

INDIAN INSTITUTE OF TECHNOLOGY JAMMU
Advertisement No. IIT Jammu/01/2023 (Direct Recruitment/Deputation)

Online Applications are invited from the Indian Nationals for filling up for the following positions at IIT Jammu.

Ser	Positions	Deptt./ Unit	Recruitment Type	Group	Number of vacancies						Age Limit (as on last date of Advertisement)	Pay Level (as 7 th CPC)
					UR	SC	ST	OBC	EWS	Total		
1	Registrar	Administration	Deputation/Direct [@]	A	1	-	-	-	-	1	Below 55 Years	Level -14 (Rs.144200-218200)
2	Senior Scientific Officer	E-Governance Services (EGS & Web Portal Services]	Direct	A	1	-	-	-	-	1	50 years	Level-12 (Rs. 78800-209200)
3	Scientific Officer	E-Governance Services (EGS & Web Portal Services]	Direct	A	1	-	-	-	-	1	45 Years	Level-11 (Rs. 67700-208700)
4	Assistant Registrar	Administration	Direct	A	1 [#]	1	-	1	-	3 ^{\$}	45 Years	Level-10 (Rs. 56100-177500)
5	Technical Officer	C3I [ICT Services- AV and Streaming Services]	Direct	A	-	-	-	1	-	1 [*]	45 Years	Level-10 (Rs. 56100-177500)
6	Assistant Engineer	Infrastructure Planning and Management (IPM): Civil	Direct	B	1	-	-	-	-	1	40 Years	Level-8 (Rs. 47600-151100)
7	Junior Section Officer	Administration	Direct	B	2	-	-	-	-	2	35 Years	Level-6 (Rs. 35400-112400)
8	Laboratory Officer	Technical Cadre posts for Depts. / Centre	Direct	B	1 [^]	1	-	1	-	3	35 Years	Level-6 (Rs. 35400-112400)
9	Senior Assistant	Administration	Direct	C	1	1	-	1	-	3	33 Years	Level-5 (Rs. 29200-92300)

#The UR category vacancy is against post on which an individual holds 'Lien'. In case the individual joins back IIT Jammu, the selected candidate will be reverted to parent office and/or post previously held as the case may be. Hence, only the applications received from the employees of the Govt. organizations/Central Autonomous bodies, allowed to hold lien on their position at their parent organization, will be considered against this vacancy. (A supporting document to this effect needs to be submitted from their respective parent organization).

\$One post is reserved for PwD-VH/OH candidate on horizontal basis

*One post is reserved for PwD-HH candidate on horizontal basis

@To filled by method of deputation failing which by direct recruitment

##/### Department/Centre-wise breakup of Laboratory Officer

Name of the Department	No. of post	Category
Material Science and Engineering	1	OBC
C3I	1 [^]	UR
Central Workshop	1	SC
Total	3	

[^]For Web Services

The essential, desirable qualifications and experience required for the above post(s), as per Serial Number, are as under:	
1	Registrar, Level 14 of 7th CPC
	<p>Essential</p> <p>(i) Master degree from recognized university in any discipline with 60% marks and above or its equivalent Grade 'B' in the UGC seven point scale and consistently good academic record set out in these regulations.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the pay matrix of AL-11 (Rs.68900-117200) (Pre-revised AGP Rs.7000) and above or 8 years of service in the pay matrix of AL-12 (Rs.101500-167400) (Pre-revised AGP Rs.8000) and above including as Assistant/ Associate Professor with relevant experience in educational administration/ research establishments.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the pay matrix of L-12 (Rs.78800-209200) (Pre-revised GP Rs.7600) and above.</p> <p>Note: If the applicant is from PSU or any other organization, his/her work experience should match the essential work experience and should match either GP (6th CPC) or minimum total emolument.</p> <p>(iii) Out of the above experience, at least 2 years' experience in handling computerized administration / financial matters.</p> <p>Desirable</p> <p>(i) Consistently good academic record (at least 60% in all boards/ University examinations).</p> <p>(ii) A degree in Law/Management from a recognized University/Institute with impeccable record of integrity and performance.</p> <p>(iii) Experience in educational administration, financial and personnel management.</p> <p>(iv) Capacity to lead the coordination of multiple units and administration in a residential Institution. Can ensure statutory compliance with the statutory bodies as defined by the Act of Parliament and statutes.</p> <p>(v) Knowledge of computer enabled workflow-based administration in a delegated system.</p> <p>(vi) Knowledge of modern office automation tools for convening and concluding the meetings (Video conferencing)</p>
2	Senior Scientific Officer [EGS & Web portal Services] , Level 12 of 7th CPC
	<p>Essential Qualification and Experience:</p> <p>(i) Ph.D. in Computer Science/ Computer Science & Engineering/Electrical Engineering/Electronics Engineering with 5 Yrs. of post-PhD relevant experience</p> <p style="text-align: center;">OR</p> <p>(ii) M. Tech Degree in Computer Science & Engg./Computer Science/Electronics Comm./Electronics Telecomm or equivalent with 60% marks or equivalent 7.0 CGPA on a scale of 10 point in qualifying degree from a recognized University/ Institute with 8 years relevant experience in the Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.6600/ 7600) or Equivalent.</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree (four years) in Computer Science & Engg./Computer Science/Electronics Comm./Electronics Telecomm with 60% marks or equivalent 7.0 CGPA on a scale of 10 point in qualifying degree from a recognized University/ Institute with 10 years relevant experience in the Pay Matrix Level 10/ Level 11 (Pre-revised PB:3 GP Rs.6600/ 7600) or Equivalent.</p> <p style="text-align: center;">OR</p> <p>(iii) 10 years of experience as Scientific Officer in Pay matrix level 10 or an equivalent post.</p> <p style="text-align: center;">or</p> <p>10 years of experience as Assistant Professor or equivalent in the Academic Level 11 and above.</p> <p>Desirable: 6 years of relevant ICT experience in Centrally Funded Institutions</p>
3	Scientific Officer [EGS & Web Portal Services] , Level 11 of 7th CPC
	<p>Essential:</p> <p>(i) M. Tech (Computer Science & Engg./Computer Science/Electronics Comm./Electronics Telecomm. Or equivalent) Degree with at least 60% marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p style="text-align: center;">and</p> <p>5 years of experience as System Administrator or an equivalent post.</p> <p style="text-align: center;">or</p> <p>B. Tech (Computer Science & Engg./Computer Science/Electronics Comm./Electronics Telecomm. Or equivalent) Degree with at least 60% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p style="text-align: center;">and</p> <p>8 years of experience as System Administrator or an equivalent post</p> <p>(ii) One industry certification like CCNA/RHCA/ Azure Administrator Associate or equivalent is essential.</p>

4	Assistant Registrar (Administration/Accounts/Audit/E-Governance) Level 10 of 7th CPC
	<p>Essential:</p> <p>(i) Master degree or its equivalent in any discipline from a recognized University with 60% marks and above or its equivalent Grade B in the UGC seven-point scale and consistently good academic record set out in these Regulations.</p> <p>(ii) At least 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the Pay Matrix Level 7/ Level 8 as per 7th CPC (Pre-revised PB-2: GP Rs.4600/4800) or equivalent.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must.</p> <p>(iv) At least 01 years' experience in handling computerized administration / financial matters.</p> <p>Desirable</p> <p>(i) Preference will be given to those who have at least 60% marks in all boards/ University examination.</p> <p>(ii) A degree in Law / Management /Engineering / Actuarial Science from a recognized University/ Institute.</p> <p>(iii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit).</p> <p>(iv) SAS qualified conducted by organized accounts and audit department.</p> <p>(v) Experience in handling computerized administration / financial matters.</p> <p>(vi) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must.</p>
5	Technical Officer (ICT-AV Services and Streaming/ Network/ Web Services), Level 10 of 7th CPC
	<p>Essential:</p> <p>(i) M. Tech Degree in CS Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with two years relevant experience OR Master's Degree in Science/Computer Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with four years relevant experience. OR Bachelor's Degree (four years) or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University / Institute with five years relevant experience. OR Three years Diploma in Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and six years relevant experience.</p> <p>(ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p>
6	Assistant Engineer (Civil), Level 8 of 7th CPC
	<p>Essential:</p> <p>(i) Master Degree or equivalent in Civil Engineering from a recognized university/ Institute with 60% marks and above. At least 01 year experience as Engineer in execution and construction of Civil work; and Construction Management OR Bachelor's degree in Civil Engineering from a recognized University/ Institute with 60% marks and above. At least 03 years relevant experience as Engineer in execution and construction of Civil Work and Construction Management. OR Three years Diploma in Civil Engineering or equivalent in appropriate field (after 10+2) with 60% marks and above from a recognized university/ Institute.</p> <p>(ii) At least 05 year as Junior Engineer (Civil) in Pay Matrix Level 6 (Pre-revised PB: 2 GP Rs.4200) in CPWD/State PWD/Semi-Government/PSU/Statutory Autonomous Organization/ University/ Reputed organization under State/Central Government and having experience in execution and construction of Civil works and Construction Management.</p> <p>Desirable</p> <p>(i) Consistently good academic record throughout the career;</p> <p>(ii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction Software</p> <p>(iii) Computer literacy and experience of working with computer office literacy.</p>
7	Junior Section Officer, Level 6 of 7th CPC
	<p>Essential :</p> <p>(i) Master Degree in any discipline from recognized university with 60% marks and above and 03 year experience as Senior Assistant or equivalent in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings. OR Bachelor's Degree in any discipline from recognized university with 60% marks and above and 05 years' experience as Senior Assistant or equivalent in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p>

	<p>(ii) At least 01 years' experience in handling computerized administration / financial matters.</p> <p>Desirable:</p> <p>(i) Preference will be given to those who have at least 60% marks in all boards/ University examination.</p> <p>(ii) Higher Degree / PG Diploma in relevant discipline like H.R, Labor Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p>
8	Laboratory Officer, Level 6 of 7th CPC
	<p>Essential:</p> <p>(i) Master Degree in Engg./Science/Computer Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with one year relevant experience.</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with three year relevant experience.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with four years relevant experience.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with four years relevant experience.</p> <p>ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p>
9	Senior Assistant, Level 5 of 7th CPC
	<p>Essential:</p> <p>(i) Master Degree in any discipline from recognized university with 60% marks and above and 01 year experience as Junior Assistant or equivalent in the Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in any discipline from recognized university with 60% marks and above and 03 years' experience as Junior Assistant or equivalent in the Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) and above in Central Govt./ State Govt./Autonomous Bodies/Public Sector Undertakings.</p> <p>(ii) At least 01 years' experience in handling computerized administration / financial matters.</p> <p>Desirable:</p> <p>(i) Preference will be given to those who have at least 60% marks in all boards/ University examination.</p> <p>(ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must.</p>

GENERAL INSTRUCTIONS

1 Instructions for application

- (a) Applicants applying from private sector need to provide **Form-16/ITR/salary certificate** from the employer for the period of claimed and declared experience as advertised.
- (b) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the **online application form**, the candidates must satisfy their suitability for the position to which they are applying. If at any stage during the screening, recruitment and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/cancelled/terminated immediately. The institute take no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at later date.
- (c) Applicants should take due care while filing online information for different positions. Application once submitted online cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
- (d) For all positions, good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- (e) In addition to the Pay in the Pay Matrix as per 7th CPC as mentioned above, the posts carry the usual allowances at par with those admissible under IIT Jammu rules in the corresponding Pay Scale.
- (f) The minimum qualifying marks for Written Test/Proficiency Test/Computer Test/Interview will be as per the standard fixed by the Institute at its discretion (Relaxation/Concession to SC/ST/OBC (Non-creamy layer) candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Proficiency Test/ Computer Test/Interview of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).
- (g) Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.
- (h) Reservation policy as per GOI norms is followed**:

Category	Age Relaxation
SC/ST	5 years against reserved posts only.
OBC	3 years against reserved posts only.
PWD with minimum 40% disability	As per Government of India norms.
Ex-servicemen	As per Government of India norms.

**Any revision in the age relaxation by GOI till the closing date of the online registration may be considered.

- (i) Age should not exceed the limit as on the closing date for receipt of application.
- (j) IIT Jammu strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- (k) The OBC (Non-creamy layer) certificate **issued on or after 01.09.2022** shall only be considered for the reservation under OBC (Non-creamy layer) category. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs.
- (l) Age relaxation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) Non Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible.
- (m) All candidates, irrespective of category may be considered against UR vacancies, subject to fulfilment of eligibility criteria prescribed for UR candidates. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that category will be considered.
- (n) For availing reservation, SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities at the time of document verification.
- (o) Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for ONLINE Registration. The candidate should ensure that he/she belongs to the OBC-Non Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Category Certificate (OBC-NCL), a declaration if required has to be furnished by the candidate during Document Verification, that he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un- reserved) category, will be considered against General (UR) vacancy only.
- (p) For employees of IITs who are educationally qualified can be considered for direct recruitment upto a maximum of 50 years of age for these posts.
- (q) The Institute reserves the right to select any candidate on contractual basis who has applied for any substantive position, if the selection committee recommends so with such benefits which are similar to regular appointments. The appointments on contract basis shall be made initially for a period of 02 years which are extendable on year-to-year basis, maximum upto period of 05 years. The regularization or otherwise of the concerned incumbent will be considered based on their performance or institute's requirement by a Committee.
- (r) The relaxations and concessions for PwDs will be as per current Central Govt. Orders.

	<p>(s) The persons with disability (PwD) shall be required to submit the Disability/Medical certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons not suffering from less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.</p> <p>(t) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test/ Proficiency Test/Computer Test/Interview, as stated above while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates above set benchmark for the Written Test/ Proficiency Test/Computer Test/Interview. Further, IIT Jammu also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided without assigning any reason thereof.</p> <p>(u) IIT Jammu is an aspirational emerging institute from 3G IITs. IIT Jammu is looking for energetic, enthusiastic candidates and having highest work ethics candidates who are passionate about their work. Candidates having requisite work experience in IIT system shall have added advantage. The relaxation, if any, for suitable/deserving candidate for relevant posts may be decided by the Director, IIT Jammu. Also, in case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIT Jammu shall be final.</p> <p>(v) The Institute will conduct (preferably online) Written Test/Proficiency Test/Computer Test/Interview for these posts and only those candidates, who qualify the said tests etc. in progressive steps, following the standards in general, will be considered. The selection process will be done in a three-stage examination consisting of Stage I: Screening, Stage II : Written test and Stage III: Final selection. Each round/ stage is an elimination round, so you need to qualify each one in order to appear for the next one. The Institute reserves the right to reduce the stages of recruitment or conduct all the stages on the same day without any prior notice.</p> <p>(w) Outstation candidates called for Written Test/Proficiency Test/Computer Test/Interview for Group 'A' posts will be paid 2nd AC Railway Fare and Group 'B' and 'C' posts will be paid 2nd sleeper Railway Fare from the place of duty/residence to the IIT Jammu for Final selection process (Stage III) and back by the shortest route. The reimbursement will be made through RTGS to candidate's Bank Account, and no cash will be paid on the spot.</p> <p>(x) Age of superannuation for all the posts is 60 years.</p> <p>(y) Candidates who have earlier applied for post under Advertisement under 03/2022 and shortlisted for written examination/interview need not apply.</p>
2	Application Submission
	<p>(a) The candidates are required to apply ONLINE only from 05:00 p.m. on 28 April 2023 to 05 June 2023 upto 05:00 p.m.</p> <p>(b) For submission of application through ONLINE MODE, please visit: https://apply.iitjammu.ac.in</p> <p>(c) No hardcopy submission of the online submitted application is required for the non-teaching positions at the initial stage. However, candidates shortlisted for Written Test/Proficiency Test/Computer Test/Interview shall be required to produce the print out of the ONLINE completed and duly signed application along with all supporting educational and experience certificates duly self-attested at the time of Written test/Proficiency test/Computer test/Interview failing which such candidates shall not be allowed to participate in the process.</p> <p>(d) Persons serving in Govt./Semi-Govt./PSUs, should submit NOC at the time of Written test/Proficiency test/Computer test/Interview failing which such candidate shall not be allowed to participate in the process. However, candidates whose application is received through PROPER CHANNEL (within 40 days of submitting Online application) are exempted from producing NOC at the time of Written test/Proficiency test/Computer test/Interview. No advance copy is required to be submitted by post at the initial screening stage.</p> <p>(e) Candidates who have successfully submitted their applications online have to ensure that their application number appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have successfully completed and submitted the application and paid the requisite fees shall find their application number listed on IIT Jammu website. If there is any discrepancy/query, please contact staff.recruitment@iitjammu.ac.in within one week from the date of display of the list.</p> <p>(f) Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any delay.</p> <p>(g) Keep a printout of online application form for future reference.</p> <p>(h) Number of vacancies including those under reserved categories are provisional and may change, depending on the actual requirement and appointments will be made strictly on need basis.</p> <p>(i) Decision of the Institute in all matter relating to the eligibility of the candidate, Written Test/Proficiency Test/Computer Test/Interview would be final and binding on all the candidates.</p> <p>(j) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.</p> <p>(k) The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful / unacceptable antecedents / background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.</p> <p>(l) Candidates who desire to apply for more than one post should apply online separately for each post.</p> <p>(m) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.</p> <p>(n) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.</p>
3	Fee Payable

	<p>(a) Candidates are required to pay a non-refundable Fee of Rs.1000/- [Rs 800/- towards application fee plus Rs 200/- towards processing fee] for Group 'A' and Rs.500/- /- [Rs 300/- towards application fee plus Rs 200/- towards processing fee] for Group 'B' & 'C' has to be paid through the link provided inside the portal. This fee is inclusive of GST.</p> <p>(b) Candidate belonging to SC/ST, PwD category and women candidates are exempted from paying application fee. However, they have to pay a non-refundable amount of Rs 200/- towards processing fee.</p> <p>(c) The fee once paid will not be refunded or re-adjusted under any circumstances.</p>
4	Follow up after applying
	<p>(a) Candidates once applied should visit Institute website and portal regularly for status updates in recruitment. Screened list of eligible candidates with application number will be displayed on the Institute website, after screening is done. Information regarding selection test, Interview schedule etc. will be communicated through the Institute website and email. The Institute will not be responsible in any manner, if, candidate fails to visit/access the website in time. Candidates are requested to visit Institute website regularly.</p> <p>(b) Institute will upload the information on its website / homepage, for convenience of the candidates regarding conduct and result of tests/interview. The candidate may submit their applications at Online portal https://apply.iitjammu.ac.in in their own interest and refer to any updates, posted their time-to-time.</p> <p>(c) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.</p> <p>(d) List of Shortlisted candidates will be displayed on the Institute's Website. Applicants are instructed to visit the website regularly. Shortlisted candidates will be informed through email only and no separate communication will be sent.</p>

Sd/xx
Registrar

Dated: 28 April 2023

Enclosed: Proforma I to IV

Proforma-I

The form of certificate to be produced by Scheduled Castes 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
recognized as a Scheduled Caste/Scheduled Tribe* under: —

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) 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 (Reorganization) 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 (Pondicherry) Scheduled Castes Order, 1964

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

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

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

@ 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 persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumariofvillage/town* in District/Division*..... of the State/Union Territory*..... who belongs to the Caste/Tribe* which is recognized as a Scheduled Caste 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)

Proforma-II

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ village/town In _____ District/Division _____ in the State/Union Territory _____ belongs to the _____ category which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ___ dated _____*.

Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Dated:

Signature _____

Designation _____

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

§ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Proforma-III

Form of declaration to be submitted by the OBC candidate (in addition to the category certificate)

I.....Son/daughter of Shri.....Resident of village/town/city.....
district.....state.....hereby declare that I belong to the... category which is recognized as a backward class by
the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and
Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not
belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office
Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.
(Res.) dated 14th October, 2008.

Signature.....

Full Name.....

Address.....

Proforma-IV

Form-V Certificate of Disability

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

[See rule 18(1)]

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

Recent Passport size Attested
Photograph (Showing face
only) of the person with
disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum..... son/wife/daughter of Shri.....
Date of Birth (DD/MM/YY)Age..... years, male/femaleRegistration
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

(C) He/ She has% (in figure)..... percent (in words) permanent Locomotor
Disability/dwarfism/blindness in relation to his/her(part of body) as per guidelines (.....number
and date of issue of the guidelines to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/ Thumb impression of the person

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

Form-VI Certificate of Disability

(In case of multiple disabilities) [See rule 18(1)]

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

Recent Passport size Attested
Photograph (Showing face
only) of the person with
disability

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt/Kum

/son/wife/daughter of Shri Date of Birth (DD)/(MM)/(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 are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

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

14.	Autism Disorder Spectrum			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures:..... percent

In words:..... percent

This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

Reassessment of disability is :

not necessary,

or

is recommended/ after years.....months, and therefore

this certificate shall be valid till.....(DD)/(MM)/(YY)

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

e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(D) Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Form-VII Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

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

[See rule 18(1)]

Recent Passport size Attested
photograph (Showing face only)
of the person with disability

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt/Kum

/son/wife/daughter of Shri Date of Birth (DD)/(MM)/(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) and is shown

against the relevant disability in the table below:-

Sl. No	Disability	Affected part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

(A) The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

(B) Reassessment of disability is :

not necessary

or

is recommended/ after years months, and therefore this certificate shall be valid till(DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs # - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(E) Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

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

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

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

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

Proforma-V

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 we have carefully examined Shri/Smt/Kum

/son/wife/daughter of ShriDate of Birth (DD)/(MM)/(YY)..... Age.....

years, male/female..... Registration No..... permanent resident of House

No.....Ward/Village/Street..... Post Office District.....

State.....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*** :

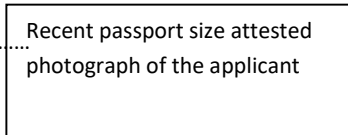
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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.....



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

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

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