

Indira Gandhi Rashtriya Manav Sangrahalaya

Shamla Hills, Bhopal 462013 (M.P.)

Website: www.igrms.gov.in

NOTIFICATION

No.1-5/2025-Estt. Dated 7.6.2025

(Partially Modified)

The Indira Gandhi Rashtriya Manav Sangrahalaya is an Autonomous organization of Government of India, Ministry of Culture located at Bhopal (MP) and a Regional Centre at Mysuru (Karnataka). 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: **7.6.2025**

Last Date of Submission of Applications: **21.7.2025**

DETAILS OF POSTS

S. no.	Name of the post	No. of post	Pay Scale (7 th CPC)	Category	Max Age (in years)	Mode of recruitment
1	Project Engineer	01	Level 11	UR	56	Transfer on Deputation
2	Administrative Officer	01	Level 9	UR	56	Transfer on Deputation
					35	Direct recruitment
3	Conservation Associate	02	Level 6	OBC-1, UR-1	30	Direct recruitment
4	Senior Artist	01	Level 6	UR	30	Direct recruitment
5	Library & Information Asstt.	01	Level 6	UR	56	Transfer on Deputation
					30	Direct recruitment
6	Museum Associate	01	Level 6	UR	30	Direct recruitment
7	Modelling Assistant	01	Level 5	UR	25	Direct recruitment
8	Museum Assistant	03	Level 5	UR-2, OBC-1	21-28	Direct recruitment
9	Security Assistant	01	Level 5	UR	21-28	Direct recruitment
10	Sr. Clerk	01	Level 4	SC	56	Transfer on deputation
					18-26	Direct recruitment

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

1	Name of the post	Project Engineer
	No. of Vacancy	One. UR. To be filled on Transfer on Deputation /Short term contract.
	Age	56 years for deputation
	Scale of Pay	Pay Matrix Level 11 (67700-208700)
	Eligibility	Transfer on deputation: Civil Engineer under Central/State Govt./ Semi Govt. Statutory/ Autonomous or recognised institution holding analogous posts; (or) With five years' experience in post in the scale of Rs.8000-13500 (CCS RPR 1997)/ Rs.2200-4000 (CCS RPR 1986) (pre-revised)/ revised Pay Matrix Level 10 (CCS RPR 2016).
2.	Name of the post	Administrative Officer
	No. of Vacancy	One. To be filled on Transfer on Deputation basis failing which by Direct recruitment
	Age	Not exceeding 56 years for deputation and 35 years for direct recruitment
	Scale of Pay	Pay Matrix Level 9 (Rs.53100-167800)
	Educational qualifications	Essential: 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. Desirable: i. Knowledge of Govt. Rules and Regulations ii. Experience of working in a Museum or scientific organization iii. Knowledge of work study accounting procedure.
	Eligibility	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)/Rs.6500-10500 (in 5 th CPC) revised as 9300-34800 + Grade Pay 4600 in 6 th CPC as per Govt. of India OM No.1/1/2008-IC dated 13.11.2009/ Level 7 in 7 th CPC or equivalent and possessing the qualification.
3	Name of the post	Conservation Associate
	No. of Vacancy	Two. One reserved for OBC and One reserved for UR.
	Age	30 years (Relaxable to Govt. servants/employees of Autonomous organisation of Central Govt. upto 5 years)
	Scale of Pay	Pay Matrix Level 6 (Rs.35400-112400)

	Educational qualifications	Essential: 1. Atleast 2 nd class Master's Degree in Chemistry of a recognised University or equivalent. 2. Two years practical /research experience in conservation and analysis of cultural property like ethnographic objects and pre-historic materials, including fossils
4	Name of the post	Senior Artist
	No. of Vacancy	One. Unreserved.
	Age	30 years (Relaxable to Govt. servants/employees of Autonomous organisation of Central Govt. upto 5 years)
	Scale of Pay	Pay Matrix Level 6 (Rs.35400-112400)
	Educational qualifications	Essential: (i) Matriculation of recognised University/Board or equivalent (ii) Degree or Diploma in Fine Arts of a recognised University/Institution or equivalent (iii) 2 years practical experience of Commercial Art, preparation of charts and graphic layouts. Desirable: Experience as an Artists in a Museum of repute or a similar Institution.
5	Name of the post	Library & Information Assistant
	No. of Vacancy	One. Unreserved. (To be filled on deputation failing which by direct recruitment)
	Age	30 years for direct recruitment and 56 years for deputation
	Scale of Pay	Pay Matrix Level 6 (Rs.35400-112400)
	Education Qualification	(i) Master's Degree of a recognised University (ii) Degree in Library Science
6	Eligibility	Deputation: Person holding analogous/equivalent post or 5 years' experience in the pay scale of Rs.4500-7000(CCS RPR '97) (pre-revised) and possessing Education Qualification
	Name of the post	Museum Associate
	No. of Vacancy	One. Unreserved.
	Age	30 Years (Relaxable upto 5 years for Govt. servants/and employees of Central Autonomous organisation in accordance with the instructions/orders issued by the Central Govt.)
	Scale of Pay	Pay Matrix Level 6 (Rs.35400-112400)
7	Education Qualification	Essential: (i) Master's Degree in Anthropology of a recognised University or equivalent with specialization in Social/Physical Anthropology/Prehistory. Three Years experience in Museum of standing or comparable institution. Desirable: Degree/Diploma in Museology or Experience of field investigation
	Name of the post	Modelling Assistant
	No. of Vacancy	One. Unreserved.
	Age	25 years
	Scale of Pay	Pay Matrix Level 5 (Rs.29200-92300)
8	Education Qualification	Essential: (a) Matriculation (b) Diploma in Modelling and Sculpture (or) possessing proven artistic talents and practical experience in the area of related work. Desirable: Experience of Modelling work in clay, plaster and synthetic materials.
	Name of the post	Museum Assistant
	No. of Vacancy	Three. (UR-2, OBC-1)
	Age	21-28 (Relaxable upto 35 years for Govt. servants/employees of Autonomous organisation of Central Govt.)
	Scale of Pay	Pay Matrix Level 5 (Rs.29200-92300)
9	Education Qualification	Essential: (i) Masters Degree or equivalent; or Honours degree of a recognised University in Anthropology Desirable: Diploma in Museology
	Name of the post	Security Assistant
	No. of Vacancy	One. Unreserved.
	Age	Pay Matrix Level 5 (Rs.29200-92300)
	Scale of Pay	21-28 (Relaxable for Govt. servants/employees of Autonomous organisation of Central Govt./State Govt/ PSU upto 5 years)
10	Education Qualification	Essential: Graduate from any recognised University with atleast 50% marks. Desirable: Experience of watch and ward duty in supervisory capacity in an organisation of repute, or Ex. Serviceman who was holding equivalent post or above.
	Name of the post	Sr. Clerk
	No. of Vacancy	One. (Reserved for SC). (To be filled on deputation failing which by direct recruitment)
	Age	18-26 years (Relaxable upto 35 years to Govt. servant/employees of autonomous organization of Central Govt.) for direct recruitment and 56 years for deputation
	Scale of Pay	Pay Matrix Level 4 (Rs.25500-81100)
	Education Qualification	Essential: Degree of a recognised University with three years' experience of office work under Central Govt. or Central Autonomous organizations including ability to type. Or Matriculation with five years' experience of office work under Central Govt. or Central Autonomous organizations including ability to type. Desirable: Knowledge of working in Computer.
10	Eligibility	Deputation : Persons working in similar or equivalent posts or LDC with five years regular service in the grade under Central Govt./ autonomous organization of the Central Govt.

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 (i.e 21.7.2025) 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 and documents submitted by the candidate in the "Application Form" , 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/documents 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 deputation post should use the format available on DOPT website under OM No. AB.14017/28/2014-Estt.(RR) dated 2.7.2015. The applicant for direct recruitment post 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. The Director, IGRMS decision taken in the interest of the institution would be final and binding for appointment and other conditions.
11	Period of deputation and terms & conditions of appointment would be as per DOPT Rules. 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, 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 (Annexure-II).

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 (Annexure-III). Applicants applying for the post(s) reserved for OBC, should submit an 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 ' General (unreserved) '.
19	Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies/ PSUs/ PSBs shall to upload No Objection Certificate (NOC) 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	Director, IGRMS, Bhopal reserves the right to: 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/any other measures for shortlisting of applications and 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 Rs. 100/- for each post in the form of DD/IPO in favour of Director, IGRMS, Bhopal (Application fee is exempted for SC, ST, and PwBD/Divyang applicants). Submission of the application form and payment of fee should be done only through the <u>offline process</u> . Please visit IGRMS website (www.igrms.gov.in) 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 www.igrms.gov.in . 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	After scrutiny of received applications as per criteria decided by the IGRMS, the call letters and other correspondence for attending the interview/skill test, etc., will be sent only to the eligible candidates by email only. Merely fulfilling the qualification will not made eligible to the applicants. The decision of Director, IGRMS will be final and binding.
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 (www.igrms.gov.in) 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*whobelong to theCaste/Tribe* which is recognized as a ScheduledCaste/Scheduled Tribe in the State/Union Territory* issued by thedated.....

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.

ANNEXURE - III

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

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

**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 postwhich
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)

PROFORMA

Recent
photo

1. Name of the post applied for :.....
2. Full Name (in Block Letters) :.....
3. Father's /Husband's name :.....
4. Sex :.....
5. Date of Birth :.....
6. Nationality :.....
7. Address in block letters with pin code:.....
- A. Present :.....
:.....
:.....
- B. Permanent :.....
:.....
:.....
8. Contact No. and e-mail address :.....
9. Whether belongs to SC/ST/OBC/ :.....
- Ex. Serviceman/Physically :.....

Handicapped (% and nature of disability) (Attested copy to be enclosed)

10. Educational Qualification (beginning with SSC or equivalent) with details:

(Attested copy to be enclosed)

Examination passed	Year of passing	Subject	Percentage of marks or division	Name of the board/University

11. Experience: (previous and present employment with details :

Name of employer and post held	Regular/Ad-hoc	Pay scale	Period of service	Govt./semi govt./private	Reason for leaving

12. Nature of work handled

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13. Knowledge/skills in working on computer

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14. Additional information, if any, the applicant wishes to specify.

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15. Name of the Post office/Bank IPO/DD No. dated Rs. 100/-

16. List of enclosures :

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17. Certificate by the candidate: Certified that the information given in the application is true to the best of my knowledge and belief.

Signature of applicant (with date)

Certificate (only in case of Departmental candidates)

1. Certified that the particulars of the Officers has been verified and found to be correct.
2. Certified that no disciplinary proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
3. The copies of CR/APAR of last 5 years of the officer are enclosed.

Signature of the Head of the Organization/
Department with Stamp

प्रोफार्मा

नवीनतम फोटो

1. आवेदित पद का नाम
2. पूरा नाम (बड़े अक्षरों में)
3. पिता/पति का नाम
4. लिंग
5. जन्म तिथि
6. राष्ट्रीयता
7. बड़े अक्षरों में पता पिनकोड सहित
 - ए. वर्तमान
 -
 -
 - बी स्थायी
 -
 -
8. संपर्क नंबर और ई-मेल पता
9. क्या अ.जा./अ.ज.जा./अपिव
भूतपूर्व/सर्विसमैन/शारीरिक रूप से संबंधित है
विकलांग (प्रतिशत/विकलांगता का प्रकार)
10. शैक्षणिक योग्यता

उत्तीर्ण परीक्षा	उत्तीर्ण वर्ष	विषय	अंकों या डिवीजन का प्रतिशत	बोर्ड/विश्वविद्यालय का नाम

11. अनुभव (विवरण के साथ पुराना और वर्तमान रोजगार)

धारित नियोक्ता पद का नाम	नियमित/तदर्थ	वेतनमान सेवा की अवधि	सरकारी/ अर्ध सरकारी/निजी	छोड़ने का एक कारण

12. किये गए कार्य की प्रकृति

13. कंप्यूटर पर कार्य करने का अनुभव/ज्ञान.....

14. अतिरिक्त जानकारी, यदि कोई हो, जो आवेदक निर्दिष्ट करना चाहता है।

15. डाकघर/बैंक का नाम आईपीओ/डीडी नंबर दिनांक
रुपये।रु. 100/-

16. संलग्नकों की सूची.....

17. उम्मीदवार द्वारा प्रमाण पत्र-प्रमाणित किया जाता है कि आवेदन में दी गई जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सही है।

आवेदक के हस्ताक्षर (तारीख के साथ)

प्रमाण पत्र (केवल विभागीय उम्मीदवारों के मामले में)

1. प्रमाणित किया जाता है कि अधिकारियों के विवरण का सत्यापन कर लिया गया है और सही पाया गया है।
2. प्रमाणित किया जाता है कि अधिकारी के विरुद्ध कोई अनुशासनात्मक कार्यवाही न तो लंबित है और न ही विचाराधीन है। अधिकारी की सत्यनिष्ठा भी प्रमाणित की जाती है।
3. अधिकारी के पिछले 5 वर्षों के सीआर/एपीएआर की प्रतियां संलग्न हैं।

संगठन के प्रमुख के हस्ताक्षर/
स्टाम्प के साथ विभाग