



**Centre for Personnel Talent Management**  
**Metcalfe House Delhi-110054**  
**DEFENCE RESEARCH & DEVELOPMENT ORGANISATION (DRDO)**  
**MINISTRY OF DEFENCE, GOVERNMENT OF INDIA**

ADVERTISEMENT No.: CEPTAM/PBM/2023/01

Closing Date 15<sup>th</sup> Dec. 2023

**Tenure based engagement of 11 posts on purely contractual basis for DRDO, Hyderabad**

CEPTAM working under Defence Research and Development Organisation (DRDO), Ministry of Defence, Government of India is inviting online applications for filling up of 11 posts mentioned below on tenure-based engagement, purely on contractual basis. Contract will be for three years only, which may be extended depending upon the performance of the engaged person/s and if the requirement exists. The place of posting will be Hyderabad, Telangana.

CEPTAM invites online application through DRDO website (<https://www.drdo.gov.in>) for following posts:

| Item No.     | Post Name & Consolidated Remuneration   | Essential Qualification & Work Experience Required                                    |   | Desirable Qualification  | VACANCIES |           |           |           |           |           |
|--------------|---|---|---|--|-----------|-----------|-----------|-----------|-----------|-----------|
|              |   | Education   | Experience  |  | SC        | ST        | OBC       | EWS       | UR        | TOTAL     |
| 1.           | PROJECT STORE OFFICER (PSO)<br><br>Consolidated Remuneration, (Per Month in Rs. 59,276/-)           | Bachelor's Degree (B. A/ B. Com / B.Sc. / BCA) from recognized University.            | Minimum 10 Years of Experience in Administration, Materials Management and Finance Divisions.                     | (i) Master's Degree in Business Administration Working Experience in GeM Portal.<br>(ii) Working Experience in GeM Portal.<br>(iii) Working Experience in Microsoft Office.<br>(iv) Excellent writing and Typing Skill in English (35 words per minute)  | 00        | 00        | 00        | 00        | 01        | 01        |
| 2.           | PROJECT SENIOR ADMIN ASSISTANT (PSAA)<br><br>Consolidated Remuneration, (Per Month in Rs. 47,496/-) | Bachelor's Degree (B. A/ B. Com/ B.Sc. / BCA/ Equivalent) from recognized University. | Minimum 06 Years of Experience in at least one of the Administration, Materials Management and Finance Divisions. | (i) Master's Degree in Business Administration Working Experience in GeM Portal.<br>(ii) Working Experience in GeM Portal.<br>(iii) Working Experience in Microsoft Office.<br>(iv) Excellent writing and Typing Skill in English (35 words per minute). | 00        | 00        | 01        | 00        | 04        | 05        |
| 3.           | PROJECT ADMIN ASSISTANT (PAA)<br><br>Consolidated Remuneration, (Per Month in Rs. 35,220/-)         | Bachelor's Degree (B. A/ B. Com/ B.Sc. / BCA/ Equivalent) from recognized University. | Minimum 03 Years of Experience in at least one of the Administration, Materials Management and Finance Divisions. | (i) Master's Degree in Business Administration<br>(ii) Working Experience in Microsoft Office.<br>(iii) Excellent writing and Typing Skill in English (35 words per minute).   | 01        | 00        | 01        | 00        | 03        | 05        |
| <b>Total</b> |   |   |   |  | <b>01</b> | <b>00</b> | <b>02</b> | <b>00</b> | <b>08</b> | <b>11</b> |

\*Reservations will be applicable as per extant rules

## 1. Eligibility For Recruitment to Posts

### 1.1. Essential Qualification & Work Experience Required:

The applicants should ensure that they satisfy the eligibility criteria as on the closing date of advertisement. The period of study (academic qualification) should not overlap with work experience. Date for determining the eligibility of all candidates in every respect shall be the prescribed Closing Date of advertisement.

### 1.2. Age Limit for Candidates (as on closing date of advertisement)

- a) For Project Store Officer (PSO): not exceeding 50 years
- b) For Project Senior Admin Assistant (PSAA): not exceeding 45 years
- c) For Project Admin Assistant (PAA): not exceeding 35 years
- d) Relaxation in upper age limit is applicable as per Govt. rules in vogue and maximum age shall **not exceed 56 years** including age relaxation.

### 1.3. Nationality

Only Indian National need apply.

### 1.4. Closing Date

Online submission will remain available on DRDO website till 15 December, 2023 (1700 Hours).

### 1.5. Important Instructions related to work experience/employment:

- a) The required experience will be counted only after the date on which the essential qualification has been acquired. While counting the experience, the suitability of the level of experience possessed will also be considered. All experience certificates/documents indicating length and nature of experience for each employment record should be uploaded.
- b) The period of experience rendered by a candidate on part time basis, daily wages, and trainee etc. will not be counted while calculating the valid experience for eligibility of candidates for interview.
- c) Experience certificates/proofs should contain name of individual, designation, salary drawn, date of joining/leaving and areas of work.
- d) Candidates should upload all experience certificates for the experience claimed. The length of experience i.e., date of joining and end date of each employment record should be available to verify the period of experience.

## 2. How to Apply

- a) Candidates are required to visit on DRDO website (<https://www.drdo.gov.in>) and click on link for registration and filing up online application.
- b) On successful registration, the candidates may login before the closing date of the advertisement to fill the application form online. The candidates are required to upload all requisite certificates/related documents and make payment of requisite fee. After previewing the application along with uploaded certificates/documents, the application needs to be locked for final submission. **Only locked/finalised applications in all respects shall be considered.**
- c) **If any document is in any language other than English/Hindi, then its English/Hindi duly self-attested transcript should also be attached failing which the said document will be rejected.**
- d) Candidates are also advised to retain a printout/copy of the online recruitment application after submission.
- e) Candidates desirous of applying for more than one post must apply separately for each post. In such case, please mention the Item no. (nos.) of all other posts where you have applied/intend to apply.
- f) The applicants are advised to fill in all their particulars carefully in the online recruitment application and verify it carefully before locking. **No correction in the data/application will be allowed and no document will be accepted once finally submitted.**
- g) All serving candidates (whether in permanent or temporary capacity) working in Government or in Government owned organizations need to upload a signed declaration as per the format given that they have informed in writing to their Cadre Controlling Authority (CCA) that they have applied against the advertisement.

## 3. Documents to Be Uploaded Online While Filling Application Form

The maximum file size of each document/certificate to be uploaded should not exceed 500 KB and it must be legible when printout is taken. For that, the applicant may scan the certificate into 200 dpi grey scale.

- a) Date of Birth (DOB) proof: Self attested Matriculation certificate/High School certificate/Birth certificate issued by appropriate Local Authority etc. Ensure that DOB proof mentions birth date.
- b) Recent passport size colour photograph (size not exceeding 30 KB; resolution of 110 x 140 pixels).
- c) Scanned sample of candidate's signature.

- d) Self-attested certificates/testimonials regarding Essential and Higher qualification employment and experience etc.
- e) In case of mismatch in candidate name and/or parent(s) name(s) of the candidate as mentioned in the application form with any of the documents/certificates being uploaded, the relevant affidavit in support shall essentially be uploaded.
- f) Candidates should attach all experience certificates (date of joining/date of leaving/current job status).
- g) Upload requisite caste certificate in case you belong to SC/ST/OBC (NCL).
- h) Upload Release certificate in case you are a retired Armed Forces personnel.

#### **4. Application fee and Mode of Payment**

General and OBC male candidates are required to pay a non-refundable non-transferable application fee of Rs. 100/- (Rs One Hundred only) payable online only while filling form. There is no application fee for SC/ST/PwBD and Women candidates.

#### **5. Screening and Short listing**

All applications received within due date will be screened and shortlisted for further selection and only those short-listed candidates will be called for interview in the ratio of 1:5. **Decision of the CEPTAM is final in this regard and CEPTAM reserves the right to modify the screening/short listing procedure depending upon the availability of suitable candidates.**

#### **6. Selection Process**

- a) The shortlisted candidates will be advised to appear for **final personal interview**.
- b) The final selection of candidates will be purely on the basis of merit of marks scored by a candidate in the final personal interview only. The minimum qualifying marks required by the candidate in the personal interview for consideration for selection are **70% for all unreserved vacancies and 60% for all reserved vacancies**.

#### **7. Terms and Conditions of Contract:**

##### **7.1. Remuneration:**

Selected candidates engaged on the contract basis shall be paid a monthly consolidated remuneration for the period of contract.

##### **7.2. Annual Increment**

The candidate engaged on the contract basis shall be paid a monthly consolidated remuneration for the period of contract. Annual increment of 7% on consolidated pay will be awarded.

##### **7.3. Medical Benefits:**

The individual PBM will be provided maximum amount upto Rs. 15,000/- towards payment of annual premium for Medical Insurance cover, provided, the individual submits the receipt of annual premium/requisite documents of medical insurance certificate annually to the Programme Director.

##### **7.4. Travel Entitlement:**

On official duty, TA and DA as applicable to DRDO employees will be allowed.

##### **7.5. Working Hours/Leave**

The Project based Manpower/selected candidates will be eligible for 10 days of casual leave and 30 days of Annual Leave (Inclusive of 10 days of sick leave). Maternity/Paternity leave will be applicable. The selected candidates will attend the office on all working days of the lab/establishment to which they are reporting. The working hours of the concerned Lab and Programme/Project will be binding on the selected persons.

##### **7.6. Allowances/Benefits:**

The individuals engaged in the scheme on contract basis will not be entitled for any kind of allowances/ benefits such as Dearness Allowance, Government accommodation, medical reimbursement, telephone/broadband reimbursement etc.

##### **7.7. Tenure:**

The tenure of individuals on contract shall be for 03 years.

##### **7.8. External Assignments:**

The individual will not be allowed to hold any other position with any private company or Government organization while holding the contractual appointment under this scheme with DRDO.

##### **7.9. Performance Evaluation:**

The performance of the individual will be evaluated annually through Annual Performance Appraisal (APA) and regularly in terms of conduct and discipline.

#### **7.10. Engagement and Contract:**

- a) The candidates selected will not be entitled for any right or claim for any permanent appointment/employment or absorption in DRDO against this contractual employment and will submit a self-declaration form in this regard at the time of signing the contract.
- b) The individual/selected candidates will have a legal status of an independent project admin & allied personnel vis-à-vis, DRDO and will not be regarded, for any purposes, as being either a “staff member” of DRDO, or an “Official” or “Employee” of DRDO. Accordingly, nothing within or relating to the contract will establish the relationship of employer and employee, or of principal and agent, between DRDO and the individual Project staff.
- c) The Individual project-based manpower will perform their obligations under the contract with the fullest regard to the interests of DRDO and will comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the contract. The Individual project-based manpower would be subject to the provisions of the **Indian Official Secrets Act, 1923.**

#### **7.11. Termination of Contract:**

In case the selected candidate/Project based manpower is not able to perform duty/task assigned to him/her up to the satisfaction of the Programme/Project Director, the contract with the individual PBM can be terminated by serving the advance notice within the contractual period. The contract will also be liable for discontinuation in case the activities of the PBM are found in conflict with the interests of the DRDO/Lab/Estt. The Contract may also be terminated if the individual tenders his/her written resignation to the Programme Director stating a valid reason with a prior notice of not less than two months.

#### **8. General Instructions:**

- a) The applicants should ensure their eligibility in respect of age, essential qualification, experience etc. before applying.
- b) Applicants are advised not to change their registered mobile number/email ID as vital information regarding their short listing/selection status may be intimated through E-mail.
- c) Candidates are advised to keep visiting DRDO website (<https://drdo.gov.in>) at least twice a week for updates issued from time to time.
- d) Translation ambiguity, if any, will be resolved to the English version of the advertisement published in the Employment News.
- e) Dispute, if any, will be subject to the Courts/Tribunals having jurisdiction over Delhi only.
- f) Candidates will have to produce all certificates, in original, for verification at the time of interview, if and when called for.
- g) Applicants must clearly mention details of relatives presently working in DRDO, if any.
- h) Candidates will be shortlisted for interview on the basis of the information provided by them in their online applications. They must ensure that information provided by them is correct. If at the time of interview or at any subsequent stage, any information given by them or any claim made by them in their online application is found be false/incorrect, their candidature will be rejected and they may also be debarred either permanently or for a specified period from appearing in any future selection activity conducted by DRDO/CEPTAM.
- i) Candidates must correctly upload self-attested scanned copies of all relevant documents.
- j) No TA/DA will be paid to candidates for appearing in the Interview.
- k) All decision by CEPTAM in all matters relating to eligibility, acceptance or rejection of application shall be final and binding. No enquiry or correspondence will be entertained in this connection from any individual or his/her agency. Incomplete applications will be summarily rejected.
- l) Canvassing in any form will disqualify the candidate.
- m) No correspondence shall be entertained from the not selected candidates.
- n) The CEPTAM reserves the right to amend / refix / suspend / cancel the selection process at any time during the process without assigning any reason whatsoever. The decision of the CEPTAM shall be final and binding and no appeal of any kind shall be accepted / considered in this regard.

#### **9. Contact Details**

For queries related to submission of online application for this advertisement, please contact phone **011-23882310** or e-mail at [\*\*pbm.ceptam@gov.in\*\*](mailto:pbm.ceptam@gov.in)

**(FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT  
CIVILIAN EMPLOYEES/DEPARTMENTAL CANDIDATES SEEKING AGE-  
RELAXATION)**

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

It is certified that Shri/Smt/Km.\* \_\_\_\_\_ is a Central Government Civilian employees and is holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years of regular service in the grade as on closing date of Advertisement. There is no objection to his/her appearing for examinations.

Place:

Date:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Official Seal \_\_\_\_\_

**\*Strike out whichever is not applicable**

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN(Ex-S) CANDIDATE**

I undertake that, if selected on the basis of recruitment/ examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/ discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employed in Central Civil Services and posts rules, 1979, as mentioned from time to time).

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

I further furnish the following information:

- a) Date of appointment in Armed Forces : \_\_\_\_\_
- b) My last Unit/Corps : \_\_\_\_\_
- c) Length of Service in Armed Forces : \_\_\_\_\_
- d) Date of discharge : \_\_\_\_\_
- e) If serving, the date of discharge shall be within one year from the date of publication of CEPTAM-09/TECH A Advertisement.

**Place:**

**(Signature of the Candidate)**

**Date:**

**Name:**

**Rank:**

**(The format of certificate to be produced by Scheduled Caste & Scheduled Tribe candidates applying for appointment to posts under the Government of India)**

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 Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter 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 (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 Caste Order 1978@
  - The Constitution (Sikkim) Scheduled Tribes Order 1978@
  - The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
  - The Constitution (Jammu & Kashmir) Scheduled Caste Order 1956@
  - The Constitution (SC) orders (Amendment) Act, 1990@
  - The Constitution (ST) orders (Amendment) Ordinance 1991@
  - The Constitution (ST) orders (Second Amendment) Act 991@
  - 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.

This Certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/ mother Sh./Smt. \_\_\_\_\_ of village \_\_\_\_\_ Distt. \_\_\_\_\_ 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 \_\_\_\_\_ dated \_\_\_\_\_.

%3 Sh./Smt./Kumari and /or\* his /her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\* Designation \_\_\_\_\_

(with seal of office)

\* 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/Presidency Magistrate/Extra-Asst 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.) (G-1 Dept of per. & Trg. OM NO 36033/28/94-Estt. (Res), dated 2-7-1997**

This is to certify that Shri/Smt./Km.\* \_\_\_\_\_ Son/daughter/wife of Sh./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 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 the 6th December, 1999 published in the Gazette of India extraordinary Part-I Section I No. 270 dated 6th December 1999
- x) Resolution No. 12011/36/99-BCC, dated 4th April ,2000 published in the Gazette of India extraordinary Part- I Section I No.71 dated 4<sup>th</sup> April 2000.
- xi) Resolution No. 12011/44/99-BCC, dated 21.9.2000 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 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 No. 67 dated 12/03/2007.
- xvii) Resolution No. 12015/4/2007-BCC dated 18/08/2010
- xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011

Shri /Smt/Km \_\_\_\_\_ and/or his/ her 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 08.09.1993. and modified vide Government of India, Department of Personnel & Training 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

\*Strike out whichever is not applicable

Note:

(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 certificates are indicated below:

(i) District Magistrate/additional Magistrate /Collector/Deputy Commissioner/additional deputy Commissioner/Deputy Collector/first Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate /Executive Magistrate /Extra Assistant Commissioner (not below the rank of First 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.



**DISABILITY CERTIFICATE**  
**(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS**  
**AND IN CASES OF BLINDNESS)**

(See rule 4)

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

|   |
|---|
| <b>Recent PP size<br/>Attested<br/>Photograph<br/>(showing face only)<br/>of the person with<br/>disability</b> |
|---|

**Certificate No.**

**Date:**

**This is to certify that I have carefully examined**  
**Shri/Smt/Kum \_\_\_\_\_ Son/wife/daughter \_\_\_\_\_**

**Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, male/Female \_\_\_\_\_**

Registration No. \_\_\_\_\_ permanent resident of Home 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
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case \_\_\_\_\_

(A) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/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 and Seal of Authored Signatory of notified Medical Authority)

|   |
|---|
| Signature/Thumb<br><br>impression of the person in whose favour disability certificate is issued. |
|---|

**DISABILITY CERTIFICATE**  
(In case other than those mentioned in Forms II)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)  
(See rule 4)

|   |
|---|
| Recent PP size Attested<br>Photograph<br>(showing face<br>only) of the<br>person with<br>disability |
|---|

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt/Kum  
 \_\_\_\_\_ Son/wife/daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 (DD/MM/YY) Age \_\_\_\_\_ years, male/Female \_\_\_\_\_ Registration  
 No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
 Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_ State \_\_\_\_\_ Whose photograph is affixed above, and am  
 satisfied that he/She is a Case of \_\_\_\_\_ disability. His/her extent of  
 percentage physical impairment/disability has been evaluated as per guidelines (to  
 be specified) for the disabilities (to be specified) and is shown against the relevant  
 disability in the table below:-

| S.No | Disability           | Affected part of the body | Diagnosis | Permanent physical impairment/mental disabilities (in %) |
|------|----------------------|---------------------------|-----------|--|
| 1.   | Locomotor disability | @                         |           |  |
| 2.   | Low vision           | #                         |           |  |
| 3.   | Blindness            | <b>Both Eyes</b>          |           |  |
| 4.   | Hearing impairment   | \$                        |           |  |
| 5.   | Mental retardation   | <b>X</b>                  |           |  |
| 6.   | Mental-illness       | <b>X</b>                  |           |  |

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ on this, and therefore this certificate shall be valid till \_\_\_\_\_  
 (DD) (MM) (YY)

@ e.g. Left/Right/both arms/Legs

# e.g. Single eye/both eyes

\$ 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 |
|--------------------|---------------|--|
|                    |               |  |

(Authorised Signatory of notified Medical Authority

(Name and Seal)

Countersigned

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

|  |
|--|
| Signature/Thumb impression of the person in whose favour disability certificate 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

on the District.”

**Annexure-I**

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST 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.

*G. Srinivasan*

## DECLARATION REGARDING INTIMATION TO CADRE CONTROLLING AUTHORITY

Certified that I \_\_\_\_\_ am working as \_\_\_\_\_ in the office of \_\_\_\_\_ on \*regular / ad-hoc / contract basis since \_\_\_\_\_ in the \*Pay Band \_\_\_\_\_ with Grade Pay Rs. \_\_\_\_\_ / on consolidated salary Rs. \_\_\_\_\_ per month.

It is certified that I have intimated my cadre controlling authority (CCA) that I am applying for the post of \_\_\_\_\_ under Item No. \_\_\_\_\_ against Advt. No. \_\_\_\_\_.

I also understand that I will be required to produce a copy of proof of my communication with my employer (**intimation and acknowledgement**) regarding application for the desired post at the time of interview (if called for).

I have also informed my CCA that in case they have any objection to my application, they may communicate to CEPTAM directly within 15 days of the closing date of online application submission.

I also understand that in case a communication from my employer is received by CEPTAM withholding the permission, my candidature will be liable for cancellation.

**\* NB : strike out whichever is not applicable**

Signature of the Candidate

(To be signed, scanned and uploaded with online application, if applicable as per advertisement)