



**PASTEUR INSTITUTE OF INDIA**  
**COONOOR 643 103, NILGIRIS, TAMILNADU**

**Advt. No.01/2023 dated 27.07.2023**

Pasteur Institute of India (PII), Coonoor is one of the pioneer Institutes in the production of Anti Rabies Vaccine and DPT group of Vaccines. This Institute is functioning as an autonomous body under the Ministry of Health and Family Welfare, Government of India, New Delhi. **Online applications are invited for the following post under Direct Recruitment from eligible Indian Citizens possessing the prescribed educational qualifications/experience mentioned under:-**

<b>Name of the post</b>	<b>Junior Translator</b>
Number of vacancy	1(One)
Reservation	Unreserved (UR)
Pay Matrix Level/Scale of Pay	Level – 6 (Rs. 35400-112400) as per 7 <sup>th</sup> CPC
Age limit for Direct Recruits	Not exceeding 30 years Relaxation of upper age limit as per the Govt. of India orders.
Educational qualifications and experience:	
Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as medium of examination at degree level; (or) Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as medium of examination at degree level; (or) Master's degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as medium of examination at degree level; (or) Master's degree of a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of examination at degree level (or) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of two as the medium of examination and other as a compulsory or elective subject at degree level AND Recognized Diploma or Certificate Course in translation from Hindi or English and vice-versa of two years' experience of translation work from Hindi to English and vice-versa in Central or State Govt. offices, including Govt. of India Undertaking.	
Note 1: Qualification are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.	
Note 2: The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes, Scheduled Tribes if at any stage of selection, if the competent authority is of the opinion that sufficient number of candidates from these communities possessing the required experience or not likely to be available to fill up the vacancy reserved for them.	
Period of probation	2 years

In case of PwD candidates applying for Junior Translator posts, it is suitable for the persons suffering from disabilities of One Arm Affected (OA), One Leg Affected (OL), One Arm & Leg Affected (OAL), Both Legs Affected (BL), Both Legs and One Arm Affected (BLOA) and Hearing Handicapped (HH) as per guidelines of M/o Social Justice and Empowerment.

**General Instructions to the candidates:**

**Pay & Benefits:**

- Pay and allowances will be regulated as per Central Government Rules and Bye laws of this Institute.
- Person appointed to the said post will be covered under National Pension Scheme of Govt. of India. In addition, they will be eligible for other benefits like Medical, LTC, etc. as per Govt. of India Rules and Bye laws of this Institute as applicable to the employees of PII, Coonoor.

**General Service conditions:**

- **Probation:** The persons selected will be appointed on probation as per rule. Appointment will be made on probation for a period of two years or till such time as decided by the Institute. It may be extended, will be guided by the rules as framed and /or amended from time to time. The appointment is subject to Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965. On satisfactory completion of the probationary period the concerned incumbent will be considered for being confirmed in service.
- Service conditions shall be as notified by GoI orders/Act/Statutes/ Service Rules and relevant Bye- Laws, Rules and orders issued by PII, Coonoor from time to time.
- Appointment to the above post will be subject to the candidate being medically fit as per the standards prescribed for the post and verification of character & antecedents and/or documents submitted by the candidate at the time of appointment or any time during the tenure of service. In case, it is detected that the documents submitted by the candidate are fake/false or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her service shall be terminated forthwith.

**Qualification and experience:**

- The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- If a candidate claims a particular qualification as an equivalent qualification as per the advertisement, then the candidate is required to produce order/ letter in this regard issued under signature of the competent authority. The decision of the Director, PII, Coonoor in this regard shall be final.
- In case of Boards/ Universities/ Institutes awarding CGPA/ SGPA/ Overall Grade Point Average (OGPA)/Diploma/Degree Grade Point Average (DGPA)/ Cumulative

Performance Index (CPI) etc., candidates are required to convert the same into percentage based on the formula as per their Boards/ Universities/ Institutes. A copy of conversion formula issued by the authority should be uploaded.

- Mere fulfillment of essential qualifications does not entitle a candidate to be called for selection process. The Institute may restrict the number of candidates to be called for Written Test to a reasonable limit on the basis of percentage secured by the candidates in the essential qualification. The method of short listing will be based on objective criteria and may vary from Category to Category, depending on the number of applicants relative to the posts.
- The period of experience rendered by a candidate on part-time basis will not be counted while calculating the valid experience for short listing the candidates. Only those experiences which are relevant and acquired after the passing date of the qualifying examination will be considered. The decision of Director, PII, Coonoor in this regard will be final and binding.
- The application has to be invariably accompanied with a ‘**No Objection Certificate**’ from the employer concerned, by those who are already in employment under Central/State Government, Public Sector Undertakings or Autonomous Bodies, duly indicating the name and post applied for. This shall also apply to the candidates working in PII, Coonoor.
- The Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

**Mode of Selection: The mode of selection is by written examination**

The examination will be conducted in two stages as indicated below:

Stage – I OMR based examination (Objective type): stage – I will consist of Objective Type, Multiple choice questions. The questions will be set in bilingual (Hindi & English).

Stage – II: Pen and paper mode (Descriptive type)

**Those who are shortlisted in Stage – I (Objective type) in the order of merit based on their performance in Stage- I alone would become eligible to appear in Stage – II (Descriptive type) examination.**

Notification regarding examination will be informed to candidates through the website of the Institute and registered email.

There shall be no provision for re-evaluation/ re-checking of answer sheet. No correspondence in this regard shall be entertained.

Marks scored by candidates in the Examination will be normalized by using the formula published by the Staff Selection Commission vide Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

The Provisional Answer Keys of the OMR Based Examinations will be uploaded on the website of the Institute after the Examination. The candidates who are not satisfied with the Answer Key, may challenge the same by paying a fee of Rs.200/- (Rupees Two Hundred only) per question challenged as a processing fee, within 48 hours after publishing of the same. Detailed notice will be issued at the publication of the Provisional Answer Keys.

**Scheme of Examination for the post of Junior Translator:**

Stage	Subject	Maximum Marks	Time allowed
I (Objective-OMR based)	General Knowledge	50	1 hour 20 minutes
	General English	50	
II (Descriptive)	Translation & Essay	100	2 hours

Stage – I will consist of Objective Type, Multiple choice questions.

**Those who are shortlisted in Stage – I (Objective type) in the order of merit based on their performance in Stage-I alone would become eligible to appear in Stage – II (Descriptive type) examination.**

**Indicative Syllabus for the Objective Examination (Stage-I):**

**Paper-I (OMR Based Examination):** The questions will be designed to test the candidates understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

**Indicative Syllabus for the Descriptive Examination (Stage-II):**

**Paper-II: Translation and Essay:** This paper will contain two passages for translation - one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidate translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

**Admission to the Examination:**

- All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Institute as per the terms and conditions of this advertisement of Examination will be assigned Roll numbers and issued Admission Certificates by this Institute for appearing in the Examination.
- The Institute will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age etc. and satisfy themselves that they are eligible for the

post(s). Copies of supporting document will be sought at the time of Document Verification/Appointment. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Institute's decision shall be final.

- Facility to download Admission Certificates will be made available 3-7 days before the examination on the website of this Institute. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs and any one of the valid Original ID proof viz. Voter ID, Aadhaar, Pan Card, Driving License.
- If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
- Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.
- Applications with blurred photograph and/or signature will be rejected.
- Candidates must be careful in exercise of every option.
- Candidates will have to submit/upload copies of following documents:
  - Matriculation/ Secondary Certificate.
  - Educational Qualification Certificate.
  - Persons with Disabilities Certificate in the required format as per Annexure, if applicable.
  - For Ex-Servicemen (ESM): Serving Defence Personnel Certificate as per Annexure-VI, if applicable.
  - Undertaking as per Annexure-VII.
  - Discharge Certificate, if discharged from the Armed Forces.
  - Relevant Certificate if seeking any age relaxation.
  - No Objection Certificate, in case already employed in Central/ State Government Organization/ Department, Autonomous bodies/ PSU, Universities and Government Funded Research Agencies.
- A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
  - In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

- In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner;
- In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner;
- In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

### **How to apply:**

Applications must be submitted only in **online mode** at the official website of this Institute i.e. [www.pasteurinstituteindia.com](http://www.pasteurinstituteindia.com)

In the online Application Form, candidates are required to upload the scanned colour passport size photograph with light background in .JPEG format (20 KB to 50 KB). The photograph must be taken with a placard while the placard is being held by the candidate indicating name date of capture. Applications without placard on the photograph will be rejected. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible.

### **Last date and time for submission of online applications is 10.09.2023 (17:00 hours)**

Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.

This Institute will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Institute.

Before submission of the online application, candidates must check that they have filled correct details in each field of the form. *After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained.*

### **Application Fee:**

A non-refundable application fee of Rs.300/- (in case of UR/OBC candidates) and Rs.100/- (in case of SC/ST/PWD/Women candidate) shall have to be paid online through BHIM UPI, Net Banking or by using Visa, Master Card, Maestro, Rupay Credit or Debit cards.

Fee once paid shall not be refunded under any circumstances. It will not be adjusted against any other examination or selection.

**Centre for Examination:**

Details about the Examination Centre will be informed in the Admit Card.

**Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particular that are false or suppress any material information while filling the application form. Without prejudice to criminal action/ debarment from PII, Coonoor examinations wherever necessary, candidates will be summarily cancelled at the stage of recruitment in respect of candidates found to have indulged in any of the following:

- In possession of mobile phone, accessories and other electronic gadget within the premises of the examination centers, whether in use or in switch off mode and on or otherwise involved in malpractices.
- Using unfair means in the examination hall.
- Obtaining support for his/her candidature by any means.
- Impersonate / procuring impersonation by any person.
- Submitting fabricated documents or documents which have been tampered with.
- Making statements which are incorrect or false or suppressing material information.
- Resorting to any other irregular or improper means in connection with his/her Candidature for the examination.
- Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or PII, Coonoor representatives.
- Intimidating or causing bodily harm to the staff employed by the PII, Coonoor for the conduct of examination
- To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- Candidature can also be cancelled at any stage of the recruitment for any other ground which the PII, Coonoor considers to be sufficient cause for cancellation of candidature.
- CAUTION: Canvassing in any form will be a disqualification.

**PII, COONOOR DECISION FINAL**

The decision of the PII, Coonoor in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, allotment of examination centres, conduct of examination(s) will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**Recruitment & Selection:**

- The Institute reserves the right to reject any application without assigning any reason whatsoever.

- **The cut-off date for ascertaining the age and experience will be the CLOSING date of submission of online application.**
- In case the candidate is called for further Selection Process, he/ she has to submit/bring the system generated application form with all ORIGINAL DOCUMENTS together with ONE SEPARATE SET OF PHOTO COPY of all documents duly SELF ATTESTED at the time of further Selection Process in support of the candidature, failing which he/ she will not be permitted to appear in the further Selection Process.
- Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the notification.
- It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the notification. In case, it is detected at any point of time in future during process of selection or even after appointment that candidate was not eligible as per prescribed qualification, experience etc, which could not be detected at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/ terminated as the case may be.
- PII, Coonoor also reserves the right to cancel/restrict/ curtail/enlarge the recruitment process and/or the selection process without any notice and without assigning any reasons.
- Mere issue of Admit Card call letter will not imply acceptance of candidature.
- The post will be filled as per the Recruitment Rules of PII, Coonoor.
- No interim enquiries/correspondence/communication of any sort will be entertained on the matter. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
- Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.
- In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.

**Legal Jurisdiction:**

- If any person(s) or invigilator(s) engaged in the conduct of PII, Coonoor written Examination is found acting in a manner that would result in the leakage of the question paper(s) or attempt to use or help in the use of unfair means in this examination, he/she shall be liable to prosecution under the Indian Penal Code.
- The disputes, if any with regard to appointment/Skill Test process after the Written Examination etc. will be subject to the legal Jurisdiction of the Nilgiris District.



### **Instructions to the candidates:**

- Candidates must read the entire notification and relevant rules/provisions and ensure before applying that they are eligible according to criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process he/she will be disqualified and their candidature cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- Candidates working in Central/State Government Organizations/Departments, Autonomous bodies/ PSU, Universities and Government Funded Research Agencies must send the print out of the online application through proper channel.
- All correspondences (CALL LETTER, ADMIT CARD, ETC.) will be sent through email. Applicants should invariably provide active Mobile Nos. and E-mail addresses so that the Institute can contact them at short notice. Necessary information regarding short-listing of candidates, examination/skill test dates etc. shall be uploaded on the Institute's website from time to time. In case of any corrigendum / addendum pertaining to this notification, the same shall be published in the Institute's website only. Candidates are advised to browse this Institute's websites periodically for updated information.
- Applications incomplete in any respect will be summarily rejected.
- Kindly note that PII, Coonor has not authorized any agent/ agency for representing PII, Coonor for anything related to recruitment or its processes.
- PII, Coonor strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- The last date of online submission of applications is 10.09.2023 at 17.00 Hrs. No online applications shall be considered after the last date i.e. 10.09.2023, 17.00 Hrs.
- The Candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per the prescribed format and in that case, your application will be rejected. So, utmost care should be taken while uploading your photo and signature. Both must be visible clearly on Online Application form.
- No telephonic enquiries or interim enquiries and requests would be entertained.
- Candidates belonging to Persons with Benchmark Disabilities (PwBD)/ Ex-Servicemen categories are required to furnish copies of certificates in prescribed format, duly attested in support of their claim. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.
- SC/ST/OBC/EWS candidates who apply against the Unreserved posts are not eligible for age relaxation in respect of such posts and they shall be treated on par with general

candidates in the selection process. Concession in the application fee, if any, is however, applicable for those candidates.

- Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications.
- Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Institute in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwD/ ESM status or avail any other benefit.
- No TA/DA will be paid for attending the written test/skill test.
- Crucial date of eligibility in all aspects is 10.09.2023.

**The Director, PII, Coonoor reserves the right to:-**

- (a) Fix criteria for screening the applications so as to limit the number of candidates to be called for written test. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the written test.
- (b) Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.
- (c) Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof
- (d) Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process by notifying it on the Institute's website.

**IMPORTANT NOTE**

- PII, Coonoor reserves the right to make changes in the information provided in this Advertisement based on directives from competent authorities. This cannot be quoted for any sanction.
- NOT withstanding the information given in this Advertisement, PII, Coonoor, has the ultimate right to decide on any issue as per its Rules and Regulations.
- Candidates are advised to check PII, Coonoor website <https://pasteurinstituteindia.com/> for any up-to-date information including changes in the scheduled dates, etc., This Institute will not be responsible if any candidate skips any important recruitment information due to not visiting the websites.

Dated 27<sup>th</sup> July, 2023  
Coonoor.

DIRECTOR

**ANNEXURE – I**

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT  
CIVILIAN EMPLOYEES SEEKING AGE RELAXATION**

(to be filled by the Head of Office or Department in which the candidate is working)

It is certified that Shri/Smt/Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ in the Pay level of \_\_\_\_\_ with 3 years regular service in the grade as on closing date of receipt of Applications for \_\_\_\_\_ (name of the post).

The following are the nature of duties performed by Shri/Smt/Km. \_\_\_\_\_ at this Office/Department:

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Official Seal \_\_\_\_\_

Place:

Date:

**ANNEXURE – II**

**CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

I hereby certify that, according to the information available with me (No.) \_\_\_\_\_ (Rank) \_\_\_\_\_ (Name) \_\_\_\_\_ is due to complete the specified term of his engagement with the Armed Forces on the (Date) \_\_\_\_\_.

(Signature of Commanding Officer)  
Official Seal

Place:

Date:

**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/her claim an attested / certified copy of a certificate in the form given below, from the District Office 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, this Institute 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

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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) Act 2002@  
 The Constitution (Scheduled Caste and Scheduled Tribe) orders (Amendment) Act 2002 @  
 The Constitution (Scheduled Caste) Order (Amendment) Act 2007 @  
 %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/Shrimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ 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 item 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/ 1<sup>st</sup> 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 FOM THE REVENUE DIVISIONAL OFFICER.

**ANNEXURE-IV**

(Form of Certificate to be produced by other backward classes applying for appointment to posts under the Government of India)

This is to certify that Shri/Smt./Kumari .....son/daughter of ..... of ..... village/town ..... In District/Division ..... in the State/Union Territory 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 08.09.1993\*\*

District Magistrate: .....

Deputy Commissioner etc.: .....

**\*Dated:**

Seal :

.....  
.....

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

\*\* As amended from time to time.

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

**\*(Issued on or after 01.04.2022)**

**ANNEXURE-V**

**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18 (1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size  
Attested photograph

(Showing face only) of  
the  
Person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.  
..... Son/wife/daughter of Shri ..... Date of  
Birth (DD/MM/YY) ..... Age ..... years, male/female  
..... registration No. .... permanent resident of House No.  
..... Ward/Village/Street .....Post  
Office ..... District ..... State  
..... whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

- locomotor disability
  - dwarfism
  - blindness
- (Please tick as applicable)

(B) the diagnosis in his /her case is .....

(C) he/she has .....% (in figure) ..... percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her ..... (part of body) as per guidelines (..... number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing Certificate
--------------------	---------------	--

(Signature/thumb impression of the person  
In whose favour certificate of disability is issued



Form-VI  
 Certificate of Disability  
 (In cases of multiple disabilities)  
 [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size  
 Attested photograph

(Showing face only) of  
 the  
 Person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.  
 ..... Son/wife/daughter of Shri ..... Date of  
 Birth (DD/MM/YY) ..... Age ..... years, male/female  
 ..... registration No. .... permanent resident of House No.  
 ..... Ward/Village/Street ..... Post  
 Office ..... District ..... State  
 ..... whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified for the disabilities ticked below, and is shown against the relevant disability in the table below:

S.No.	Disability	Affected	Diagnosis	Permanent
	physical	part of body		impairment /
	mental			disability

1. Locomotor disability @
2. Muscular Dystrophy
3. Leprosy cured
4. Dwarfism
5. Cerebral Palsy
6. Acid attack Victim
7. Low Vision #
8. Blindness #

**ANNEXURE-VII**

Certificate of Disability  
(In cases other than those mentioned in Forms V and VI)  
(Name and Address of the Medical Authority issuing the Certificate)  
(See rule 18(1))

Recent passport size  
Attested photograph

(Showing face only) of  
the  
Person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined

This is to certify that I have carefully examined Shri/Smt./Kum. ....  
Son/wife/daughter of Shri ..... Date of Birth (DD/MM/YY)  
..... Age ..... years, male/female .....  
registration No. .... permanent resident of House No. ....  
Ward/Village/Street .....Post ..... Office  
..... District ..... State  
..... whose photograph is affixed above, and am satisfied that he/she  
is a case of ..... Disability. His/her extent of percentage  
physical impairment/disability has been evaluated as per guidelines (.....  
number and date of issue of the guidelines to be specified) and is shown against the relevant  
disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment / mental disability
1.	Locomotor disability			
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low Vision			
7.	Deaf			
8.	Hard of Hearing			
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			

<b>13.</b>	<b>Mental illness</b>			
<b>14.</b>	<b>Chronic Neurological conditions</b>			
<b>15.</b>	<b>Multiple sclerosis</b>			
<b>16.</b>	<b>Parkinson's disease</b>			
<b>17.</b>	<b>Hemophilia</b>			
<b>18.</b>	<b>Thalassemia</b>			
<b>19.</b>	<b>Sickle Cell disease</b>			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

- (i) not necessary, or
- (ii) is recommended/after .....years .....months,  
and therefore this certificate shall be valid till (DD/MM/YY).....  
.....

@ - eg. Left/Right/ both arms/legs

# - eg. Single eye / both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

<b>Nature of document</b>	<b>Date of issue</b>	<b>Details of authority issuing certificate</b>

(Authorized Signatory of notified Medical Authority)

(Name and Seal)