>	One. Reserved for Scheduled Tribe
	<b>Age</b>	30 years for direct recruitment (Relaxable to Govt. servants/ employees of Autonomous organization of Central Govt. upto 5 years in accordance with the instructions/ orders issued by the Central Govt.) and 56 years for Deputation
	<b>Scale of Pay</b>	Pay Matrix Level 7 (Rs.44900-142400)

<b>Education Qualification</b>	<p><b>Essential:</b> i) Master’s Degree in Anthropology of a recognized University or equivalent with specialization in Social/Physical Anthropology/ Prehistory. ii) Degree/Diploma in Museology of a recognized University/Institution with two years’ experience in a Museum of standing or a comparable institution. <b>(or)</b> Four years’ experience in a Museum of standing or comparable institution.</p> <p><b>Desirable:</b> Experience of field work in tribal areas.</p> <p><b>NOTE:</b> The exact educational qualifications and area of experience determining specialization shall be indicated at the time of recruitment.</p>
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### GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS FOR THE CANDIDATES :

1	All the Applicants must produce original certificates and other documents at the time of document verification (if called for test/interview).
2	IGRMS, Bhopal strives to have a workforce which reflects gender balance and women candidates are encouraged to apply. Applicants are advised to ensure before applying that they possess essential qualification and experience for the post.
3	Candidates of only Indian Nationality can apply for these posts. The crucial date for determining the age-limit, essential qualification and experience shall be the last date ( <b>i.e 19.07.2024 (for direct recruitment posts) and 12.08.2024 (for deputation posts)</b> ) for submission of applications from candidates. Experience shall be counted only after the date of possessing the essential educational qualifications.
4	Only Birth Certificate/Secondary School Leaving Certificate (SSLC)/ Matriculation/ SSC mark sheet or certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth. No subsequent request for change will be considered or granted.
5	While applying the candidates should mention their full name as it appears on the Matriculation/ Secondary School Certificate. If a candidate has changed his/her name or dropped or added part of his/ her name after Matriculation / Secondary School they will have to submit an attested copy of Gazette Notification to this effect
6	Applicants are advised to ensure, before applying, that they possess essential qualification and experience for the post. The Experience and Qualification will be reckoned as on the last date for submission of application. Mere fulfillment of minimum qualifications and experience does not entitle any candidate to receive a call letter and the decision of the IGRMS, Bhopal shall be final and binding at all.
7	Appointments under Direct Recruitment are regular in nature with a probation period as per the norms of IGRMS and the same shall be confirmed depending upon satisfactory performance of the incumbent.
8	Experience Certificate especially from private employer must mention (i) Designation, (ii) Nature of works performed, (iii) Duration of the employment (iv) Pay particulars (v) Nature of Employment (Regular/ Contractual) and all other work experience related details which candidate has claimed in his/her application. Any experience gained during full time education will not be counted as professional experience.
9	Applicant should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the Advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the “ <b>Application Form</b> ”, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected. Application once submitted cannot be altered under any circumstances. Further, no request with respect to making changes in any data/particulars entered by the candidate in the Application Form will be entertained, once the application is submitted successfully. However, under some conditions the application of the incumbent may be allowed by the Director, IGRMS, Bhopal.
10	The candidates applying for <b>deputation post</b> should use the format available on DOPT website under OM No. AB.14017/28/2014-Estt.(RR) dated 2.7.2015. For <b>direct recruitment</b> posts the applicant may apply on prescribed application form (Hindi/English) available on the IGRMS Bhopal Website (Annexure I). They can apply for more than one post provided, they fulfill the eligibility criteria. In such a case, the candidate has to apply for each post separately and Pay Application Fee separately. However, based on the number of candidates applying for different posts, IGRMS reserves the right to hold a written /skill test/presentation and or Interview for the various posts together or separately on a single or multiple days across various sessions as per the decision of the Director.
11	Relaxation in age will be as per Government of India norms.
12	Incomplete applications in any respect will not be considered. IGRMS shall verify the antecedents and documents submitted by applicants at any time, at the time of appointment or during the tenure of service. In case it is found that the Applicants have submitted fake documents or the Applicants have undesirable clandestine antecedents /background and have suppressed the said information, his/her services shall be liable to be terminated.
13	The character of a person for recruitment to the service must be such as to render him/her suitable in all respects for appointment to the Govt. service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.

14	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter or after joining of services, IGRMS, Bhopal reserves the right to modify/ withdraw/ cancel any communication made to the Applicants.
15	The reservations/relaxations policy for SC/ST/OBC-NCL/ESM, Persons with Benchmark Disabilities (PwBD)/ EWS applicants will be as per the existing Govt. of India policy.
16	Applicants applying for the reserved posts should clearly state to which category they belong. No age relaxation will be applicable to SC/ST/OBC-NCL candidates applying for Unreserved (UR) posts. Applicants seeking reservation under SC/ST category are required to submit respective Certificate as per the format prescribed by the Government of India, Department of Personnel & Training <b>(Annexure-II)</b> .
17	Applicants seeking reservation under OBC category are required to submit respective certificate as per the format prescribed by the Government of India, Department of Personnel & Training <b>(Annexure-III)</b> . Applicants applying for the post(s) reserved for OBC, should submit a self-attested copy of valid caste certificate specifically mentioning creamy layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/ 2004-Estt.(Res) dated 14.10.2008. The caste certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014.
18	The person with 40% and above degree of disability is eligible for the PwBD application. The proof of mentioned disability must be enclosed with the application without which the application will be treated as <b>'General (unreserved)'</b> .
19	Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies/ PSUs/ PSBs shall to upload <b>No Objection Certificate (NOC)</b> from the competent authority of the organization they are serving, while filling the application. Without NOC, the candidate will not be allowed to appear in Written/Skill Test/Interview. However, the decision of Director, IGRMS, Bhopal in this regard, shall be final and binding on the candidates.
20	Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for post.
21	All the Direct Recruited appointees including the in-service candidates applied for Direct Recruitment shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India. In addition to basic pay, Dearness Allowance, House Rent Allowance and transport Allowance are payable as per extant rules on the subject. The employees will be eligible for other benefits like Medical, LTC, and Children's Education Allowance as per the IGRMS norms.
22	<b>Director, IGRMS, Bhopal reserves the right to:</b> a. Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. b. Fill or not to fill up some or all the posts advertised for any reasons whatsoever c. Increase/decrease the number of posts without giving any reason. d. Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment. e. Hold Written test /Skill Test / Presentation and/or Interview for selection, whenever circumstances so warrant;
23	A Candidate's admission to the Test/presentation/Interview and subsequent process is strictly provisional. The mere fact that the call letter(s)/has been issued to the candidate does not imply that his/her candidature has been finally cleared by the IGRMS, Bhopal. The IGRMS, Bhopal would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ Certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in the IGRMS, Bhopal, their services are liable to be summarily terminated. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances. IGRMS, Bhopal will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
24	Applicants shall have to produce original testimonials at the time of Test /Presentation / interview, failing which they will not be allowed to appear in Test /Presentation / interview etc.
25	Applicants shall be required to make payment of non-refundable application fee of <b>Rs. 100/-</b> for each post in the form of DD/IPO in favour of <b>Director, IGRMS, Bhopal</b> (Application fee is exempted for <b>SC, ST, and PwBD/Divyang</b> applicants). Submission of the application form and payment of fee should be done only through the <u>offline process</u> . Please visit IGRMS website ( <a href="http://www.igrms.gov.in">www.igrms.gov.in</a> ) for the same.
26	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the IGRMS website only. Accordingly, all applicants in their own interests are advised to regularly visit the IGRMS website <a href="http://www.igrms.gov.in">www.igrms.gov.in</a> . They should also regularly check their email account for updates. No TA/DA and accommodation shall be provided for attending Test/interview/presentation etc. However, outstation SC/ST Candidates is entitled for TA as per existing Government of India norms.
27	Call letters and other correspondence for attending the interview, etc., will be sent only to the eligible candidates by email only.
28	IGRMS, Bhopal will retain the all the recruitment data of the candidates only for a period of six months after completion of recruitment process i.e., the issuance of offer letter to the selected candidate. Thereafter, no RTI on the subject shall be entertained.

29	No interim correspondence whatsoever will be entertained from Applicants regarding conduct and result of test(s)/interview /presentations etc. and reasons for not being called for test(s)/Interview/ presentation. In case of any dispute /ambiguity that may occur in the process of selection, the decision of the Director, IGRMS, Bhopal in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/ her agency.
30	The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment. No person shall be recruited unless he/she is in good mental and physical health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Candidate, who is finally approved for the appointment to the IGRMS, shall produce Medical Certificate from an authorized Government Medical Officer at the time of joining the IGRMS, Bhopal.
31	In case any dispute arises on account of interpretation of clauses in any version of this Advertisement in language other than English, the English version available on the IGRMS, Bhopal website shall prevail. All information/ corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified in the IGRMS, Bhopal website ( <a href="http://www.igrms.gov.in">www.igrms.gov.in</a> ) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the IGRMS, Bhopal.
32	Errors and omissions in notification and selection process are subject to corrections as per rules and regulations. Moreover, guidelines relating to recruitment rules shall be followed as per existing IGRMS Recruitment Rules as amended from time to time.
33	Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals situated at Bhopal only.
34	Pattern of examination and syllabus for the posts will be intimated before conduct of the Test /Interview.

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

This is to certify that Shri/Shrimati/Kumari\*.....son / daughter of.....of Village/Town/\* ..... in District/Division \*.....of the State/Union Territory\* ..... belongs to the Caste/Tribes.....which is recognized as a Scheduled Castes/Scheduled Tribes\* under:

- @The Constitution (Scheduled Castes) order, 1950
- @The Constitution (Scheduled Tribes) order, 1950
- @The Constitution (Scheduled Castes) Union Territories order, 1951 \*
- @The Constitution (Scheduled Tribes) Union Territories Order, 1951\*
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.]
- @The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
- @The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976
- @The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962
- @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962
- @The Constitution (Pondicherry) Scheduled Castes Order 1964
- @The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
- @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
- @The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968
- @The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @The Constitution (Sikkim) Scheduled Castes Order 1978
- @The Constitution (Sikkim) Scheduled Tribes Order 1978
- @The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989 @The Constitution (SC) orders (Amendment) Act, 1990
- @The Constitution (ST) orders (Amendment) Ordinance 1991
- @The Constitution (ST) orders (Second Amendment) Act, 1991 @The Constitution (ST) orders (Amendment) Ordinance 1996
- @The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati.....Father/Mother of Shri/Shrimati/Kumari\* ..... of village/ town\*..... in District/ Division\* .....of the State/Union Territory\* .....who belong to the .....Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the .....dated.....

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

Signature  
\*\*Designation

With a Seal of Office  
State/Union Territory

Place:  
Date:

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

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

**\*\* List of authorities empowered to issue Caste/Tribe Certificates:**

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

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

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

This is to certify that.....son/daughter of.....  
.....of village .....District/Division.....in  
the.....State.....belongs to  
the..... Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997. vii) Resolution No.12011/99/94-BCC dated 11th December, 1997. viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- vii) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- viii) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- ix) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- x) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xi) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June, 2003.
- xii) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xiii) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri..... and/or his family ordinarily reside(s) in the ..... District /Division of the.....State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Dept. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:

Seal:

District Magistrate or Deputy Commissioner etc.

**Note - I:**

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificate are indicated below:-
  - i) District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - iii) Revenue Officer not below the rank of Tehsildar
  - iv) Sub -Divisional Officer of the area where the candidate and/or his family resides.

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

**Certificate to be furnished by the employer/Head of Office/forwarding authority,  
if in service and applying through Proper Channel.**

**Employer’s Certificate/ Recommendation**

Shri/Smt./Dr. ....is a Permanent/Temporary/Contractual employee of the.....organization holding the post ..... which carries the pay scale of ₹ ..... (Grade Pay) .....and his/ her application is forwarded for consideration and necessary action.

Certified that the particulars furnished by ..... are correct and he/she possesses educational qualifications and experience mentioned in the advertisement.

Further certified that:

- (i) No objection certificate, from present employer.
  - (ii) There is no vigilance case pending/contemplated against him/her.
  - (iii) His/her integrity is beyond doubt.
  - (iv) No major/minor penalties have been imposed on him/her during the last 10 years. Please enclose list of major/minor penalties imposed during the last 10 years, if any.
  - (v) A cadre clearance certificate is appended herewith.
- Please mark (√) for which certificates are enclosed.

Signature: \_\_\_\_\_  
Name of the Officer: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Department: \_\_\_\_\_  
Office Seal: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of candidate)