INFORMATION BOOKLET FOR
RECRUITMENT TO NON-TEACHING POSTS

Employment Notification
No.51/2018
Dated: 16th July, 2018

مولانا آزاد نیشنل اُردو یونیورسٹی   मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)
Gachibowli, Hyderabad (T .S) – 500 032.

Closing date of Application: 20th August 2018

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)
Gachibowli, Hyderabad – 500 032.

**Information Booklet in respect of Non-Teaching posts Notified vide
Employment Notification No. 51 /2018, dated: 16.07.2018**

The Maulana Azad National Urdu University (MANUU) is a Central University, established through the Maulana Azad National Urdu University Act, 1996 (Act of Parliament No.2 of 1997) with All India Jurisdiction. The objective of the MANUU is to promote and develop Urdu language and to impart vocational and technical education in Urdu medium through conventional teaching and distance education system. The Main Campus of MANUU is located at Gachibowli, Hyderabad with Satellite campuses, CTEs, Polytechnics, ITIs and Regional Offices/Sub-Regional Offices of Directorate of Distance Education across the country. The MANUU invites applications for the following regular Non-Teaching posts to be deployed in its Main Campus and Satellite campuses and Offices:

Sl. No	Name of the post	Group	Total posts	Category				
				UR	SC	ST	OBC	PWD
1.	Network Administrator	A	01	01				
2.	System Analyst	A	01	01				
3.	Section Officer	B	03	03				
4.	Assistant Engineer (Electrical)	B	01	01				
5.	Instructor -Polytechnic Computer Science Engineering	B	02	01		01		One post of Instructor is reserved for Partially Blind (VH)
6.	Instructor -Polytechnic Civil Engineering	B	02	01			01	
7.	Instructor -Polytechnic Mechanical Engineering	B	02	01			01	
8.	Instructor - Polytechnic Electrical & Electronics Engineering	B	02	01	01			
9.	Instructor -Polytechnic Apparel Technology	B	01				01	
10.	Instructor -Polytechnic Automobile Engineering	B	01	01				
11.	Instructor -ITI/VTC Mechanic (Automobile)	B	01	01				
12.	Instructor -ITI/VTC Fitter/Turner	B	01		01			
13.	Instructor -ITI/VTC Desktop Publishing	B	01	01				
14.	Instructor -ITI/VTC Electrical	B	01	01				
15.	Junior Engineer (Civil)	B	01	01				
16.	Manager - Guest House	B	01	01				
17.	Senior Technical Assistant (Computers)	B	02	02				

Sl. No	Name of the post	Group	Total posts	Category				
				UR	SC	ST	OBC	PWD
18.	Electrician	C	02	01			01	
19.	Maintenance Assistant	C	01	01				
20.	Lab Assistant	C	02	01	01			
21.	Library Assistant	C	02	02				HH-1
22.	Lower Division Clerk	C	14#	06	01	01	06	HH-1 VH-1
23.	Workshop Attendant	C	02	01	01			
24.	Library Attendant	C	02	01		01		
25.	Laboratory Attendant	C	04	02	01		01	

Abbreviations: UR- Unreserved; SC-Scheduled Caste; ST- Scheduled Tribe; OBC- Other Backward Classes; PWD- Persons with Disabilities; HH-Hearing Handicapped; VH-Visually Handicapped; # includes one lien vacancy

DETAILS OF ESSENTIAL & DESIRABLE QUALIFICATION AND EXPERIENCE ETC:

S.No.	NAME OF THE POST AND PAY SCALE	Essential Qualification & experience	Age limit
01.	**NETWORK ADMINISTRATOR** Rs. 56,100 - 1,77,500/- (Level-10)	**Essential :** First Class M.E. / M.Tech / Electronics and Communication Engineering Or equivalent with one year experience. **OR** First Class B.E. / B.Tech/ Electronics and Communication Engineering or equivalent with three years of relevant experience. **OR** First Class M.E. / M.Tech / Computer Science (Computer Science) / Information Technology) Or equivalent with three year experience. **OR** First Class B.E. / B.Tech/ Electronics and Communication Engineering equivalent with five years of relevant experience. **Desirable:** Cisco Certified Network Associate/ Cisco Certified Network Professional or other similar/equivalent certification. *Preference will be given to candidates having hands on experience of managing layer-2 and layer-3 devices, Configuring and managing Wireless Controllers and APS, Linux and Windows Servers Administration; Backup and Recovery; Configuring services including active directory, DHCP, DNS. Setting up of web servers. Managing OS & Network firewalls.*	40 years

		The selected person is expected to lead a team of technical staff for carrying out system/network administration activities.	
02.	**SYSTEM ANALYST** *Rs* 56,100 - 1,77,500/- (Level-10)	**Essential:** (i) First class M.E. /M.Tech. (Computer Science & Technology)/ Information Technology) or equivalent <center>**OR**</center>First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent with two years of relevant experience. <center>**OR**</center>First class Master in Computer Applications (MCA) with two years of relevant experience <center>**OR**</center>First class M.Sc. (Computer Science/Information Technology) from a recognized University/Institute with three years of relevant experience. (ii) Knowledge of Urdu in reading, writing and speaking **Desirable:** Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification. ***Note:*** *Preference will be give to candidates having hands on experience of developing Web based / Client Server Application using PHP (Code Igniter) or .Net framework with SQL Server or MySQL as database. The selected person is expected to lead a team of technical staff for developing and maintaining university ERP/Web based information systems.*	40 Years
03.	**SECTION OFFICER** *Rs* 44,900 - 1,42,400/- (Level-7)	(i) A Bachelor Degree in any discipline from any recognized Institute/ University. (ii) Three Years Experience as Assistant in the Scale of Rs. 35,400 - 1,12,400/- (Level-6) in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of Rs.200/- Crores. iii) Proficiency in Computer Operation, noting and drafting in English and/or Urdu as per the requirement of the University.	35 years

		Essential: (i) First Class Bachelor's Degree in relevant field (Electrical) from a recognized Institute/ University or equivalent. (ii) Three years experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of Rs.200/- Crores Desirable: Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.	40 years
04.	**ASSISTANT ENGINEER (ELECTRICAL)** *Rs* 44,900 - 1,42,400/- (Level-7)		
05-10	I**NSTRUCTOR- POLYTECHNIC** *Rs* 44,900 - 1,42,400/- (Level-7)	Essential: (i) B.E / B.Tech. or equivalent in appropriate branch of Engineering from a recognized University/ institution with three years of relevant experience in industry / organization / educational institution **OR** Diploma in appropriate branch of Engineering from a recognized University/ institution with five years of relevant experience in industry/ organization/ educational institution (ii) Knowledge of Urdu reading, writing and speaking	35 years
11-14	**INSTRUCTOR - ITI/VTC** *Rs* 44,900 - 1,42,400/- (Level-7)	**Essential**: (i) 10th Class pass under 10+2 system or equivalent (Science and Mathematics as compulsory subjects in case of Engineering and other trades). (ii) Degree in appropriate branch of Engineering from a recognized University/ Institute. **OR** Three-Year Diploma in the appropriate branch of Engineering from recognized University/ Board/ Institute **OR** National Apprenticeship Certificate in relevant Trade (issued by NCVT) **OR** National Trade Certificate in relevant Trade (issued by NCVT) (ii) **Practical Experience** in an Industry or Training /Teaching Institutes : One Year for Degree Holder or Two Year for Diploma Holder or Three Years for NAC/NTC (iii) Knowledge of Urdu reading, writing and speaking	35 years

15	**JUNIOR ENGINEER (CIVIL)** *Rs* 35,400 - 1,12,400/- (Level-6)	**Essential:** Bachelor's Degree of Engineering in relevant field (Civil) from a recognized Institute/University with one year relevant experience. **OR** Diploma in Engineering in the relevant field (Civil) and three years experience in relevant field Central CPWD / State PWD or Similar Organized Services / Statutory or Autonomous Organizations / Central / State Universities / Autonomous Institutions or reputed Private construction company. **Desirable:** Working knowledge of AUTOCAD, other relevant software.	35 years
16	**MANAGER - GUEST HOUSE** *Rs* 35,400 - 1,12,400/- (Level-6)	**Essential** : (i) Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with one year relevant experience **OR** Diploma in Hotel Management or allied field from a recognized University / Institute with two years relevant experience. (ii) Knowledge of Computer Applications **Desirable:** Knowledge of Urdu	35 years
17.	**SENIOR TECHNICAL ASSISTANT (ICT), Centre for I.T** *Rs* 35,400 - 1,12,400/- (Level-6)	**Essential** (i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Electronics and Communication / Information Technology from recognized University or Institute. **OR** Master of Science in Computer Science from recognized University / Institute. **OR** Master of Computer Applications from recognised University/ Institute. (ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute. **Desirable**: (i) Knowledge of Urdu software. (ii) CCNA / CCNP *Note:- Preference will be give to candidates having hands on experience of developing Web based / Client Server Application using PHP (Code Igniter) or .Net framework with SQL Server or MySQL as database.*	35 years

18.	**ELECTRICIAN** Rs 25,500 - 81,100/- (Level -4)	**Essential** : (i) Matric or equivalent qualification from recognized Board. (ii) National Trade Certificate or National Apprenticeship Certificate in Electrician Trade (issued by NCVT). (iii) Three years experience as Electrician in Industry / Educational Institutions /reputed organization.	32 years
19.	**MAINTENANCE ASSISTANT** Rs 25,500 - 81,100/- (Level -4)	**Essential** : Degree in Mechanical Engineering from recognized University/Institute with one year post qualification experience in the relevant field. **OR** Diploma in Mechanical Engineering from recognized University/ Board with two years post qualification experience in the relevant field **OR** NTC/NAC in the Trade of "Mechanic Machine Tool Maintenance" (issued by NCVT) with 3 years post qualification experience in the relevant field. **Desirable** Preference will be given to a candidate with Craft Instructor Certificate (CIC) in Mechanic Machine Tools Maintenance Trade.	32 years
20.	**LABORATORY ASSISTANT** Rs 25,500 - 81,100/- (Level -4)	**Essential** : (i) Bachelors' Degree in Engineering/ Technology in Civil/ Electrical /Mechanical/ Computer Science/ Information Technology/ Apparel Technology/ Automobile Engineering from a recognized Institute/ University **OR** Three year diploma in Civil/Electrical /Mechanical/ Computer Science/ Information Technology/ Apparel Technology/ Automobile Engineering **with two Years Experience** in Laboratory of Academic / Research Institution. (ii) Knowledge of Urdu - reading writing and speaking.	32 years
21.	**LIBRARY ASSISTANT** Rs 21,700 - 69,100/- (Level-3)	**Essential**: (i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. (ii) Typing speed of 30 words per minute in English (iii) Knowledge of Computer Applications. (iv) Knowledge of Urdu and English in reading and writing	30 years

22.	**LOWER DIVISION CLERK** Rs 19,900 - 63,200/- (Level-2)	**Essential** : (i) 10+2 or equivalent qualification from a recognized Board with minimum 50% marks (ii) English Typing @ 35 wpm @ 30 wpm (35wpm correspond to 10500 KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations. **Desirable:** (i) Graduate from a recognized University (ii) Knowledge of Urdu	30 years
23.	**WORKSHOP ATTENDANT** Rs 18,000 - 56,900/- (Level-1)	**Essential** : (i) Matric or equivalent qualification from recognized Board (ii) National Trade Certificate or National Apprenticeship Certificate (issued by NCVT) (iii) At least one year relevant experience	30 years
24.	**LIBRARY ATTENDANT** Rs 18,000 - 56,900/- (Level-1)	**Essential**: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) Knowledge of Urdu and English in reading and writing **Desirable:** i) Two years of experience in a University/ College/ Educational Institution Library. ii) Basic knowledge of computer applications. iii) Knowledge of Hindi	30 years
25.	**LABORATORY ATTENDANT** Rs 18,000 - 56,900/- (Level-1)	**Essential:** 10+2 with Science stream from any recognized Central/ State Board **OR** 10th Pass from any recognized Central/ State Board with Science as one of the subjects and two years experience in Laboratory of recognized University / Institution/ College.	30 years

UGC SEVEN POINT SCALE

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

General Terms and Conditions of Recruitment

1. Selected Candidates shall be liable to be posted at Main Campus or any of the Institutions/ Offices of the University across Country as per the requirements and exigencies of services.
2. Mere possessing the eligibility conditions shall not entitle a candidate to be called for written/skill test (or interview, where ever applicable).
3. The University reserves its right to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit. Those who are possessing higher qualifications may be given preference in short-listing the candidates. The University may constitute a Screening Committee to scrutinize the applications and short-list the candidates. Call letters for test/interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.
4. Incomplete applications and applications not submitted on the prescribed format, along with the prescribed fee and self-attested enclosures, etc., shall be summarily rejected.
5. The applications received after the due date, shall not be entertained. Separate application should be submitted for each post.
6. The University follows the norms of the Government of India in respect of reservation/ relaxation/ concessions to various categories in recruitment pertaining to age, qualifying marks, experience/fees, etc., as amended from time to time.
7. **Age Relaxation**: The upper age limit for appointment to various posts has been specified in this notification. The crucial date for determining the age shall be the last date of receipt of applications as notified in this recruitment advertisement. The relaxation in age shall also be as follows in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	**SC/ST candidates**	**5 years**
2.	**OBC (Central List) Non Creamy Layer candidate**	**3 years**
3.	**Persons with Disabilities**	**10 years** In case the PWD candidates belong to SC/ST/OBC categories, such SC/ST –cum PWD candidates are eligible for 15 years and OBC- cum- PWD candidates are eligible for 13 years relaxation in the age limit prescribed for respective posts.
4.	Regular Employees of MANUU, regular employees the Central Govt/ Central Universities / UGC maintained deemed to be Universities / other Central Institutions of Higher Learning	Below 55 years
5.	Existing short-term contractual employees working in MANUU and other Central Government Departments/ Ministries, attached and subordinate Offices with minimum three years of service	To the extant of their service rendered in MANUU or the Govt. department concerned but below 55 years. The above relaxation is not extended to contractual employees working in autonomous bodies/universities or employees working in MANUU or Govt. departments through outsourced basis.
6.	Ex-Servicemen & other categories	Age Limit as per Government of India rules.

Note: The incumbents desirous to avail such age relaxation above must submit a valid proof for claiming the relaxation otherwise their candidature shall be summarily rejected.

8. **Reservations:** The candidate belonging to the reserved categories must enclose self attested photocopies of the caste certificate and/or medical certificate (pertaining to determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the application shall be rejected. The candidates applying against vacancies reserved for OBCs (NCL) should note that they have to produce a valid Caste Certificate issued by the Competent Authority in the prescribed format during the preceding three years wherein it should be compulsorily mentioned that he/she does not belong to "Creamy Layer" of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. **A format of OBC Certificate is attached at Annexure-I.**

9. **Mode of selection**: The Selection Committee may decide its own method of evaluating the performance of the candidates through interview/ Test. The University may utilize written test /skill test as a method of selection. There shall not be any interview for Group 'B' & 'C' level positions. However, the details of test viz., subjects, descriptive, objective, skill test, aptitude etc shall be communicated separately. The candidate shall attend the interview, wherever applicable, at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC/ST/PwD categories shall be reimbursed to and fro rail fare (Sleeper class) for self only by the shortest route only on submission of original tickets. 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 concessions shall not be admissible to those SC/ ST/ candidates who are already in Central/ State Government Service/ or holding any other employment under Universities/Autonomous Bodies/PSUs / Local Governments/Panchayats.

10. **Submission of NOC for In-service candidates**: Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer failing which he shall not be allowed to appear at the test/ interview as the case may be. The University may obtain copies of the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority for the in-service candidates for Group A & B posts.

11. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or **canvassing in any manner on the part of the candidates shall lead to his disqualification**. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible or had furnished false information, his appointment shall be liable to termination forthwith as per this clause.

12. Qualifications, experience, etc. will be reckoned as on the last date for receipt of filled-in applications. Clear photocopies of all important certificates must be attached with the application. The request for including any documents / information to the application forms after the last date of submission of applications shall not be entertained and no correspondence will be made in this regard.

13. 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 action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

14. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also 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 employees by the Executive Council of the University in consonance with Govt. of India norms.

15. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents report is received, the appointment shall be treated as provisional. In case the report with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.

16. The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as in force as amended from time to time. However, if the selected candidates entered into Central/State Government Services or in the services of Central/State Autonomous Body set up by the Central/State Government, as the case may be, on or before 31st December, 2003, satisfying the conditions laid down in Government of India, Department of Personnel & Administrative Reforms, O.M/No.28-10/84-Pension Unit dated 29th August,1984 read with Department of Pensions and Pensioner Welfare, O.M. No.28-(10)/84-P&PW/Vol.II dated 7th February 1986 as revised from time to time and are governed by the old pension scheme under Central Civil Services (Pension) Rules, 1972 or old Pension Scheme similar to Central Civil Services (Pension) Rules,1972, they will continue to be governed by the old pension scheme. They will be eligible for counting of their past services for this purpose under Rule 26(2) of Central Civil Services (Pension) Rules, 1972 or under the provisions of O.M. dated 29th August,1984 read with O.M. dated 7th February 1986 subject to payment of pro-rata retirement benefits for their past services to MANUU and submission of technical resignation from the present employment in terms of Department of Pension & Pensioners Welfare O.M.No.28/30/2004-P&PW(B) dated 26th July, 2005 as modified vide O.M. of even no. dated 28th October, 2009 to take up the appointment offered by MANUU where pension scheme under Central Civil Services (Pension) Rules, 1972 already exists for employees who had entered into service on or before 31st December, 2003. However in the case of tenure post, NPS shall be applicable.

17. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned for such categories of staff as provided under the Statues of the University, and a copy of the same shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

18. No interim queries regarding test / interview selection will be entertained.

19. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.

20. **The number of vacancies indicated in this Employment Notification are tentative. The University reserves its right to increase or decrease the number of posts at the time of selection and make appointments accordingly subject to roster points, if more vacancies do exist in between and advertisement and Selection Committee meetings.** The University may also draw a panel in the form of a waiting list to fill up a post, if a candidate on higher merit did not join. The panel of selected waitlisted candidates will be valid for one year from the date of selection.

21. The candidates are required to visit the University website for updates about test, interview etc and the most of the communications from the University shall be through email except for lower level positions at S.No. 23 to 25. **Errors and omissions are subject to correction to be notified in the University website.**

22. In case of any disputes / suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Hyderabad, which is the Headquarters of the University.

23. **HOW TO APPLY:**

   i) Application Form is available only on University website:
   http://www.manuu.ac.in/employment/application%20form%20for%20non-teaching%20posts%20-18.pdf and the same can be downloaded.

   ii) The filled–in application form along with copies of required documents viz. education & experience certificates, etc., together with Registration fee as mentioned below in the form of crossed Demand Draft drawn in favour of **Registrar**,**Maulana Azad National Urdu University, Hyderabad** on any Nationalized Bank **Payable at Hyderabad** should reach through Speed / Registered Post to the **Assistant Registrar, ER-II Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032 (T.S.)** in a closed cover super-scribing "Application for the post of ".

   iii) **The last date of receipt of filled in Application is 20.08.2018.**

   iv) The University will not be responsible for any postal delay at any stage.

Details of Registration Fee		
Fee	**Group of posts**	**Category of candidates**
Rs. 500/-	A	General & OBC candidates
Rs. 250/-	A	SCs/STs/PwDs/XSM/Women candidates
Rs. 300/-	B & C	General & OBC candidates
Rs. 150/-	B&C	SCs/STs/PwDs/XSM/Women candidates
Note:- All the above fee is payable through Demand Draft/Pay Order ONLY in favour of the *Registrar, MANUU payable at Hyderabad*. No other form of payment shall be accepted. Fees once paid shall not be refunded under any circumstances. Applications received after the last date with incomplete information or without requisite fee will be summarily rejected.		

Sd/-
REGISTRAR

Hyderabad
Dated: 16th July, 2018

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

This is to certify that Shri/Smt./Km*_____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.

ix) 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.

x) 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.

xi) 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.

Shri /Smt./Km._____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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated: District   Magistrate   or   Deputy Commissioner etc.

                              Seal: