

APPENDIX-2

**PROFORMA OF CERTIFICATE FOR SERVING OFFICIALS
OF INDIAN ARMED FORCES**

(ARMY/NAVY/AIR FORCE)

I hereby, certify that with the information available in records, that
Shri _____ (Name) Service/Personal No. _____
Rank _____ has joined the service on _____ (Date) and
would complete the prescribed period of appointment on _____ (Date).

Place:
Dated:

Signature
Name:
Rank:
Commanding Officer
Office Seal

APPENDIX-3

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES
APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority. I have joined (Army/Navy/Air Force) on _____ (date) and have been (released/retired/discharges) on _____ (date) from the Indian Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Signature of Candidate

Dated:

Proforma

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the 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/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* 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 List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and 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) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

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 belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....

(With 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 Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/t Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

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

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

District Magistrate,
Deputy Commissioner etc.

Dated:

Seal

*- 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.

UNDERTAKING BY OBC (NCL) CATEGORY APPLICANTS

I, _____ son/daughter of Shri _____ resident of village/ town/ city _____ district _____ state _____ hereby declare that I belong to the _____ community which is recognized as a backward class by Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93 – Estt. (SCT), dated 9-9-1993 (*Orders above*). It is also declared that I do not belong to persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8-9-1993.

I have also furnished the required declaration in the enclosed Annexure applicable to the persons/ sections excluded from reservations.

I undertake to provide the original and latest OBC (NCL) certificate in the prescribed proforma issued on or after the closing date of application i.e. at the time of screening test/ interview, failing which, I shall not be considered under OBC (NCL) category, for any section/ appointment, if successful in selection process.

The yearly family income for the past 3 Financial Years is as follows:

1. FY : 20..... to
2. FY : 20..... to
3. FY : 20..... to

Station:

Signature:

Date:

Name:

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

<p>Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.</p>

This is certified that Shri / Smt / Kum _____ son/wife/daughter of
Shri _____ age _____ sex _____
identification mark(s) _____ is suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:

- (i) BL-Both Legs affected but not arms.
- (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) BH-stiff back and hips (Cannot sit or stoop)
- (vi) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PH-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PH-Partially Deaf
(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his / her case is percent.

4. Sh./Smt./Kum..... meets the following physical requirements for discharge of his/her duties:-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting. | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent / CMO / Head of
Hospital (with seal)

* Strike out which is not applicable.

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____ - _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer _____
Name _____
Designation _____

Recent
Passport size
attested
photograph of

The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

* **Note1:** Income covered all sources i.e. salary, agricultural, business, profession, etc.
 ** **Note2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 *** **Note3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure-7

Certificate is to be submitted by Employees of Central / State Govt. or similar organized services / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes Seeking Age-Relaxation

(To be filled by the employer in which the candidate is working)

It is certified that Shri/Smt./Km. _____ S/o, D/o, W/o Shri _____ is an employee of (Central / State Govt. or similar organized services / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes) _____ since _____ and _____ holding the post of _____ in the Pay Level/Pay scale _____ with not less than 3 years regular service in the grade as on **11.11.2024**.

Signature of the Employer

Name: _____

Designation _____

Official Seal _____

Place:

Date:

Certificate is to be submitted by outsourced / contractual / project employee working at**IISER Bhopal**

1. It is to certify that Mr./Ms. _____ S/o, D/o, W/o _____ is an employee of _____ (Name of outsource agency/firm) deputed _____ (Name of Department) of IISER Bhopal since _____ without any break.

2.

Name of Post held	From (dd-mm-yyyy)	To (dd-mm-yyyy)	Total Period (dd-mm-yyyy)	Field of Experience

3. It is certified that the above facts and figures are true and based on service records available in our Agency/firm.

Signature of the Employer(Agency/Firm)

Date:

Name: _____

Designation _____

Official Seal _____

Counter-signed by the concerned Section/Department Head.

Service Certificate / NOC

(To be submitted by all the applicants along with a copy of offer letter of the current employer)

Certificate No: _____

Date: _____

Advertisement No: _____ and Post applied for : _____

SN	Item	Description								
1	Name of the employee									
2	Employee Code									
3	Name of the organisation									
4	Type of organisation	_____ { (1) Central Govt. (2) State Govt. (3) Centrally funded Educational Institutes (CEI) (4) Central Autonomous Body / PSU (5) State Autonomous Body / PSU (6) Private University / Organisation (7) International Organization (8) Others (please specify) }								
5	Date of Birth									
6	Type of employment	_____ {(1)Regular (2) Contract (3) Ad-hoc (4) Temporary (5) Project (6) Outsourced Job (7) Deputation (8) Others specify) }								
7	Current and Previous positions held with pay scale, in the organization.									
SN	Positions held	Type of Employment	Full Pay Scale		Basic Pay	GP / Pay Level	DA %	Gross (Pay + DA)	Duration	
			Start	End					From	To
a										
b										
c										
8	Current duties and responsibilities									
9	Type of Pension Scheme and PRAN No. if in NPS									
10	Details of any disciplinary proceedings held previously and contemplated presently, if any.									
11	Over all grading in APAR for the past 5 years.		(1)	(2)	(3)	(4)	(5)			
			FY :	FY :	FY :	FY :	FY :			
12	Notice period required for relieving the candidate, if selected.									

Certified that the above information is verified from the personal service records of the employee and the undersigned is competent to issue the NOC / Service Certificate. This also certified that no vigilance/ disciplinary case is pending or contemplated against the official.

Office Seal:

Signature:
Name:
Designation:
(of the Authorized Signatory)

UNDERTAKING IN THE ABSENCE OF NO OBJECTION CERTIFICATE

(To be produced by the candidate who **is working** in Central / State Govt. or similar organized services / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes)

I, _____ have applied for the post of _____ against IISER Bhopal vide Advt. No.: NT-01/2024 dated _____ under intimation to my employer i.e. _____ (copy enclosed)

I hereby undertake, that I shall produce the NO OBJECTION CERTIFICATE from my present employer at the time of written test/Interview. If I could not produced the NOC at the time of the written test/ Interview I understand that the IISER Bhopal shall not be allowed to attend the written test/Interview.

Date:
Place:

Signature: _____
Name: _____
Designation: _____
Application No. _____

**6th CPC / 7th CPC Pay equivalence Certificate for Non Central Govt. pay scales held by
PSU / Autonomous Body Employees**
(To be submitted along with a copy / extracts of pay revision document by the
Corporate cadre controlling / Personnel Officer only)

Certificate No:

Date:

Advertisement No: and Post applied for :

SN	Item	Description
1	Name of the employee	
2	Employee Code	
3	Name of the organisation	
4	Type of organisation	<p align="center">_____</p> <p align="center">{ (1) Central Govt. (2) State Govt. (3) Centrally funded Educational Institutes (CEI) (4) Central Autonomous Body / PSU (5) State Autonomous Body / PSU (6) Private University / Organisation (7) International Organization (8) Others (please specify) }</p>
5	Date of Birth	
6	Type of employment	<p align="center">_____</p> <p align="center">{(1)Regular (2) Contract (3) Ad-hoc (4) Temporary (5) Project (6) Outsourced Job (7) Deputation (8) Others specify) }</p>
7	Current and Previous positions held with pay scale, in the organization.	

SN	Positions held	Type of Employment	Full IDA Pay Scale		IDA GP / Pay Level	IDA Basic Pay	IDA %	Gross (Pay + DA)	Equivalent 6 th CPC / 7 th CPC pay scales of GOI (Pay Band /GP / Level)	Duration	
			Start	End						From	To

Certified that the above information is verified from the corporate pay structure and compared with the Central Govt. Pay Structure in 6th CPC /7th CPC as on 01/01/2006 or 01/01/2016 and the undersigned is competent to issue the equivalence certificate for considering the experience gained by the employee as equivalent to the Central Govt. Pay Structure and hierarchy.

Signature :

Name of the Cadre Controlling Officer / Personnel Officer of the Corporate Office / Head Office of PSU / Autonomous Bodies / Banks / Insurance Companies etc. of State or Central Govt. :

Designation :

Office Seal :

Undertaking/ Declaration by the Applicant**(Applicant should complete the proforma)****Warning**

(After signing this declaration, if the candidate is found guilty of any wrong declaration, the Institute is authorized to initiate judicial and criminal proceedings including debarring the candidature for future employment in the Institute)

I, hereby undertake the following facts related to my candidature for employment in IISER Bhopal for the post of :

SN.	Items	Description	Annexure No.
1.	Name of the candidate		
2.	Father's Name		
3.	Mother's Name		
4.	Date of Birth		
5.	Service Certificate / NOC No. & date in the requisite proforma		
6.	IDA to CDA Equivalency Certificate (if applicable) No. & dt. issued by Corp. Office	1) Certificate No: Dt. 2) Pay Scale: (Start – End) 3) Basic Pay: 4) IDA: 5) Equivalent GP/Level in 7 th CPC:	
7.	Caste Certificate, issuing authority & dt.		
<i>*Note: Mention only the details of such Bachelor's/ Master's degree on the basis of which the eligibility is being claimed for the post applied.</i>			
	Particular's	Bachelor's Degree	Master's Degree
			Annexure No.
8.	Mode of Study (Regular/ Distance/ Private/ Part-time/ others, pl. specify)		
9.	Name of University/ Institute		
10.	Type of University (State/ Deemed/ Private / Through Act of Parliament/ others, pl. specify)		
11.	Territorial Jurisdiction as per UGC No. F.27-1/2012(CPP-II)		

	Notification dt. June 27, 2013 (encl. to the advt.) limited to the state in which located for other than Central Universities.			
12.	1. Name and Code No. of the Study Centre/College (should not be a private franchisee other than own/ govt. study centre) 2. Place of Study 3. State			
13.	Duration of program should not be less than the UGC approved: (Mention from-to and the No. of years)			

2. That, I understand that the UG / PG Diplomas are not considered as Bachelor's or Master's Degrees without specific notification by the UGC or through an Act of Parliament / State Legislature, which should be provided by the undersigned in support of the claim. No certification of any other agency shall be considered valid.
3. That the degrees obtained by me are recognized by UGC/ DEB and appropriate authorities of Government Agencies, as applicable. Also, there is no contravention of territorial jurisdiction with respect to my course/ degrees and the same are duly in consonance with the mandates of UGC for distance education issued by from time to time.
4. That, I understand that the Institute shall not be able to consider the IDA scales equivalent to Central Govt. pay scales, without submission of the relevant portion / certified extracts of the Pay Revision Commission Report of my organization, alongwith the NOC / Service Certificate confirming my claims to this extent. The burden of providing proof in the enclosed model PRC document of (Annexure) lies on me only as a claimant.
5. That, I hereby undertake that any failure to abide by the instructions and submission of any incomplete application shall render my application invalid and I am personally responsible for any deficiency or discrepancy in submitting the application.
6. That, The Caste Certificate / Experience / Service Certificates have been issued by the competent authority only and subject to verification by IISER Bhopal.

7. That, I declare that I served in Armed Forces from to for years and, I have not claimed reservation in civil employment after my discharge for Armed Forces.

8. That, I understand that any wrong declarations/misrepresentation of facts/wrong claims/submission of forged or fake documents shall render the candidature in-eligible for the post applied. The Institute may initiate legal proceedings under the appropriate law for misleading the Institute with wrong declarations, if any. The Institute may declare such candidates in-eligible/debarred from applying against future advertisements.

Date:

Place

.....

Signature of the Candidate