

**CENTRAL UNIVERSITY
OF KARNATAKA**

(Established by an Act of the Parliament in 2009)



Recruitment Cell
Kadaganchi, Aland Road,
Kalaburagi Dist-585367
Website: www.cuk.ac.in
Email: registrar@cuk.ac.in

**INFORMATON BOOKLET FOR ROLLING
ADVERTISEMENT FOR RECRUITMENT OF NON
TEACHING POSTS**

**UPDATED COMPOSITE ROLLING ADVERTISEMENT
NO. 34/2024, DATED. 09/01/2024**

UPDATED ON 23/01/2025

Kalaburagi,

23rd January, 2025

B. P.

**UPDATED COMPOSITE ROLLING ADVERTISEMENT FOR RECRUITMENT OF
NON TEACHING POSTS**

Notification No. 34/2024, Dated, 09/01/2024 updated on 23/01/2025

Online applications through Samarth portal (<https://cuknt.samarth.edu.in/index.php/site/login>) are invited from the eligible citizens of India/Overseas Citizens of India with valid documents as applicable to apply for recruitment in the prescribed format for the position of various Non-Teaching on regular basis:

IMPORTANT DATES TO REMEMBER

Link for opening of the Online Application	24/01/2025, 00:00 Hrs
Cut-off date for submission of Online Application Form for 1 st phase of recruitment process	22/02/2025, 23:59 Hrs
Last date of receipt of hardcopy of duly submitted online applications along with all self-attested enclosures (Compulsory)	04/03/2025, 05:30 pm

Sl. No.	Name of the Post	Number of Vacancies	Category*	Pay Matrix and Pay Band as per 7 th CPC	Method of Recruitment
Group – A					
1.	Internal Audit Officer	1	UR	Level 12 (78800-209200)	On Deputation
1. Total Group A posts		1			
Group – B					
2.	Private Secretary	4	UR	Level 07 (44900-142400)	On Deputation
3.	Junior Engineer (Electrical)	1	UR	Level 06 (35400-112400)	Direct Recruitment
4.	Personal Assistant	3	UR	Level 06 (35400-112400)	1 UR- PwBD(a)# - DR* & 2 UR on Deputation
2. Total Group B posts		8			
Group-C					
5.	Technical Assistant (Laboratory)	3	UR	Level 05 (29200-92300)	Direct Recruitment
6.	Hindi Typist	1	UR	Level 02 (19900-63200)	Direct Recruitment
3. Total Group C Posts		4			
Grand Total : A+B+C (1+8+4) = 13					

*Abbreviations: UR = Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC=Other Backward Class, EWS=Economically Weaker Section & DR=Direct Recruitment

#PwBD = Persons with Benchmark Disabilities.

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1. PwBD-a: Blindness and Low Vision
2. PwBD-b: Deaf and Hard of Hearing
3. PwBD-c: Locomotor disability including Cerebral palsy, Leprosy cured dwarfism, acid attack victims and muscular dystrophy
4. PwBD-d: Autism, intellectual disability, specific learning disability and mental illness
5. PwBD-e: Multiple disabilities from amongst persons under clauses a-d including Deaf and Blindness

Note:

1. PWD Reservation is earmarked as per Gazette Notification No.59 of 2016, GoI.
2. The backlog PWD positions may be inter changed/filled by other PWD categories or UR following GoI rules. (Gazette Notification No. 59 of 2016, GoI, 34 [2]). Hence, PWD Candidates can apply for other UR positions and candidates with Benchmark disabilities but are eligible for UR positions can apply for PWD positions.

This is a Rolling Advertisement. Positions with sufficient number of applications received by the cut-off date will be processed for Written test/Skill test/Interview in the first phase. Applications received after the cut-off date shall be considered for the next phase of Written test/Skill test/Interview for which the deadline will be notified on the University website/Samarth portal in due course of time.

- a) Unfilled vacancies will be rolled over to the next tranche/phase.
- b) The composite rolling advertisement will remain alive all the time and will be updated every time when a new vacancy is created or when the earlier advertised positions are filled up by selection. The prospective applicants, therefore, can apply any time of the year, but the applications will be processed after the cut-off dates indicated before hand on the University website.
- c) The applications received till the cut-off date shall be processed further for short listing and conduct of selection committee. Applications received after the cut-off date shall be processed further during of the next round of selection process subject to the condition that the vacancy continues in the composite rolling advertisement after completion of the selection process in hand.
- d) Corrigendum/Addendum/Cancellation/Updates/Declaration of cut off dates etc. will be uploaded in University website (www.cuk.ac.in) only. Any excuse/complaint for not visiting the University website shall not be entertained.



DETAILS OF POSTS , ELIGIBILITY, QUALIFICATION, REQUIREMENTS ETC.

1. INTERNAL AUDIT OFFICER:

Deputation:

Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

OR

With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

Age limit: 56 years

2. PRIVATE SECRETARY:

Deputation:

Persons holding analogous posts on regular basis or with 3 years of regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as mentioned below:

Essential Qualifications:

- i. A Bachelor's Degree from a recognized University/Institute.
- ii. At least three years of experience as Personal Assistant or 5 years as Stenographer in a University/ Research Establishment/ Central/ State Govt. /PSU and other autonomous bodies.
- iii. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi
- iv. English/Hindi Typing speed: 35 wpm in English or 30 wpm in Hindi.
- v. Knowledge of computer applications.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 120 wpm in English/100 wpm in Hindi

Transcription: 50 minutes (English)/ 60 minutes (Hindi)

Desirable:

Proficiency in English & good communication skills.

Age limit: 56 Years

3. Junior Engineer (Electrical):

Direct Recruitment:

Essential Qualifications:

Bachelor's Degree of Engineering/Technology in Electrical Engineering from a recognized Institute/ University with one year relevant experience.

OR

Diploma in Electrical Engineering with three years experience in a relevant field in CPWD / State PWD or Similar Organized Services / Statutory or Autonomous Organizations / Central / State Universities / Autonomous Institutions or reputed private construction company with an annual turnover of at least Rs.200/- Crores or more.

Age limit: 35 Years

4. PERSONAL ASSISTANT:

A. Direct Recruitment:

Essential Qualifications:

- i. A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii. Proficiency in Stenography in English or Hindi with a minimum speed of 100 wpm. Proficiency in Typing in English or Hindi with a minimum speed of 35 / 30 wpm respectively with knowledge of Computer applications.
- iii. Two years of experience as Stenographer or equivalent in Central State Govt. Organizations/University Research Institution or Central/State autonomous Institution having a turnover of at least 200 crores.

Desirable: Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 100 wpm

Transcription: 40 minutes English/55 minutes Hindi

Age limit: 35 Years

B. Deputation:

Officers holding analogous posts on regular basis or with three years of regular service in Level 4/Level 5 or equivalent in the Central/ State Universities or autonomous organisations and possess the qualification and undergo skill test norms as prescribed for direct recruits.

Age limit: 56 Years



5. TECHNICAL ASSISTANT (LABORATORY):

Direct Recruitment:

Essential Qualifications:

Bachelor's Degree in Physics/Electronics/Instrumentation/EEE/ECE/Instrumentation Engineering, with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. The experience should be in University/Research establishment/Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- crores or more.

Age: 32 Years

6. HINDI TYPIST

Direct Recruitment:

Essential Qualifications:

- i. A Bachelor's Degree from a recognized University/ Institute.
- ii. Typing speed of 30 wpm in Hindi.
- iii. Knowledge of Computer Applications

Age limit: 32 years

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION

1. Online applications through **Samarth Portal** (<https://cuknt.samarth.edu.in/index.php/site/login>) are invited from the eligible citizens of India/Overseas Citizens of India with valid documents as applicable to apply for recruitment in the prescribed format for the position of Non-teaching.
2. The candidates are advised to go through the website of the University and the essential qualifications of each post. They are advised to compare their eligibility and experience vis a vis the requirements of posts. They are also requested to download the different formats given along with this Notification for different certificates and obtain certificates from the concerned authorities. They shall keep ready scanned copies of photo, signature, all original certificates of educational qualifications & social status and other relevant documents to upload at appropriate places in the online application form.
3. The candidates are advised to sign up in Samarth portal and also check their eligibilities for various posts based on the information given in this Notification.
4. The candidate should select the relevant post, including the mode of recruitment i.e. Direct/Deputation, based on his/her eligibility. The candidate shall also indicate applicable social category to avail the fee and age relaxations and reservation in selection.

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5. Qualification, age along with relaxations if any and experience will be reckoned as on the last date of submission of online application. The experience will be reckoned after acquiring the essential qualification.
6. The applicants shall produce original testimonials, certificates and documents at the time of the interview/skill test/verification. Submission of application of by the candidate is construed as submission of an undertaking by him/her that the certificates/documents submitted by him/her in all forms are genuine and that he/she is aware that detection at a later date of any mal-practice, will be a sufficient ground for his/her removal from service and necessary penal action. The University reserves its right to take appropriate action, as above on the candidate, if it is found that the documents submitted or fake or not genuine.
7. The candidates are instructed hereby not make any inadvertent mistakes too while applying for the posts.
8. After filling-in relevant details in the application given in Samarth portal and upload of scanned copies of all relevant certificates in the prescribed formats issued by competent authorities and payment of requisite fee online; the application shall be submitted online.
9. The online submitted application form shall be printed. The candidate shall sign on the printed hardcopy of the application along with date and place, in the space provided before submission. The duly filled in application form complete in all respects along with self-attested photocopies of certificates of educational qualifications, experience, No Objection Certificate in case of in-service candidates, SC/ST/OBC/EWS and Persons with Benchmark Disabilities shall be submitted to the Registrar, Central University of Karnataka, Kadaganchi, Aland Road, Kalaburagi- 585367, by post or in person on or within next 10 days from the last date/cut-off date as applicable. The same set of application duly forwarded by the Competent Authority shall also reach the Registrar, Central University of Karnataka, Kadaganchi, Aland Road, Kalaburagi- 585367, within next 10 days of the last date/cut-off date as applicable through proper channel for in-service candidates, as mentioned above.
10. The Formats for SC/ST/OBC/EWS and Persons with Benchmark Disabilities, Defence Personnel and Forwarding Letter from the present employer for in-service candidates are attached to this Notification as **Annexures I to VI**. The candidates are advised to take print out of the relevant formats. The relevant certificates with signatures of the issuing authorities under proper office seal shall be scanned and uploaded in the on line application at relevant places, including experience and No Objection Certificates (for in-service candidates). The candidates should ensure that the size of all the attachments including photos and scanned signatures shall not exceed 100 kb.
11. The in-service candidates shall upload copies of experience certificate and No Objection Certificate issued by their present employer. They shall download the copy of the Application format from the portal and submit it to the undersigned through **proper**

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channel along with the copies of uploaded experience certificate, No Objection Certificate and attested copies of Annual Confidential Reports of last five years or length of service whichever is less from the present employer, failing which the application is liable to be rejected. They may submit an advance copy of the application before the last date, in case of any delay in getting endorsement of the employer concerned on the original application. In case of delay in obtaining NOC and experience certificate from the present employer, the candidate can submit an undertaking letter addressed to the Registrar, Central University of Karnataka, Kalaburagi, to the address given at Sl. No.48, to attach NOC and Experience certificate to the hard-copy of the application being submitted through proper channel before the last date of the applications. The candidate has to scan such letter(s) and upload in the portal to proceed with the submission of on line application. **The application through proper channel should reach the undersigned on or before the next 10 days from the last date/cut-off date as applicable.** (Form of forwarding letter by the present employer is enclosed as **Annexure -VI**). The candidate should be an approved probationer in the initial recruitment post, in the service of his/her parent department/Institution.

12. The list of short-listed candidates for eligibility/Written test/ Skill test/ Interview as applicable will be published on the University website, i.e., www.cuk.ac.in/ communicated to the eligible candidates by registered e-mail. Candidates are advised to regularly visit the University website/ their registered e-mail ID for the latest information about progress in scrutiny work, important dates of written test/ Skill test/ Interview as applicable. Any excuse/complaint for not visiting the University website/ registered e-mail ID shall not be entertained.
13. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entail him/her for being called for written test/skill test/interview as applicable. The University reserves the right to restrict the candidates to be called for written test/skill test/interview as applicable to a reasonable number on the basis of higher qualifications and experience over the minimum prescribed qualification.
14. The candidates should enclose certificate from Government Technical Board only as proof of typing and shorthand skills as applicable to the post as per the Notification.
15. In case of reserved posts, a relaxation of 5% shall be allowed at the Bachelor's level as well as at the Master's level for the candidates belonging to Scheduled Caste/ Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-

blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure. The points and relevant percentage of marks are indicated below:

SEVEN POINT SCALE IN EDUCATIONAL QUALIFICATIONS:

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

16. The statutory provisions for relaxation of age, experience, etc. prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories for Direct Recruitment will be made applicable to them as per UGC/GOI norms in force at the time of interview. Candidates are advised to check UGC and other relevant websites for updated information. The Appendix- I contain compilation of instructions of DoPT, GoI, which is attached to this Notification for Candidates' guidance, which shall not be considered exhaustive. Age relaxation is not applicable to candidates belonging to SC/ST/OBC/PwBD categories who are applying for Un-Reserved posts.

- i. Scheduled Castes and Scheduled Tribes: 05 Years
- ii. Other Backward Class: 03 Years
- iii. Persons with All Benchmark Disabilities (Group A & B Posts): 05 Years
 - a. SC/ST Persons with disabilities 10 Years
 - b. OBC Persons with Benchmark Disabilities: 08 Years
- iv. Persons with All Benchmark Disabilities (Group 'C' Posts): 10 Years
 - a. SC/ST Persons with Benchmark Disabilities: 15 Years
 - b. OBC Persons with Benchmark Disabilities: 13 Years
- v. For all other categories claiming any **age relaxation**, Govt. of India and UGC rules will be applicable as given in the DoPT OM at **Appendix- I** attached with this Notification.



17. The conditions of age will be relaxed for in-service candidates, by the Competent Authority in consonance with the orders/guidelines issued by the Govt. of India/UGC from time to time.
18. Candidates showing experience of private organization in their application, need to attach a proof of organization's turnover of Rs. 200/- crores or more, wherever applicable to the hard copy of the application.
19. The candidate can apply for more than one post and he/she shall submit separate application for each post with separate prescribed fee. Separate hard copies with individually attached sets of certificates and testimonials shall be submitted against each post before the last dates of examination as indicated above.
20. Those candidates who applied earlier will have to apply afresh with applicable fees in response to this advertisement for his/her candidature to be considered.
21. The Candidate shall compulsorily submit both the online application and hard copy of the offline application, with NoC and Experience Certificate, if necessary, before the last dates indicated above. Non-receipt of any form of application will entail their candidature null and void.
22. Applications received after last date, received without requisite fee and certificates etc will be summarily rejected.
23. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
24. Applications incomplete in any respect will not be considered.
25. The syllabus, pattern of written examination, marks and duration of examination for various posts will be notified shortly.
26. **Canvassing by any candidate or by any other person on behalf of him/her will disqualify him/her from being considered for the post.**
27. The number of vacancies advertised may increase or decrease as the case may be.
28. Outstation unemployed candidates belonging to SC/ST/PwBD categories called for interview will be paid the shortest route return single second-class railway fare towards journey expenses on production of ticket numbers/proof as provided under the Government of India rules. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concession shall not be admissible to those SC/ST/PwBD candidates who are already in Central/State Government Service or holding any other employment under PSUs/Local Governments/Panchayats.
29. No interim queries regarding test/interview/selection will be entertained.

30. Information uploaded on the University website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep it for future reference. In due course of recruitment, in midway of process neither any application under Right to Information Act, 2005 shall be entertained nor shall information be provided. Factual information under RTI Act shall be provided only after declaration of final result and completion of entire recruitment process of this Notification. Reply to inferential (speculative) question shall not be provided.
31. Selection will be made on the basis of candidates' previous record and their performance in the written test/skill test/interview as applicable as per the Govt. of India Rules.
32. **The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and the University shall make appointments on consequential/new vacancies.**
33. University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warranted without giving any reason.
34. **In case of selection of Candidate, he/she during the period of employment with the University, will be governed by the DoPT & Ministry of Education, GoI and UGC Orders & Guidelines as amended and applicable from time to time; including period & declaration of probation applicable to the post, control, discipline & other service conditions and benefits like pension, leaves. The selection of the candidate is subject to verification of antecedents by the relevant Competent Authority. Candidates with doubtful antecedents will be removed from service, at any time after the receipt of the Antecedents Verification Report.**
35. The selection of the candidate is subject to production of Medical Certificate by an authority not below the rank of Civil Surgeon.
36. National Pension System (NPS) in accordance with the O.M.No. 1(13)EV/2001, dated 15/03/2004, Govt. of India, Ministry of Finance, Department of Expenditure, will be applicable to the selected candidates with subsequent amendments, if any.
37. Conditions of deputation, wherever applicable:
The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to

satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organization for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules. The conditions of service on deputation at Central University of Karnataka, Kalaburagi including appointment, control, pay, tenure, repatriation, etc. will be strictly in accordance with Orders and guidelines of DoPT, Ministry of Education and UGC as applicable from time to time.

38. In case of any disputes/suites or legal proceedings against the University, the jurisdiction for such matters shall be restricted to the Courts in Kalaburagi, which is the Head quarter of the University.
39. The candidates selected shall be appointed under a written contract as per UGC/ University norms. The candidates selected will be required to serve at any place or Centre or department as may be notified by the Central University of Karnataka.
40. The appointing authority for all regular non-teaching and other academic posts is as per the Clause 7 of Ordinance No. 8 of Central University of Karnataka, which is available on the University website.
41. The University reserves the right to withdraw the notification partly or wholly at any time without assigning any reasons thereof, to fill or not fill all or any posts in advertisement for any reasons or to increase or decrease any posts in any category or class as per the directions of the University Grants Commission.
42. Errors and omissions are subject to corrections.
43. Applications received after the prescribed last date and applications without complete information or without requisite fee will be summarily rejected. The decision of the University will be final and binding.
44. **The University will not be responsible for any postal delay.**
45. Application fee once paid shall not be refunded under any circumstances.
46. Fee structure:
 - a. Application fee for General, EWS & OBC candidates: Rs.1000/-

- b. The SC/ST/PWD candidates are exempted from payment of Application fee.
47. Application forms have to be filled out only in an online mode, as available on the SAMARTH Portal. **Offline forms will not be accepted.**
48. For any queries , Please contact: E-mail: recruitmentnt@cuk.ac.in, Ph:-08477-226705
49. The hard copy of the online application along with self-attested copies of all enclosures like testimonials/certificates, etc. in an envelope duly superscripted "Application for the post of _____ in the Dept. of _____" must be sent to **The Deputy Registrar, Recruitment Cell, Central University of Karnataka, Kadaganchi, Aland Road, Kalaburagi District-585367** so as to be received by the undersigned within the next 10 days of cut-off date as notified by the University for specific posts from time to time.
50. In service candidates must forward the hard copy of the online application form along with all self attested enclosures through proper channel so as to be received by the undersigned within the next 10 days of cut-off date as notified by the University for Specific Posts from time to time.

IMPORTANT NOTE (for the candidates who have already applied against the above Rolling Advertisement):

1. In view of the extension of deadline for submission of online application and submission of hardcopy thereof pertaining to the Rolling Advertisement No. 34/2024 Dt. 09/01/2024 for the various Non Teaching, it is hereby intimated to them that in case they have any updates/addendum to their already submitted on-line applications & hard copies thereof they must submit a request for such update in hardcopy supported by Self attested photo copies of such documents in hard copies to the following address latest by 04/03/2025, 5:30 p.m.:
(Deputy Registrar, Recruitment cell, Central University of Karnataka, Kadaganchi, Aland Road, Kalaburagi District-585367)
2. Such requests received after due date and time shall not be considered under any circumstances.
3. Central University of Karnataka is not responsible for any postal delays etc.
If no such request for update is received within the stipulated date and time, it will be deemed that such candidates have no updates to submit and the old submitted application shall be considered for further process.
4. Those candidates who have applied in online CU Chayan portal but not submitted their hard copies of their applications, now they have to send hard copies of the Online Application within stipulated date and time, along with one set of all self-attested enclosures and NOC/forwarding letter as applicable.

Place: Kalaburagi

Date: 23/01/2025


REGISTRAR
कुलसचिव / REGISTRAR
कर्नाटक केन्द्रीय विश्वविद्यालय
Central University of Karnataka
कलबुरगि / KALABURAGI

FORMAT FOR SC/ST CERTIFICATE

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

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

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

@The Constitution (Scheduled Castes) order, 1950 _____

@The Constitution (Scheduled Tribes) order, 1950 _____

@The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

@The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.]

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962

@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962

@The Constitution (Pondicherry) Scheduled Castes Order 1964

@The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967

@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968

@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order 1978

@The Constitution (Sikkim) Scheduled Tribes Order 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989

@The Constitution (SC) orders (Amendment) Act, 1990

@The Constitution (ST) orders (Amendment) Ordinance 1991

@The Constitution (ST) orders (Second Amendment) Act, 1991

@The Constitution (ST) orders (Amendment) Ordinance 1996

@The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002

@The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002

@The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

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

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

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

Signature _____

**Designation _____

With a Seal of Office
State/Union Territory

Place: _____

Date: _____

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

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

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

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

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

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

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

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

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

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

Dated:

Seal:

District Magistrate or Deputy Commissioner etc.

Note - I:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificate are indicated below:-
 - i) District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class 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.

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

**INCOME & ASSET CERTIFICATE
TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. _____

Date: _____

VALID FOR THE YEAR.....

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

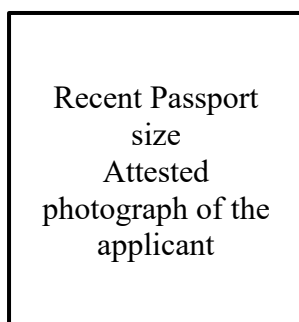
- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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

Signature with seal of Office _____

Name _____

Designation _____



***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS:-

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

Form-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/YYYY)
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 _____.

(A) 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 and Seal of Authorized Signatory of
Notified Medical Authority)

Signature/thumb
impression of the
person in whose
favour certificate
of disability is

**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 we have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY)
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:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			

17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (_____ number and date of issue of the guidelines to be specified), is as follows: -

In figures: - _____ percent.

In words: - _____ percent.

2. This 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/YYYY.

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued
--

Form-VII
CERTIFICATE OF DISABILITY
(In cases other than those mentioned in Forms V and VI)
[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/YYYY)
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 (in %)
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			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			

17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(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/YYYY.

@ 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:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

(Authorized Signatory of Notified Medical Authority)
(Name & Seal)

Countersigned

{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who
is not a Government servant (with seal)}

Signature/thumb impression of the person in whose favour certificate of disability is issued
--

Note: - In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

FORM OF 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) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal: _____

Annexure – VI

(Letter from the appointing authority forwarding the application of Shri/Smt/Kum.....
Designation....., for the Post of on Deputation/Direct Recruitment/Transfer of Service in Central University of Karnataka, Kalaburagi)

From,
Appointing Authority

To
The Registrar.
Central University of Karnataka, Kalaburagi,
Karnataka- 585 367

Sub: Forwarding the application of Shri/Smt/Kum
.....
Designation....., for the Post of on Deputation/Direct Recruitment/Transfer of Service in Central University of Karnataka, Kalaburagi – Reg
Ref: CUK Notification No. 30/2022 dated 21/12/2022

Adverting to the subject and reference cited, I hereby forward the application of Shri/Smt/Kum S/o/D/o/W/o
..... Designation..... in the office of
..... ; for recruitment to the post of On Deputation/Direct Recruitment/Transfer of services in Central University of Karnataka, Kalaburagi.

In this regard, it is to certify that,

1. I am Competent to Issue this letter being the competent authority in his/her present employment.
2. Shri/Smt/Kum S/o/D/o/W/o.....
Designation is an approved probationer in the category of..... In Service. His/her probation is satisfactorily declared as completed in the post on.....
3. It is to certify that there are no charges or enquiries pending against him/her as on date.
4. It is to certify that this department has No Objection to his present application being considered by you.
5. It is to certify that the attested copies of the Annual Confidential reports of the candidate for last five years or length of service whichever is less are enclosed herewith.
6. Certified that the Length of service of the applicant in the present post is _____(Years) _____months.

Yours faithfully
Name and Designation of
the Forwarding Authority.

- Enclosure: 1. Application along with attachments.
2. Copies of ACRs from to

Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

[As on 06.09.2022]

GRANT OF RELAXATION OF UPPER AGE LIMIT TO VARIOUS CATEGORIES FOR
DIRECT RECRUITMENT TO CENTRAL CIVIL SERVICES/POSTS

Note:-

(i) This document is a compilation of all relevant instructions on the subject of “relaxation in upper age-limit for direct recruitment to Central civil service or civil post” and therefore is intended to serve as the guide without the need, for anyone to refer to old OMs issued from time to time. The list of such OMs is given in Appendix to this document. In case any reference to the relevant OM is required, the same may be accessed from Archive Section of DOPT’s Website.

(ii) While due care has been taken to compile this document, however, if any omissions or correction are noticed, the same may be brought to the notice of the Department of Personnel & Training.

1. Instructions allowing relaxation in upper age limit for appointment to Central Civil Posts/Services for various categories of candidates have been issued from time to time. These instructions are applicable only to Central Government Civilian Employees holding Civil posts and do not suo-motu apply to other category of employees including employees of autonomous/statutory bodies, Central Public Sector Enterprises etc. The following paragraphs indicate the relaxation allowed to different categories of candidates:-

[\[para 3 of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

2. Scheduled Castes and Scheduled Tribes

2.1 5 (Five) years of age Concession is admissible to Scheduled Castes and Scheduled Tribes for all posts filled by Direct Recruitment.

[\[para 1 \(i\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974\]](#)

3. Other Backward Classes

3.1 The upper age-limit prescribed for direct recruitment shall be relaxed by 3 (three) years in respect of candidates belonging to Other Backward Classes for all posts filled by Direct Recruitment.

[\[O.M. No. 43013/2/95-Estt. \(SCT\) dated 25.01.1995 and
O.M. No. 36012/22/93-Estt.\(SCT\) dated 22.10.1993\]](#)

4. Persons with Disabilities

4.1 Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to Persons with disabilities suffering from (a) blindness or low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) Autism, intellectual disability, specific learning disability and mental illness and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in case of direct

recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

[\[para 2 \(i\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015 and Para 2.2 of O.M. No.36035/2/2017-Estt\(Res\) dated 15.01.2018\]](#)

4.2 The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability. This provision will not apply to the Civil Services Examination, in respect of which the List of Services Identified suitable for Physically Disabled Category along with the Physical Requirements and Functional Classifications is notified separately.

[\[para 2 \(ii\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

4.3 Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

[\[para 2 \(iii\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

4.4 The definitions of categories of disabilities, for the purpose of age relaxation, will be same as given in this Department's O.M. No. 36035/2/2017-Estt(Res) dated 15.01.2018.

[\[para 2 \(iv\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015 and Para 2.2 of O.M. No.36035/2/2017-Estt\(Res\) dated 15.01.2018\]](#)

4.5 If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her. This provision will not apply to the Civil Services Examination, which is governed by the Civil Services Examination Rules, published annually.

[\[para 2 \(v\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

4.6 Above Provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

[\[para 2 \(vi\) of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

4.7 The Ministries/Departments to ensure invariably while sending the requisition to the UPSC/SSC and other recruitment agencies for direct recruitment posts by selection that they should clearly mention in the requisition, the category of person(s) with disabilities suitable for the post(s) in question. No change or modification in identified post(s) for category of Persons with Disabilities with respect to an Examination, intimated after the Notification of that Examination, shall be accepted by UPSC/SSC etc.

[\[para 3 of O.M. No. 15012/1/2003-Estt.\(D\) dated 29.06.2015\]](#)

5. Departmental Candidates (For Central Government employee)

5.1 Departmental candidates who have rendered at least three years continuous service under the Central Government are allowed the age relaxation upto the age of 40 years (45 years for SC/ST) for appointment to Group 'C' posts by direct recruitment subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the

same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts.

[\[O.M. No. 15012/1/88-Estt.\(D\) dated 30.01.1980 and O.M. No. 15012/1/88-Estt.\(D\) dated 20.05.1988\]](#)

5.2 Age concession of 5 years are allowed to Departmental Candidates (Central Government employee) in case of recruitment to Group A and Group B posts which are filled through UPSC (other than those filled on the basis of competitive examination) and posts which are exempted from purview of UPSC (where recruitment is made by Organization themselves). This concession is admissible to such of the Government Servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts.

[\[O.M. No.15012/8/87-Estt.\(D\) dated 15.10.1987 and O.M. No.35014/4/79-Estt.\(D\) dated 24.10.1985\]](#)

6. Widows, divorced women and women judicially separated from their husbands and who are not re-married

6.1 Instructions of the Department of Personnel & Training provides that for purposes of appointment to Group C and D posts under the Central Government filled through the Staff Selection Commission and the Employment Exchange, the upper age limit in the case of widows, divorced women and women judicially separated from their husbands who are not remarried shall be relaxed upto the age of 35 years (upto 40 years for members of Scheduled Castes/Schedules Tribes) by invoking the provisions in the relevant recruitment rules, subject to production of a certified copy of the judgment/decree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be. There shall be no relaxation of educational qualification or method of recruitment. Further, this relaxation has been allowed for appointment to Group 'A' & 'B' posts except where recruitment is made through open competitive examination.

[\[O.M. No. 15012/13/79-Estt.\(D\) dated 19.1.1980 and O.M. No. 15012/1/82-Estt.\(D\) dated 06.09.1983 and para 2 of O.M. No. 15012/1/87-Estt.\(D\) dated 05.10.1990 and para 2 of OM No. 41034/1/2014-Estt. \(D\) dated 30.01.2014\]](#)

7. Meritorious Sportspersons

7.1 Relaxation in upper age limit upto a maximum of 5 years (10 years in the case of those belonging to SC/ST) is allowed to Meritorious Sportspersons for the purpose of appointment to posts as specified in instructions relating to appointment of meritorious sportspersons. This concession will be available only to those sportspersons who satisfy all other eligibility conditions relating to educational qualifications etc. and furnish a certificate in the form and from an authority prescribed in this Department's instructions relating to appointment of meritorious sportspersons.

[\[Para 2 of OM No. 15012/3/84-Estt.\(D\) dated 12.11.1987 and Point VII of O.M. No. 14034/01/2013-Estt.\(D\) dated 03.10.2013\]](#)

8. Ex-servicemen

8.1 For appointment to vacancies in Group B (Non-Gazetted) or Group C posts in Central Government, an ex-servicemen shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit

prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

8.2 For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment otherwise than on the results of an Open All India Competitive Examination, the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.

8.3 For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment on the results of an All India Competitive Examination, the ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released —

- i. On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- ii. on account of physical disability attributable to military service or on invalidment shall be allowed maximum relaxation of five years in the upper age limit.

[\[Para 4 of Notification No. 36034/1/06-Estt.\(SCT\) dated 4th October, 2012\]](#)

9. Disabled Defence services personnel

9.1 Disabled Defence Services personnel will get relaxation in upper age limit up to 45 years (50 years in the case belonging to SC/ST) for appointment to following categories of posts:-

- (a) Group C posts which are filled through Employment Exchange.
- (b) Group A & B posts filled otherwise than through Competitive Examination by UPSC

[\[Para 1 \(iii\) of O.M. No. 14/42/65-Estt\(D\) dated 29.03.1966 and para \(1\) & \(2\) O.M. No.13/35/71-Estt.\(C\) dated 24.12.1971 and para 1 \(Sl.No. 9\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

9.2 For all posts filled by Competitive examination, disabled Defence Services personnel would be allowed a relaxation of age limit up to 3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.

[\[Para 5 \(ii\) \(a\) of O.M. No. 39016/5/1981-Estt.\(C\) dated 21.02.1981 and para 1 \(Sl.No. 9\) of O.M. No. 15012/2/2010-Estt.\(D\) dated 27.03.2012\]](#)

10. Whole-time Cadet Instructors in NCC

10.1 Age concession of Period of service rendered in NCC plus three years is admissible to Whole-time Cadet Instructors in NCC who were released from NCC after the expiry of their initial/ extended tenure for the purpose of appointment to the posts, recruitment to which is made through the Employment exchange.

[Para (iii) (a) of Notification No. 2/101/72-Estt(D) dated 07.03.1974 and para 1 (Sl.No. 5) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

10.2 Age concession of Period of service rendered in NCC plus three years is admissible to Whole-time Cadet Instructions in NCC who were released from NCC before the expiry of their initial/extended tenure provided they have served in NCC for a period of not less than six months prior to their release from NCC for the purpose of appointment to the posts, recruitment to which is made through the Employment exchange.

[Para (iii) (b) of Notification No. 2/101/72-Estt(D) dated 07.03.1974 and para 1 (Sl.No.5) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

11. Ex-personnel of Army Medical Corps (Short Service regular Commissioned Officer)

11.1 Age concession upto 35 years is admissible to Ex-personnel of Army Medical Corps (Short Service regular Commissioned Officer) for all posts requiring Medical qualification.

[O.M. No. 4/3/55-RPS dated 13.07.1956 and para 1 (Sl.No.10) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

12. Retrenched Central Government Employee

12.1 Age concession of Period of previous service under the Govt. of India plus three years is admissible to Retrenched Central Government Employee for posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through employment exchange.

[para 1 (ii) of Notification No. 2/101/72-Estt(D) dated 07.03.1974 and para 1 (Sl.No.4) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

13. Ex-General Reserve Engineer Force Personnel

13.1 Age concession of Period of Service in GREF plus 3 years is admissible to Ex-General Reserve Engineer Force Personnel for posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through Employment exchange.

[Para 1(iv) of Notification No. 2/101/72-Estt(D) dated 07.03.1974 and para 1 (Sl.No. 6) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

14. Territorial Army Personnel who have service on the permanent staff of Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months.

14.1 Age concession of Entire Period of embodied service including broken period in the Territorial Army plus three years is admissible to Territorial Army Personnel who have service on the permanent staff of Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months for post filled otherwise than through UPSC on the basis of competitive tests i.e. for posts filled through Employment Exchange.

[para 1 (xiii) of Notification No. 2/101/1972-Estt(D) dated 7.3.1974 and para 1 (Sl.No. 7) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

15. For the purposes of the above mentioned age concessions:

- (i) “a retrenched Central Government employee” means a person who was employed under the Government of India for a continuous period of not less than six months prior to this retrenchment and was discharged as a result of the recommendation of the Economy Unit or due to normal reduction in establishment”.

[\[para 2 \(i\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974\]](#)

- (ii) “a whole-time Cadet instructor in NCC” means a person who was recruited as a whole-time cadet instructor in NCC on or after 01.01.1963;

[\[para 2 \(ii\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974\]](#)

- (iii) “Ex-GREF personnel” means a person who was employed in that Force at least a continuous period for not less than six months and who was released from that Force on completion of his tenure of Service.

[\[para 2 \(iii\) of Notification No. 2/101/72-Estt\(D\) dated 07.03.1974\]](#)

- (iv) “disabled ex-servicemen” means ex-serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;

[\[Para 2 \(b\) of Notification No. 39016/10/1979-Estt.\(C\) dated 15.12.1979\]](#)

- (v) An ‘ex-serviceman’ means a person-

- (i) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request of being relieved by the employer after earning his or her pension; or

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(c) who has been released from such service as a result of reduction in establishment;

or

(ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

or

(iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

(iv) Personnel who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987

or

(v) Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

[\[Para 2 \(c\) of Notification No. 36034/1/06-Estt.\(SCT\) dated 4th October, 2012\]](#)

or

(vii) Provided that Short Service Commissioned Officers released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen.

[\[Notification No. 36034/1/2019-Estt.\(Res\) dated 13.02.2020\]](#)

16. In case of recruitment through the UPSC and SSC, the crucial date for determining the age-limit shall be as advertised by UPSC/SSC. The crucial date for determining age for competitive examination held by UPSC/SSC is fixed as 1st day of January of the year in which the examination is held if the examination is held in the first half of the year; and 1st day of August of the year in which the examination is held, if the examination is held in the later half of the year.

[\[Para 2 of O.M. No. 42013/1/79-Estt.\(D\) dated 04.12.1979\]](#)

16.1 Where examinations are held in two parts on two different dates of the year, the later of two dates would be the crucial date. Where both parts of an examination are held in the first half of the year, the crucial date for determining the age limits will normally be the 1st of January. Similarly, if both parts of an examination are held in the second half of the year, the crucial date for determining the age limits would be the 1st of August.

[\[Para 2 of O.M. No. AB.14017/70/87-Estt\(RR\) dated 14.07.1988\]](#)

16.2 It may sometimes so happen that due to exigencies of circumstances an examination, which is normally held during the first half of the year, is shifted to the second half. In such a case, the date for determining the age limits would remain the 1st of January. The exact position should be clearly indicated in the rules for the respective examinations, which are notified for the purpose.

[\[Para 3 of O.M. No. AB.14017/70/87-Estt\(RR\) dated 14.07.1988\]](#)

17. A Government Servant is not allowed any relaxation of age for recruitment to Group 'A' and Group 'B' post on the basis of competitive examination held by the Commission except in cases where it has been specifically provided for in the scheme of the examinations approved in consultation with the Commission

[\[Para 4 \(i\) of O.M. No. 4/4/74-Estt.\(D\) dated 09.04.1981\]](#)

18. The upper age-limit for recruitment by the method of Direct Open Competitive to the Central Civil Services and civil posts specified in the relevant service/recruitment rules, on the date of commencement of the Central Civil Services and Civil posts (Upper Age-limit for Direct Recruitment) Rules 1998, stands increased by two years. Subsequent amendment in the relevant Service/Recruitment Rules is to reflect the enhanced upper age limits for Direct Recruitment. "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or the Staff Selection Commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through short listing or by absorption or transfer or deputation.

[\[Para 2 and 3 of Notification No. 15012/6/98-Estt.\(D\) dated 21.12.1998\]](#)

Reference Office Memorandum on relaxation in upper age-limit for direct recruitment to Central civil service or civil post

1. O.M. No. 4/3/55-RPS dated 13.07.1956
2. O.M. No. 14/42/65-Estt(D) dated 29.03.1966
3. O.M. No.13/35/71-Estt.(C) dated 24.12.1971
4. Notification No. 2/101/72-Estt(D) dated 07.03.1974
5. O.M. No. 42013/1/79-Estt.(D) dated 04.12.1979
6. Notification No. 39016/10/1979- Estt. (c) dated 15.12.1979
7. O.M. No. 15012/13/79-Estt.(D) dated 19.1.1980
8. O.M. No. 15012/1/88-Estt.(D) dated 30.01.1980
9. O.M. No. 39016/5/1981-Estt.(C) dated 21.02.1981
10. O.M. No. 4/4/74-Estt.(D) dated 09.04.1981
11. O.M. No. 15012/1/82-Estt.(D) dated 06.09.1983
12. O.M. No.35014/4/79-Estt.(D) dated 24.10.1985
13. O.M. No.15012/8/87-Estt.(D) dated 15.10.1987
14. O.M. No. 15012/3/84-Estt.(D) dated 12.11.1987
15. O.M. No. 15012/1/88-Estt.(D) dated 20.05.1988
16. O.M. No. AB.14017/70/87-Estt (RR) dated 14.07.1988
17. O.M. No. 15012/1/87-Estt.(D) dated 05.10.1990
18. O.M. No. 36012/22/93-Estt.(SCT) dated 22.10.1993
19. O.M. No. 43013/2/95-Estt. (SCT) dated 25.01.1995
20. Notification No. 15012/6/98-Estt.(D) dated 21.12.1998
21. O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012
22. Notification No. 36034/1/06-Estt.(SCT) dated 4th October, 2012
23. O.M. No. 14034/01/2013-Estt.(D) dated 03.10.2013
24. OM No. 41034/1/2014-Estt. (D) dated 30.01.2014
25. O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015
26. O.M. No.36035/2/2017-Estt (Res) dated 15.01.2018
27. Notification No. 36034/1/2019-Estt.(Res) dated 13.02.2020