



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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Advt. No.: MGCU/2024/R/T/Pt. MMM SoC&MS/01

Dated: 14<sup>th</sup> December 2024

## ADVERTISEMENT FOR RECRUITMENT TO TEACHING POSITION(S) UNDER THE

### Pt. MMM SCHOOL OF COMMERCE & MANAGEMENT SCIENCES

IMPORTANT DATES	
Link for submission of Online Application Form on the portal <a href="https://curec.samarth.ac.in">https://curec.samarth.ac.in</a> will be available from:	14 <sup>th</sup> December 2024 (Saturday)
Last date of submission of filled-in applications through Online Mode – ‘CU Chayan Portal’:	10 <sup>th</sup> January 2025 (Friday)
Last date of submission of self-attested hard copy of the online application form along with all relevant supporting documents/enclosures: [Note: Each page of the Application Form along with annexures should be self-attested]	20 <sup>th</sup> January 2025 (Monday)

1. Mahatma Gandhi Central University, Motihari invites applications in the “prescribed proforma” **through Online Mode** on ‘CU Chayan Portal’, from interested and eligible candidates for **various teaching positions** in **following Teaching Departments** under the **Pt. MMM School of Commerce & Management Sciences** to be filled up on **regular/permanent basis** as per details given below:

Sl.	Name of the Teaching Department	Post Code	Name of the Post	Number of Posts Advertised
1.	Commerce	SCM1011	Professor	1 (UR: PwBD - VH)
		SCM3011	Assistant Professor	1 (ST)
2.	Management Sciences	SCM1021	Professor	1 (OBC)
3.		SCM2021	Associate Professor	*1 (UR)
4.		SCM3022	Assistant Professor	1 (UR) + 1 (SC)

\* Leave Vacancy

[Abbreviations: ST – Scheduled Tribe; SC – Scheduled Caste; OBC – Other Backward Class; PwBD – Person with Benchmark Disabilities; EWS – Economically Weaker Section; and UR – Unreserved]

2. 'Leave Vacancy' likely to be continued if the lien is vacated by the Lien holder or terminated by the University.

**Note:** In the event of repatriation of the incumbent maintaining the lien, the appointment made against the leave vacancy shall stand terminated forthwith.

3. **Pay Level:**

Name of the Post	Pay Matrix [as per 7 <sup>th</sup> CPC]
Professor	Academic Level – 14 [Rs.1,44,200 – 2,18,200]
Associate Professor	Academic Level – 13A [Rs.1,31,400 – 2,17,100]
Assistant Professor	Academic Level – 10 [Rs.57,700 – 1,82,400]

4. **Application Processing Fee:**

Applicants are required to deposit a **non-refundable application processing fee** through the designated payment gateway by Internet Banking/Debit Card/Credit Card etc., as per detail given below:

Category	Application Processing Fee (in INR)
UR/OBC/EWS	Rs.2,000.00 [Rupees Two Thousand] only
SC/ST/Female/Transgender	Exempted
PwBD [minimum disability 40% or above]	Exempted

**Note:** The application processing fee once paid shall not be refunded at any stage.

5. **Minimum Qualifications:**

Minimum Educational Qualifications, Experience and Publication etc. for all the posts shall be applicable as prescribed by the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 (*hereinafter referred to as UGC Regulations 2018*); amended Regulations 2023 (2<sup>nd</sup> Amendment) and concerned statutory bodies as amended from time to time. For details, the concerned website be referred to.

5.1 **Essential Qualifications for the post of PROFESSOR:**

**Eligibility (A) or (B):**

**(A)**

- i. An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research

publications in the UGC-CARE listed journals and a **total research score of one hundred twenty (120)** as per the criteria given in **Appendix II, Table 2 of UGC Regulations 2018 [ANNEXURE – 1]**.

- ii. A minimum of ten years' of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National Level Institutions with evidence of having **(i)** at least one (01) successfully awarded doctoral candidate as Main Supervisor; or **(ii)** at least two (02) successfully awarded doctoral candidate as Co-Supervisor.

**OR**

- (B)** An outstanding professional, having a Ph.D. degree in the relevant/allied/ applied disciplines, from any academic institutions (*not included in A above*)/industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided (s)he has ten years' experience.

## 5.2 Essential Qualifications for the post of **ASSOCIATE PROFESSOR**:

### **Eligibility:**

- i. A good academic record, with a Ph.D. Degree in the concerned/allied/ relevant disciplines.
- ii. A Master's Degree with at least 55% marks (*or an equivalent grade in a point-scale, wherever the grading system is followed*).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the UGC-CARE listed journals and a **total research score of seventy five (75)** as per the criteria given in **Appendix II, Table 2 of UGC Regulations 2018 [ANNEXURE – 1]**.

## 5.3 Essential Qualifications for the post of **ASSISTANT PROFESSOR**:

### **Eligibility (A) or (B):**

#### **(A)**

- i. A Master's degree with 55% marks (*or an equivalent grade in a point-scale wherever the grading system is followed*) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 or 2022 and their amendments from time to time as the case may be exempted from NET/

SLET/SET:

*Provided*, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:

- a. The Ph.D. degree of the candidate has been awarded in a regular mode;
- b. The Ph.D. thesis has been evaluated by at least two external examiners;
- c. An open Ph.D. viva voce of the candidate has been conducted;
- d. The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a UGC-CARE listed journal;
- e. The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

**Note 1:** NET/SLET/SET shall also not be required for such master's programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**Note 2:** The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test – SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in UGC Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only.

**OR**

**(B)** The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

- (i) Quacquarelli Symonds (QS)
- (ii) The Times Higher Education (THE)
- (iii) The Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**Note:** The Academic score as specified in **Appendix II (Table 3A) of UGC Regulations 2018 [ANNEXURE – 2]** for universities shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the

interview.

**6. Desirable Areas of Specializations and Concerned/Allied/Relevant Disciplines for Recruitment of Teaching Posts:**

Name of the Teaching Department	Master's Degree			Ph.D. Degree			
	Concerned	Relevant	Allied	Concerned	Relevant	Allied	Applied
<b>Commerce</b>	Master in Commerce	Master in Commerce	ICAI/ICSI/ CIMA (CA/CS/ ICWA)	Commerce	Commerce	None	None
<b>Management Sciences</b>	MBA with any Prefix or Suffix	Two year PGDM / Other two year Master Degree in Management (HR/Marketing/ Finance/ Personnel)	Master of Commerce	(HR/Marketing/ Finance/ Personnel)	Commerce	Commerce	Commerce

**Note:** The Scrutiny Committee may also consider other disciplines of respective subject/area as concerned/allied/relevant/applied (apart from the above) while scrutinizing the applications.

**7. HOW TO APPLY:**

- 7.1 Interested and eligible candidates may apply in “prescribed proforma” **through Online Mode** on **CU Chayan Portal: <https://curec.samarath.ac.in>**. Application forms must be filled only in online mode within the prescribed time limit. No offline forms would be accepted.
- 7.2 **Submission of hard copy of application is mandatory:** Although applications are invited by online mode through CU Chayan Portal, yet the candidates are to submit self-attested hard copy of the duly submitted online application form alongwith copies of all the relevant supporting documents claiming by them in their application form related to education qualification, teaching experience, API, etc. to the University through Registered/Speed Post in an envelope superscribed as “**Application for the post of .....** [Name of the Teaching Department]”.

**Note:** Each page of the Application Form along with annexures should be self-attested.

This Registered/Speed Post should reach the University (at the address given below) **within 10 days** of last date fixed for submission of application form through online mode on CU Chayan Portal:

**The OSD (Administration)**  
**Mahatma Gandhi Central University**  
Dr Ambedkar Administrative Building

7.3 Persons already in employment (*i.e., Central Government/State Government/Autonomous Bodies/PSUs etc.*) must apply “**Through Proper Channel**” and/or produce ‘**NOC**’ from their present employer at the time of interview.

7.4 The date of determining the eligibility of all candidates in every respect will be the last date of submission of online application. Changes in Regulations on qualification, experience, age, calculation/application of API scores etc. issued by the UGC/concerned Statutory Body subsequent to this Advertisement will become mandatory from the respective dates of effect prescribed. Applicants are advised to visit the University/UGC/concerned Statutory Body/Ministry of Education Websites for latest revision/changes which will be applicable at the time of interview.

7.5 **Important Notice for candidates who have applied earlier:**

The candidates who have already applied for the post(s) for aforesaid teaching departments against the Advt. No. MGCU/2023/R/T/Pt.MMM SoC&MS/01 dated 12<sup>th</sup> November 2023; are required to apply afresh. However, they did not need to pay application fee again.

## 8. OTHER CONDITIONS:

8.1 The qualifications and other conditions prescribed in the present advertisement are in accordance with the latest guidelines prescribed by concerned statutory/regulatory bodies and are subject to any future regulations/norms/guidelines, including amendments in the present regulations, stipulated by the Ministry of Education/UGC applicable to such recruitments which may change from time to time.

8.2 Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective posts.

8.3 A minimum of 55% marks (*or an equivalent grade in a point-scale, wherever the grading system is followed*) at the Master’s level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

8.4 A relaxation of 5% shall be allowed at the Bachelor’s as well as at the Master’s level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/PwBD [(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.

- 8.5 A relaxation of 5% shall be provided (*from 55% to 50% of the marks*) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19<sup>th</sup> September 1991.
- 8.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized University, at the Master's level shall also be considered valid.
- 8.7 The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment. An undertaking to this effect is required to be submitted by the candidate in the prescribed format duly countersigned by the concerned University/Institution **[ANNEXURE – 3]**.
- 8.8 Applicant applying for the post of Assistant Professor with Ph.D. Degree awarded in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or 2016 or 2022 are required to submit a certificate in the prescribed format **[ANNEXURE – 4]** from the concerned University to the effect that their Ph.D. degree is compliant of 'UGC (Minimum standards and procedure for awards of M.Phil./Ph.D. degree) Regulation 2009. Applicant applying for the post of Assistant Professor who have registered for the Ph.D. programme prior to July 11, 2009, shall submit a certificate in the prescribed format **[ANNEXURE – 5]** from concerned University/Institution in accordance with the University Grants Commission on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education (3<sup>rd</sup> Amendment) Regulations 2016.
- 8.9 Applicants who have been awarded Ph.D. Degree from Foreign Universities should enclose "Equivalence Certificate" issued by Association of Indian Universities, New Delhi without which their candidature will not be considered, and application will summarily be rejected. However, the persons who have acquired Ph.D. Degree from Foreign University through nomination by the Ministry of Education, Government of India (*erstwhile Ministry of Human Resource Development*) foreign scholarship programme will be exempted from the Equivalence Certificate.
- 8.10 The teaching experience shall be considered only after the date of fulfilling the minimum educational qualification as required for the post(s). The teaching experience shall be considered as per the criteria given below:

- A. Educational qualification possessed by applicant at the time of applying for his/her previous appointment must be in accordance with the then prevailing regulations/norms prescribed by UGC/respective statutory body as required for the previous post held.
- B. No distinction shall be made on account of nature of management of institutions (*Private/Local Body/Government*) where previous service was rendered while considering the teaching/research experience.
- C. Teaching experience rendered as Resource Person/Expert Lecturer/Visiting Faculty/Guest Faculty of any duration (*either on prescribed pay scale/consolidated salary*) shall not be considered for the post of Professor, Associate Professor and Assistant Professor on direct recruitment basis.
- D. Only the teaching experience at college/university/higher education level (*as Lecturer/Reader/Assistant Professor/Associate Professor/Professor, as the case may be*) shall be considered for direct recruitment to teaching position. The teaching experience in intermediate colleges at 10+2 level/classes shall not be considered as teaching experience for recruitment to any teaching post on direct recruitment basis.
- E. Research Experience in a University/College/Accredited Research Institute in the prescribed pay scale shall be considered for Direct Recruitment to the post of Professor/Associate Professor/Assistant Professor (*as the case may be*) subject to the fulfilment of all other conditions in accordance with relevant UGC Regulations.
- F. The teaching experience must be in the relevant/concerned/applied/allied discipline/department/subject (*as the case may be*) as per Employment Notice/Advertisement only.
- G. The Experience Certificate(s) should have a clear mention of designation/post held, nature of employment (Regular/Ad-hoc/Temporary/Contractual etc.), pay scale/consolidated salary, duration of experience and a certification to the effect that the appointment has been made through proper selection procedure as per relevant guidelines prescribed by Ministry of Education/UGC/concerned statutory body. Otherwise, Experience Certificate shall not be taken into consideration for the post of Professor/Associate Professor/Assistant Professor.

**Note:** The Experience Certificate must be issued by the concerned Competent Authority.

- H. While considering teaching experience/research experience, the screening committees and/or document verification committees shall verify following documents while verifying the Documents:
  - i. Experience Certificate (*as per Para G*)
  - ii. Appointment Letter
  - iii. NOC from the Employer (*If needed*)



- 8.11 The Awards granted by any Government Institute/Government Agency/ Government Universities/International Universities/Government of India recognised National Level Bodies shall only be considered for calculation of Academic and Research Score.
- 8.12 The candidate selected will give an undertaking on joining that while discharging duties and responsibilities, (s)he shall not disclose any confidential office matter.
- 8.13 In case of unsatisfactory performance, misconduct or on ground of misbehaviour, the appointing authority may at its discretion extend the period of probation by one year. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. During probation, the employee concerned may also exercise his/her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
- 8.14 No application for outside employment shall ordinarily be forwarded during the period of probation in case of a temporary employee of the University. However, in case his/her request has been considered by the Competent Authority of the University, an undertaking shall be obtained while forwarding the application that (s)he would resign from the post in the event of his/her selection in another department.
- 8.15 **Applicants applying for more than one post/department must apply separately and pay fees, separately.**
- 8.16 Applicants must carefully read and follow the **General Instructions to the Candidates** accompanying the advertisement before submitting application in the online mode.

## **9. GENERAL INSTRUCTIONS TO THE CANDIDATES:**

- 9.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection through a duly constituted Selection Committee as per the provisions made under latest guidelines prescribed by Ministry of Education/UGC/concerned statutory body.
- 9.2 The Selection Committee may decide its own method for evaluating the performance of the candidates in interview.
- 9.3 The applicant will be solely responsible for the authenticity of the submitted information through online mode on 'CU Chayan Portal'.
- 9.4 The prescribed qualifications and experience are minimum and mere fact that a candidate possesses the same, will not entitle him/her to be called for interview.

- 9.5 Candidates must ensure the Advt. No., Post Name, and Post Code to be applied for, before applying on 'CU Chayan Portal'.
- 9.6 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which (s)he is applying in accordance with the prescribed qualifications, experiences and submit the application duly filled-in along with desired information and documents as per the advertisement.

Suppression of factual information or any document relating to the eligibility or otherwise as of a candidate, followed by supply of fake documents or providing false or misleading information in the application or tampering with the documents, or providing such information relating to the achievements, caste, education qualifications, experience or domicile, the University shall reserve the right to investigate/inquire into the matter. If any of these acts is found to be true, the candidates shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated forthwith with immediate effect.

- 9.7 Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.
- 9.8 Candidates are advised to fill their application form carefully such as Name, Father's name, Date of Birth and Category, Qualification, Photo & Signature etc. Candidate will be responsible for any mistake in the data of application form and no correspondence will be entertained in this regard.
- 9.9 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience, and medical fitness.
- 9.10 The University reserves the right to:
- i. *withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.*
  - ii. *fill or not to fill up some or all the posts advertised for any reasons whatsoever.*
  - iii. *increase/decrease the number of posts at the time of selection and make appointments accordingly. The number of posts advertised may be treated as tentative.*
  - iv. *decide criteria/procedure for short listing of the candidates, in case the University receives large number of applications, to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number.*

*In case the University receives a large number of applications for recruitment to the post of Assistant Professor, the University reserve the right to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number on the basis of Written Examination. However, the final selection will be on the basis of performance of candidate in the interview only.*

- v. *consider "in absentia" candidature of those who may not have applied or who may have applied but are not able to appear for the interview.*
- vi. *offer lower post to a candidate, who may have applied for a higher post, in case the Selection Committee recommends so.*
- vii. *restrict the candidates to be called for interview to a reasonable number on the basis of academic score which may be higher than the minimum prescribed as decided by duly constituted Screening Committee(s) and approved by the Competent Authority.*
- viii. *alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.*

**9.11 Reservation:**

- a. Reservations for SC, ST, OBC, EWS, and PwBD shall be as per existing Government of India norms as amended from time to time. Candidates applying for these reserved posts should clearly state to which category they belong. They must also enclose a Certificate issued by Competent Authority as proof to this effect, without which the applications will not be considered.
- b. In case a candidate wants to claim benefits under the PwBD category, the candidate's relevant disability should be not less than 40%. Proof to this effect must be enclosed with the application, without which the application will be treated as 'General (Unreserved)'.
- c. The person with Degree of Disability of 40% and above are eligible for applying for the posts earmarked for persons with benchmark disabilities as under:

Sl. No.	Category	Description	% of Reservation
1	a	Blindness and low vision	1%
2	b	Deaf and hard of hearing	1%
3	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
4	d	Autism, intellectual disability, specific learning disability and mental illness	1%
5	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

- d. Candidates seeking reservation under **SC/ST category** are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training, New Delhi [**ANNEXURE – 6**].
- e. Candidates seeking reservation under **PwBD category** are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training, New Delhi [**ANNEXURE – 7**].
- f. Candidate applying for the post(s) reserved for **OBC**, must submit a self-attested copy of latest/recent caste certificate specifically mentioning **Creamy Layer-exclusion** in the format prescribed by Govt. of India, issued by Competent Authority [**ANNEXURE – 8**], vide *Column 3 of G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No. 36033/3/2004-Estt.(Res) dated 14.10.2008, O.M. No.36033/1/2013-Estt.(Res.) dated 27.05.2013 and O.M. No. 36033/1/2013-Estt.(Res.) dated 13.09.2017*, respectively, without which applications will not be considered. The form of Caste Certificate must be in the format as prescribed by the Govt. of India; otherwise, the application will be summarily rejected without further consideration.
- g. Candidate applying for the post(s) reserved for **EWS**, must submit a self-attested copy of certificate in the format prescribed by Govt. of India, issued by Competent Authority **valid for the year 2023** [**ANNEXURE – 9**], vide *Column 5 of G.O.I. Deptt. of Personnel and Training O.M. No. 36039/1/2019-Estt.(Res) dated 31.01.2019*, without which applications will not be considered. The form of EWS Certificate must be in the format as prescribed by the Govt. of India; otherwise, the application will be summarily rejected without further consideration.
- 9.12 The selected candidate shall produce a medical fitness certificate issued by a Govt. hospital/or Govt./CGHS empanelled hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. hospital/or Govt./CGHS empanelled hospital for Group A post, as the case may be, prior to joining of the candidate. In cases where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then the candidate is not required to undergo a fresh examination. For this purpose, the candidate has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.
- 9.13 Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the applicant and the applicant shall be liable for action as per law.
- 9.14 Any change of address from the one given in the application form should at once be communicated to the University at **recruitment@mgcub.ac.in**.

- 9.15 The list of eligible candidates and the list of not-eligible candidates (*indicating the reason for being not-eligible*) will be uploaded on the University Website after the scrutiny with the directions to the applicants that in case of any discrepancy/grievance they may bring the same to the notice of the University within the prescribed time period.
- After taking into consideration the grievances/discrepancies, the scrutiny committee will finalise the list of eligible candidates on the basis of academic records, publications, experience and research score etc. as decided by the University. A final list of shortlisted candidates will be notified and published by the University on its website. Candidates residing abroad or having genuine reason(s) may be interviewed through Skype (or any other Video Conferencing mode) if request is made in advance.
- 9.16 The information related to Date, Time and Venue of Interview/Written Examination shall be published on the University Website i.e., **www.mgcub.ac.in ONLY.**
- 9.17 **Call letter(s) to attend the interview will be sent to the shortlisted candidates by email only.** No Correspondence will be made with applicants who are not short-listed/not called for interview. Therefore, the candidates are advised to check the University Website and their Email ID regularly.
- 9.18 The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to next candidate in the merit, if otherwise, to reduce the delay in filling up of the vacancies. Such a vacancy shall not be treated as fresh vacancy.
- 9.19 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and/or action shall be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
- 9.20 The appointment of a candidate shall be subject to verification of character & antecedents and caste certificate by the competent authority. Until the verification report of character & antecedents and caste certificate is received, the appointment shall be treated as provisional. In case the report with regard to his/her conduct, character, antecedents, caste certificate etc., is found to be unsatisfactory or false, the appointment shall be cancelled/terminated forthwith.
- 9.21 The selected candidates shall be required to perform duties as per the Statutes, Ordinances and Regulations of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 9.22 The person appointed against any post shall be governed by the Act/Statutes/ Ordinances/Rules of the University and the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965, or any other Rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for

- maintaining the conduct of the employee by the Executive Council of the University.
- 9.23 The candidates selected shall be appointed under a written contract.
- 9.24 The candidates selected for appointment are expected to join at the **EARLIEST POSSIBLE**.
- 9.25 **Candidates must write their Email ID neatly and correctly for mailing written examination/interview/offer of appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an Email ID and check it regularly for further communication.**
- 9.26 The following categories of persons shall not be eligible to apply for any position in the University:
- i. who has been convicted by any Court of Law or if any criminal proceedings are pending against him/her;
  - ii. who has entered into or contracted a marriage with a person having a spouse living;
  - iii. who having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules; and
  - iv. any other category of person disqualified for appointment by the Government of India/UGC from time to time.
- 9.27 No interim correspondence shall be entertained.
- 9.28 In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
- 9.29 The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
- 9.30 Applicants are advised to visit the University Website at regular intervals for the updates.
- 9.31 No TA/DA shall be paid for attending interview.
- 9.32 The terms and conditions of appointment shall be communicated to the candidate in the form of "Offer of Appointment" to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 9.33 Any Addendum/dedendum/corrigendum/notices to this advertisement shall be published only on the University Website ([www.mgcub.ac.in](http://www.mgcub.ac.in)) and will not be published in the newspapers. Therefore, candidates are advised to check the University Website regularly.
- 9.34 Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, (s)he will be liable to serve anywhere in India.

- 9.35 **Fake Institutions:** Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
- 9.36 Canvassing in any form on behalf of the candidate shall be treated as a disqualification which shall lead to the cancellation of candidature.
- 9.37 In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Mahatma Gandhi Central University in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview shall be final and no query or correspondence shall be entertained in this connection from any individual or his/her agency.
- 9.38 In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court at Patna.
- 9.39 **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NEW PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 01.01.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT TILL SUCH TIME, THEY RETAIN LIEN WITH THE PARENT ORGANIZATION.**

**OSD (Administration)**  
**Mahatma Gandhi Central University**

**IMPORTANT NOTE:**

To avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicant can mail their problem to the Email: [recruitment@mgcub.ac.in](mailto:recruitment@mgcub.ac.in).

A copy of the (i) Comprehensive User Guide (User Manual) of CU Chayan Portal; and (ii) FAQs on CU Chayan Portal; are also made available on the University Website for information and ready reference of all concerned.

**Table 2**

**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/Arts/Social Sciences /Library/Education/Physical Education/Commerce/Management & other related disciplines
1.	<b>Research Papers in UGC-CARE Listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by;</b>		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content complete course/e-book in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10



4	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing:</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
5	<b>(d) Consultancy</b>	03	03
	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
International	07	07	
National	05	05	
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows:**

UGC-CARE listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in UGC-CARE listed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) **Two Authors:** 70% of total value of publication for each author.

(b) **More than Two Authors:** 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

**Joint Projects:** Principal Investigator and Co-investigator would get 50% each.

**Table : 3 A**  
**Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
		1.	<b>Graduation</b>	80% & Above = 15	60% to less than 80% = 13
2.	<b>Post-Graduation</b>	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy Layer)/PWD) to less than 60% = 20	
3.	<b>M.Phil.</b>	60% & above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	30			
5.	<b>NET with JRF</b>	07			
	<b>NET</b>	05			
	<b>SLET/SET</b>	03			
6.	<b>Research Publications (2 Marks for each research publications published in UGC-CARE listed Journals)</b>	10			
7.	<b>Teaching/Post-Doctoral Experience (2 marks for one years each) #</b>	10			
8.	<b>Awards</b>				
	International/ National Level (Awards given by International Organisations/ Government of India/Government of India recognised National Level Bodies).	03			
	State-Level (Awards given by State Government)	02			

# However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil. + Ph.D. Maximum - 30 Marks  
(ii) JRF/NET/SET Maximum - 07 Marks  
(iii) In awards Category Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned Universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10

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**Total** - **100**

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(D) Score shall be valid for appointment in respective State SLET/SET Universities/Colleges/Institutions only.

**UNDERTAKING/CERTIFICATE**

I do hereby undertake that, I have ~~AVAILED~~/~~NOT AVAILED~~ study leave to pursue my full time/part time Ph.D. from ..... to ..... simultaneously with teaching assignment

(  
Signature of the applicant )  
Full Name –  
Application Form No. –

**Note:** Strike off whichever not applicable.

(  
Countersigned by )  
Full Name –  
Designation –  
University/Institution –

(On the letter head of the University/Institute)

*Applicable for those candidates registered for Ph.D. Programme on or after 11<sup>th</sup> July, 2009*

**TO WHOMSOEVER IT MAY CONCERN**

This is certify that Dr. \_\_\_\_\_ (Name) registered for Ph.D. programme on \_\_\_\_\_ (Date) has successfully completed Ph.D. programme in the Subject \_\_\_\_\_, Faculty of \_\_\_\_\_ during the year. The degree has been awarded strictly in compliance with 'UGC (Minimum standards and procedure for awards of M.Phil./Ph.D. degree) Regulations 2009 or 2016, and I/we have the read the regulations & certify accordingly.

**Competent Authority of  
the University/ Institution**

Ref. No.....

Date: .....

(On the letter head of the University/Institute)

*Applicable for those candidates registered for Ph.D. Programme prior to 11<sup>th</sup> July, 2009*

**TO WHOMSOEVER IT MAY CONCERN**

This is certify that Dr. \_\_\_\_\_(Name) registered for Ph.D. programme on \_\_\_\_\_(Date) has successfully completed Ph.D. programme in the Subject \_\_\_\_\_, Faculty of \_\_\_\_\_ during the year. The Ph.D. degree awarded to him/her is essentially fulfilling the following conditions:

- a) The Ph.D. degree of his/her has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva-voce of his/her has been conducted;
- d) He/She has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) He/She has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored by the UGC/ICSSR/CSIR or any similar agency.

**Sign & Seal of the Registrar/  
Dean (Academic Affairs)**

Ref. No.....

Date: .....

**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/† 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)

Certificate of Disability

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

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP 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 .....  
Age..... Years, Male/Female.....  
(DD/MM/YYYY)

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 .....

(1) He/She has ..... % (in figure)..... percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her ..... (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb  
Impression of the person in  
whose favour disability  
certificate is issued

(Signature and Seal of Authorized Signatory of notified Medical Authority)



**OBC Certificate Format****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum\* \_\_\_\_\_ Son / Daughter\* of Shri / Smt.\* \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011//95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in the \_\_\_\_\_ District / Division of \_\_\_\_\_ 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 O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated: \_\_\_\_\_

District Magistrate /  
Deputy Commissioner /  
Competent Authority

Seal

\* Please delete the word(s) which are not applicable.

**NOTE:**

- (a) The term 'Ordinarily resides' 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 Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

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

**INCOME & ASSETS 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 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 Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1: 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.