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आई सी एम आर - राष्ट्रीय जनपदिक रोग विज्ञान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार कल्याण मंत्रालय,
भारत सरकार

ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY

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Ministry of Health and Family Welfare, Government of India,
Ayapakkam, Chennai- 600 077

Advt. No. ICMR-NIE/Admin.Recruit/2025

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**RECRUITMENT OF ASSISTANT, UPPER DIVISION CLERK AND LOWER DIVISION CLERK
AT ICMR-NIE, CHENNAI**

The ICMR-National Institute of Epidemiology (ICMR-NIE), a research institute under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India invites online applications from eligible Indian Citizens for various posts under Administrative cadre. Only those applications filled through online mode using the link provided herewith and are found in order will be accepted. Candidates should go through the detailed notification carefully before applying for the post and ensure that they fulfill the eligibility conditions indicated in this notification. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of the applicants shall be purely PROVISIONAL at all stages of recruitment process. Details are as follows:

Important schedules for the examination/test for all the posts will be as under:

| | |
|---|---|
| Website Link opening date for online registration & submission of online applications | Will be Provided soon |
| Last date for online registration & submission of online applications | |
| Opening date for availability of admit cards for downloading from ICMR-NIE website | Will be announced after closing date of receipt of applications |
| Date of Computer Based Test(CBT) and Computer Proficiency/Skill Test | Will be intimated in admit card |

*The admit cards for the CBT will be available for downloading in ICMR-NIE website until the day of CBT.

Details of vacancies with essential qualification:

| Name of the Post | Assistant |
|---|---|
| Post Code | ASST01 |
| Classification of Post | Group-B (Ministerial) |
| Pay Matrix | Pay Matrix Level: Pay Level 6 of 7 th CPC (Rs.35400 – 112400) |
| Age Limit | Not exceeding 30 years i.e. Age must be between 18 to 30 years |
| No. of Vacancies & Reservation Category | 1 post (OBC-1)* |
| Educational and other Qualification | i. Minimum three years Bachelor's degree in any discipline from a Recognized University/ Institution; and |
| | ii. Working Knowledge of Computer (MS Office/ Power Point). |

| Name of the Post | Upper Division Clerk |
|---|--|
| Post Code | UDC02 |
| Classification of Post | Group-C (Ministerial) |
| Pay Matrix | Pay Matrix Level: Pay Level 4 of 7 th CPC (Rs.25500 - 81100) |
| Age Limit | Not exceeding 27 years i.e. Age must be between 18 to 27 years |
| No. of Vacancies & Reservation Category | 2 posts (UR-1 & SC-1)* |
| Educational and other Qualification | i. Degree from a recognized University or equivalent. |
| | ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35 w.p.m and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.) |

| Name of the Post | Lower Division Clerk | |
|---|--|------------------------|
| Post Code | LDC03 | |
| Classification of Post | Group-C (Ministerial) | |
| Pay Matrix | Pay Matrix Level: Pay Level 2 of 7 th CPC (Rs.19900 - 63200) | |
| Age Limit | Not exceeding 27 years i.e. Age must be from 18 to 27 years | |
| No. of Vacancies & Reservation Category | 7 posts (UR-5, OBC-1, SC-1)* | Horizontal Reservation |
| | | [PwBD – 1 & Ex-SM – 1] |
| Educational and other Qualification | i. 12th class pass or equivalent qualification from a recognized Board or University. | |
| | ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35 w.p.m and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.) | |

*The Director, ICMR-NIE reserves the right to increase/decrease the number of vacancies in any category at any stage of recruitment.

ABBREVIATIONS: SC–Scheduled Caste, OBC–Other Backward Classes, UR – Unreserved, PwBD – Person with Benchmark Disabilities, Ex-SM – Ex-Servicemen.

HOW TO APPLY

- Candidates should apply only through online mode, the link will be available in the ICMR/NIE website. (www.nie.gov.in/ and www.icmr.gov.in/)
- Valid email id and mobile number is mandatory for online application process.
- Application fee (non-refundable) as mentioned below shall be applicable for applications to appropriate posts. **Candidates interested to apply for different posts should submit separate applications for each post and pay the applicable fees separately.**

| Name of post | UR/EWS/OBC | SC/ST/PwD/ESM/ WOMEN |
|----------------------|------------|-------------------------|
| Assistant | Rs.2,000/- | Rs.1,600/- |
| Upper Division Clerk | Rs.2,000/- | Rs.1,600/- |
| Lower Division Clerk | Rs.2,000/- | Rs.1,600/- |

- ICMR employees are **not** exempted from payment of application fee.
- Application fee is to be paid by candidates through online mode only during the application process. The fee once deposited will neither be refunded under any circumstances, nor can the fee be held in reserve for any other examination or selection.
- The candidates need to upload scanned copies of the following documents (original) along with their application as applicable:-
 - Proof of Date of Birth.
 - Proof of Educational Qualifications from Class-X onwards.
 - Proof of Work Experience clearly mentioning start dates and end dates for each position
 - Proof of Category i.e. SC (**Annexure-I**)
 - Proof of Category i.e. OBC NCL (**Annexure-II**)
 - Declaration to be furnished by OBC Candidates (**Annexure-III**)
 - Disability Certificate for claiming reservation / age relaxation (**Annexure-IV**)
 - Ex-servicemen Certificate for claiming reservation / age relaxation. (**Annexure-V**)
 - No Objection Certificate for Government employees (**Annexure-VI**)
 - Proof of Experience for age relaxation for Central Government employees in the prescribed format (**Annexure-VII**)
- All correspondences with the candidates shall be done only through their registered email id. All information regarding examination schedule/admit card etc. shall be provided through email and/or by uploading on Institute's website.
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- ICMR-NIE will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if a candidate fails to access his/her mail/website in time.
- The candidates will be allowed to appear in the online computer-based test only if they possess valid photo admit card.
- In the event of any false information furnished or suppression of any material in the application coming to notice, at any time during the recruitment process or thereafter, of a person, his/her candidature/services would be liable to be terminated.

SELECTION PROCEDURE FOR THE POST OF ASSISTANT (ASST01)

Computer Based online screening examinations for the post of Assistant consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Proficiency Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

| Sl. No. | Name of the post | Topic | | Number of Questions | Marks | Remarks |
|---------|------------------|-------------|---|---------------------|-------|---|
| 1. | Assistant | Section - A | English Language | 20 | 20 | Cumulative time of 90 mins. There shall be no section wise qualifying marks. |
| | | Section - B | General Knowledge including Current Affairs | 20 | 20 | |
| | | Section - C | General Intelligence and Reasoning | 20 | 20 | |
| | | Section - D | Computer Aptitude | 20 | 20 | |
| | | Section - E | Quantitative Aptitude | 20 | 20 | |
| Total | | | | 100 | 100* | |

*The CBT carries negative marking; 1 mark shall be awarded for each correct answer and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Assistant are given below:

| Category | Minimum essential qualifying marks |
|----------------|------------------------------------|
| UR/OBC | 50% |
| SC/PwBD | 40% |

- Candidates Shortlisted based on their performance in CBT shall be called for Computer Proficiency Test of 20 marks which is **qualifying in nature**. The minimum essential qualifying marks for test shall be 50% of the total marks prescribed (i.e. 10 marks) for all the candidates.

| Name of the Test | Skill Set | Marks | Duration |
|---------------------------|--|----------|----------------------------|
| Computer Proficiency Test | Word Processing, Excel Sheet, Generation of Slides etc. The Test will include: 1. Typing of a passage and/or other word processing exercises. 2. Preparation of Excel Sheet. 3. Preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office. | 20 marks | Cumulative time of 60 mins |

- Weightage for 'Post Qualification Experience' (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess 'Post Qualification Experience' in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

| Post Qualification Experience weightage table | |
|---|-------------------|
| Relevant Experience | Weightage (marks) |
| >1 and up to 2 years | 1 |
| >2 and up to 4 years | 2 |
| >4 and up to 6 years | 3 |
| >6 and up to 8 years | 4 |
| > 8 years | 5 |

IMPORTANT NOTE regarding the post of Assistant:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the Computer Proficiency Test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Proficiency Test in 1:10 ratio (10 candidates for every vacancy in respective category).
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the Computer Proficiency Test.
- The CBT scores carries a weightage of 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list shall be prepared.

SELECTION PROCEDURE FOR THE POST OF UPPER DIVISION CLERK (UDC02) AND LOWER DIVISION CLERK (LDC03)

Computer Based online screening examinations for the post of Upper Division Clerk and Lower Division Clerk consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Skill Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

| Sl. No. | Name of the post(s) | Topic | | Number of Questions | Marks | Remarks |
|---------|---|-------------|---|---------------------|-------|---|
| 1. | Upper Division Clerk & Lower Division Clerk | Section - A | English Language | 20 | 20 | Cumulative time of 90 mins. There shall be no section wise qualifying marks. |
| | | Section - B | General Knowledge including Current Affairs | 20 | 20 | |
| | | Section - C | General Intelligence and Reasoning | 20 | 20 | |
| | | Section - D | Computer Aptitude | 20 | 20 | |
| | | Section - E | Quantitative Aptitude | 20 | 20 | |
| Total | | | | 100 | 100* | |

* The CBT carries negative marking; 1 mark shall be awarded for each correct answer and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Upper Division Clerk and Lower Division Clerk are as follows:

| Category | Minimum essential qualifying marks |
|----------|------------------------------------|
| UR /OBC | 50 |
| SC/PwBD | 40 |

- Computer Skill Test for the post of Upper Division Clerk and Lower Division Clerk will be **qualifying in nature** as below:

| Name of the Test | Typing Speed | Key Depression |
|----------------------------|---|---|
| Computer Based Typing Test | 35 w.p.m. in English or 30 w.p.m. in Hindi | (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word) |

- Weightage for 'Post Qualification Experience' (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess 'Post Qualification Experience' in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

| Post Qualification Experience weightage table | |
|---|-------------------|
| Relevant Experience | Weightage (marks) |
| >1 and up to 2 years | 1 |
| >2 and up to 4 years | 2 |
| >4 and up to 6 years | 3 |
| >6 and up to 8 years | 4 |
| > 8 years | 5 |

IMPORTANT NOTE regarding the post of Upper Division Clerk and Lower Division Clerk:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the computer skill test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Skill Test in **1:10 ratio** (10 candidates for every vacancy in respective category)
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the computer skill test.
- The cut-off marks of the skill test will be decided by ICMR-NIE in relation to the number of vacancies.
- The CBT scores will be converted to 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list shall be prepared.

SYLLABUS IN DETAIL:

| CBT syllabus for the post of Assistant, Upper Division Clerk and Lower Division Clerk | |
|---|---|
| Topics | Syllabus |
| English language | Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of "A", "AN" and "THE", Idioms and Phrases. |
| General Knowledge including Current Affairs | Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Science and Scientific Research, Awards, Sports, National and International Organizations/Institutions including ICMR, Current Affairs - India & World. |
| General Intelligence and Reasoning | Analogies - Symbolic/Number Analogy, Semantic Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, visual memory, discrimination, observation, relationship concepts, Arithmetic number series, Semantic series, Number series. Coding and Decoding-small & Capital Letters/numbers coding, decoding and classification. |
| Computer Aptitude | Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software - Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power Point), Information Technology Act, Digital Signatures, Application of Information Technology in Government for E-Governance, Mobile/Smartphone's Information Kiosks. |
| Quantitative Aptitude (Maths) | Number System, Decimals, fractions, LCM, HCF, Ratio and Proportions, Percentage, Average, Profit and Loss, Simple & Compound Interest. Time and work, Time and distance, Mensuration (2D and 3 D), Algebra, Data interpretation, Table & Graphs etc. |

Note: The Syllabus for the all the post are identical. However, the difficulty level of the examination will be of a level commensurate with the essential qualification.

CITIES /CENTRES FOR COMPUTER BASED TEST

- The list of exam centres will be announced later through ICMR/NIE website.

CITIES /CENTRES FOR COMPUTER PROFICIENCY TEST AND COMPUTER SKILL TEST

- The list of exam centres will be announced later through ICMR/NIE website.

TERMS AND CONDITIONS

- The applicant must be a citizen of India.
- The posts are to be filled on direct recruitment basis as per rules.
- All applicants must fulfil the essential qualifications for the posts and other conditions stipulated in the notification as on the last date for receipt of the applications.
- Mere possessing the Educational Qualification will not entail any candidate a right to be considered eligible for the post.

- e) *Date, Time and Venue of the CBT will be communicated to the shortlisted candidates through email/www.nie.gov.in website and no enquiry/request in this regard will be entertained. Candidates are advised to visit ICMR-NIE website from time-to-time for the updated status of the recruitment process.*
- f) No TA/DA will be paid to attend the CBT/Skill Test and the candidates will have to make their own arrangements.
- g) All the posts carry All India Transfer Liability.
- h) Pay and Allowances are admissible as per ICMR rules.
- i) Benefit of new structured defined contributory pension system is admissible for New entrants as per provision contained in the Ministry of Finance, Department of Economic Affair (ECB & PR Division), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.
- j) **In case, at any stage of recruitment or even after appointment, it has come to the notice that any of the candidates does not fulfil the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppressed any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice thereof irrespective of his/her marks obtained in the CBT and no enquiry/ request/ correspondence will be entertained in this regard.**
- k) Appointment will be subject to Medical fitness and verification of Character and Antecedents from Civil Authorities.

AGE LIMIT

- Upper age limit shall be determined as on the closing date for submission of online application.
- Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- No age relaxation would be available to Reserved (SC/OBC) candidates applying for unreserved vacancies.
- Permissible relaxation of upper age limit as per Government orders for claiming age relaxation as on last date of receipt of application is as under:-

| Cat. Code | Category | Age relaxation permissible beyond the Upper age limit | |
|-----------|---|--|---|
| 01 | SC/ST | 5 years | |
| 02 | OBC | 3 years | |
| 03 | PwBD | 10 years | |
| 04 | PwBD + OBC | 13 years | |
| 05 | PwBD + SC/ST | 15 years | |
| 06 | Ex-Servicemen (Ex-SM) | 3 years after deduction of the military service rendered from the actual age as on the closing date. | |
| 07 | Ex-Servicemen – SC/ST | 8 years (3 + 5 years) after deduction of the military service rendered from the actual age as on the closing date. | |
| 08 | Ex-Servicemen – OBC | 6 years (3 + 3) after deduction of the military service rendered from the actual age as on the closing date. | |
| 06 | Central Govt. Civilian Employees | Age concession For Group A & B posts | Age limit For appointment to Group C posts |
| | 1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No.15012/2/2010-Estt.(D) dated 27 th March 2012 (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. | 5 years | 40 years |
| | 2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. | 8 (5+3) years | 43 (40+3) years |
| | 3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. | 10 (5+5) years | 45 (40+5) years |

- Relaxation of age limit for PwBD Candidates would be permissible to those who have a minimum of 40% disability. The candidates need to attach the relevant Disability Certificate, issued by the competent Medical Authority of the Govt. of India; for claiming age relaxation failing which no age relaxation shall be considered.
- If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.
- Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in Ex-SM category and fee

concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

Note:

- I. **The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will be treated on par with UR category candidates.**
- II. **Applicants may check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.**

PROBATION:

- The period of probation will be **Two years** for all the posts from date of joining. Other terms and conditions regarding probation will be as per the rules of ICMR/GOI issued from time to time.

HORIZONTAL RESERVATION FOR PwBD:

- The horizontal reservation for PwBD shall be as under:-

| Sl. No. | Name of the post | Posts reserved for PwBD | Category for Reservation* |
|---------|----------------------|-------------------------|---------------------------|
| 1. | Lower Division Clerk | 01 | Low Vision (LV) or VD |

HORIZONTAL RESERVATION FOR Ex-Servicemen:

- The horizontal reservation for Ex-servicemen shall be as under:-

| Sl. No. | Name of the post | Posts reserved for Ex-SM |
|---------|----------------------|--------------------------|
| 1. | Lower Division Clerk | 01 |

ABBREVIATION: PwBD – Persons with Benchmark Disabilities, LV – Low Vision, VD – Visually Disabled, Ex-SM – Ex-Servicemen

Special Instructions for PwBD Candidates:

- Reservations for persons with benchmark disabilities will be given as per the instructions contained in OM dated 15th January 2018 issued by DOPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India for reservation for the persons with benchmark disabilities.

- As per OM dated 15th January 2018 issued by DOPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India for reservation for the persons with benchmark disabilities, the persons selected against the quota for persons with benchmark disabilities will be placed in the respective category viz. SC/ST/OBC/UR/EWS to which they belong. They will have to compete as per standards prescribed for their respective category viz. SC /OBC/UR.
- The applicant must have a valid Disability Certificate issued by the competent authority i.e. Medical Board duly constituted by the Central or the State Government. Certificate issued by the Medical Practitioner, Hospital or any other Institution will not be considered. The physical disability of finally selected candidates would be ascertained by a Medical Board specifically constituted for this purpose.
- Low vision candidates who wish to use magnifying glass will be allowed to use the same in the examination hall. Such candidates will have to bring their own magnifying glass to the examination hall.

Note for Scribe:

Candidates applying against Persons with Benchmark Disabilities (PwBD) category, have the option of availing the services of a scribe while giving the computer based test as per below guidelines:

Provision of Compensatory Time and assistance of scribe:

- In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019- DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per Annexure-IA.
- The facility of scribe's/ passage reader will be provided to the PwBD/ PwD candidates only if he has opted for the same by communicating to this office.
- The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Institute. Appropriate choice in this regard will have to be given by the candidate by way of communication.
- In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per Proforma at Annexure-2 (A&B). In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe should also be submitted. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.
- If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/ PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

- A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as per above paras.
- The candidates referred at paras above, who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- The PwBD/ PwD candidates who desire to avail the facility of scribes and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

The PwBD candidate requiring scribe either by the nomination of this office or by own, should submit prior intimation of the request / relevant certificates prescribed above to the following address by post / email (establishment@nie.gov.in) in the attached proforma for making appropriate arrangements for CBT examination.

Address:

The Director,
ICMR-National Institute of Epidemiology,
R-127, Second Main Road,
Tamil Nadu Housing Board,
Ayapakkam, Chennai 600 077.
Email: director.nie@icmr.gov.in

OTHER TERMS AND CONDITIONS:

- Category once filled in the application form cannot be changed and no benefit of other category will be admissible later on.
- The candidates belonging to SC should submit the caste certificate in the prescribed format **(Annexure-I)**.
- OBC certificate for the purpose of age relaxation will mean "PERSONS OF OBC CATEGORY NOT BELONGING TO CREAMY LAYER" as defined in DoPT's OM No. 36012/22/93-Estt (SCT) dated 08.09.1993, modified vide OM No. 36033/3/2004-Estt (res) dated 09.03.2004 and 14.10.2008 and subsequently revised vide OM NO. 36035/1/2013-Estt. (Res.) dated 27.05.2013. The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the Creamy Layer on the reckoning date. OBC candidates must, therefore, furnish valid and updated OBC certificate in the prescribed format given in **(Annexure-II)** which should specifically include the clause regarding "Exclusion from the Creamy Layer". In order to get age relaxation, they have to furnish a declaration in the prescribed format given in **(Annexure - III)**.
- The OBC certificate issued within the same financial year and valid as on the last date of receipt of applications shall only be accepted under OBC category.
- The OBC candidates who belong to "Creamy Layer" have to indicate their category as General.
- The candidates belonging to the PwBD category should submit the Disability Certificate in the prescribed format, as applicable to them **(Annexure-IV)**.

- The candidates belonging to Ex-servicemen category should submit a Certificate from competent authority, as applicable to them. **(Annexure-V)**
- The candidates working in the Central/State Government Departments/Public Sector Undertaking etc. should submit “No Objection Certificate and Vigilance Clearance Certificate” failing which the application will be summarily rejected. **(Annexure-VI).**
- The Central Government Servants / Departmental Candidates and candidates working in the ICMR Funded Projects should submit “No Objection Certificate” in the prescribed format **(Annexure-VII).**
- All the posts carry all India transfer liability. The selected candidates may be posted at any of the Institutes/Centres/Field Units under the control of ICMR/NIE. No TA/DA shall be considered in this case.
- Benefit of new structured defined contributory pension system is admissible for new entrants as per provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.
- Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to the selection/recruitment amounts to unfair practice and shall lead to disqualification.
- The Experience Certificate (Work Experience) should be issued by the competent authority of the government recognised/approved/registered institution etc. and must be clear with Name, Designation, period of work experience (From – to), nature of duties performed etc. by the candidate.
- Educational qualifications should be from a recognised board/organization/institute of repute and experience should be in a government recognised/ approved/ registered institution.
- Only post qualification experience shall be taken into consideration
- No person (a) who is entered into or contracted marriage with a person having a spouse living or (b) who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- No TA/DA will be paid to attend the computer-based test and the candidates will have to make their own arrangements.
- The candidates applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied for. They must ensure that they fulfil all the eligibility criteria viz., age limit, essential qualification, experience, reservation etc. as on the last date of receipt of application. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not fulfil the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppressed any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice thereof irrespective of his/her marks obtained in the test and no enquiry/request/correspondence will be entertained in this regard.
- It is the responsibility of the candidates to visit ICMR/NIE websites for any updates in the recruitment process.

The Director, ICMR-NIE reserves the right to: -

- Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the computer-based test / final selection.
- Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.
- Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.
- Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process by notifying it on the ICMR/NIE websites (www.nie.gov.in/ and www.icmr.gov.in/).

**DIRECTOR
ICMR-NIE, Chennai**

PRESCRIBED PROFORMAE

Performa-I

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

This is to certify that Shri/Shrimati/Kumari*.....
son/daughter* of of village/town*
..... in District/Division* of the
State/Union Territory* belongs to the..... caste/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

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

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

Signature.....
**Designation.....

(With Seal of Office)
State/Union Territory*

Place:

Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

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

OBC (NON-CREAMY LAYER) CERTIFICATE

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

This is to certify that Shri / Smt. / Kum.*.....
son/daughter* of Shri..... of Village/Town
..... District..... in
State belongs to..... community which is recognized as
Backward Class under : (indicate the Sub Caste above)

- 1) Resolution No.12011/68/93-BCC@dated 10th September 1993, published in the Gazette of India - Extraordinary-part 1, Section 1, No.186, dated 13th September 1993.
- 2) Resolution No.12011/9/94-BCC, dated 19th October 1994, published in the Gazette of India - Extraordinary-part 1, Section 1, No.163, dated 20th October 1994.
- 3) Resolution No.12011/7/95-BCC, dated 24th May 1995, published in the Gazette of India - Extraordinary-part 1, Section 1, No.88, dated 25th May 1995.
- 4) Resolution No.12011/44/96-BCC, dated 6th December 1996, published in the Gazette of India - Extraordinary-part 1, Section 1, No.210, dated 11th December 1996.
- 5) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 129, dated the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 164, dated the 1st September 1997.
- 7) Resolution No.12011/99/94-BCC, published in the Gazette of India - Extraordinary-No. 236, dated the 11th December 1997.
- 8) Resolution No.12011/13/97-BCC, published in the Gazette of India - Extraordinary-No. 239, dated the 3rd December 1997.
- 9) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 166, dated the 3rd August 1998.
- 10) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 171, dated the 6th August 1998.
- 11) Resolution No.12011/68/98-BCC, published in the Gazette of India - Extraordinary-No. 241, dated the 27th October 1999.
- 12) Resolution No.12011/88/98-BCC, published in the Gazette of India - Extraordinary-No. 270, dated the 6th December 1999.
- 13) Resolution No.12011/36/99-BCC, published in the Gazette of India - Extraordinary-No. 71, dated the 4th April 2000.

Shri/Smt./Kum* _____ and/or his/her family ordinarily reside(s)
in the _____ District of the _____ State. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 (of the Schedule
to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt (SCT), dated
8.9.1993) and modified vide Government of India, Department of Personnel and Training O.M. No.
36033/3/2004-Estt. (Res) dated 09.03.2004.

Place:

Date:

Signature of Issuing Authority with seal of office

*Strike out whichever is not applicable

NB: (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950.

(b) The Authorities competent to issue caste certificates are indicated below :

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

FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATE

(IN ADDITION TO THE COMMUNITY CERTIFICATE)

I, _____ Son/Daughter of Shri
_____ resident of village/town/city

District _____ State _____
_____ hereby declare that I belong to the
_____ community which is recognized as

a backward class by the Government of India for the purpose of reservation in Service admission in Central Govt. institutions as per orders contained in the Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08th September, 1993. I also declare that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08th September, 1993, which is modified vide Department of Personnel and Training Office Memorandum No. 36033/1/2013-Estt. (Res.) dated 14th September, 2017.

Signature of Candidates:

Full Name:

Correspondence Address:

Place:

E-Mail:

Mobile No:

Date:

Form-V

Certificate of Disability

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

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the
person with
disability.

Certificate No.

Date:

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

_____ son/wife/daughter of Shri _____
Date of Birth (DD/MM/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:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words)
permanent locomotor disability/dwarfism/blindness in relation to his/her
_____ (part of body) as per guidelines (.....number and date of issue of
the guidelines to be specified).

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

| Nature Document | of | Date of Issue | Details of authority issuing certificate |
|--------------------|----|---------------|---|
| | | | |

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

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

Form - VI

Certificate of Disability

(In cases of multiple disabilities)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph

(Showing face
only) of the person
with disability.

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt./Kum.
_____ son/wife/daughter of Shri
_____ Date of Birth (DD/MM/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:

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

| S. No | Disability | Affected part of body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|-------|----------------------|-----------------------|-----------|--|
| 1. | Locomotor disability | @ | | |
| 2. | Muscular Dystrophy | | | |
| 3. | Leprosy cured | | | |
| 4. | Dwarfism | | | |
| 5. | Cerebral Palsy | | | |

| | | | | |
|-----|---------------------------------|---|--|--|
| 6. | Acid attack Victim | | | |
| 7. | Low vision | # | | |
| 8. | Blindness | # | | |
| 9. | Deaf | £ | | |
| 10. | Hard of Hearing | £ | | |
| 11. | Speech and Language disability | | | |
| 12. | Intellectual Disability | | | |
| 13. | Specific Learning Disability | | | |
| 14. | Autism Spectrum Disorder | | | |
| 15. | Mental illness | | | |
| 16. | Chronic Neurological Conditions | | | |
| 17. | Multiple sclerosis | | | |
| 18. | Parkinson's disease | | | |
| 19. | Haemophilia | | | |
| 20. | Thalassemia | | | |
| 21. | Sickle Cell disease | | | |

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

In figures : - ----- percent

In words :- -----percent

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

3. Reassessment of disability is :

(i) not necessary, or

(ii) is recommended/after years months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

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

e.g. Single eye

£ e.g. Left/Right/both ears

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

| Nature of document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|---|
| | | |

5. Signature and seal of the Medical Authority.

| | | |
|----------------------------|----------------------------|-------------------------------------|
| | | |
| Name and Seal of Member | Name and Seal of Member | Name and Seal of the Chairperson |

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

FORM-VII**(As per RPD Act, 2016)****Certificate of Disability****(In cases other than those mentioned in Forms-V & VI)****{See Rule 18(1)}****(Name and Address of the Medical Authority issuing the Certificate)**

Recent Passport
size Attested
Photograph
(Showing face
only)
Of the Person with
Disability

Certificate No.:**Date :**

This is to certify that I have carefully examined Shri/Smt/Ms.
_____, 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 permanent physical impairment /
disability has been evaluated as per guidelines (_____ number and date of issue
of the guidelines to be specified) and is shown against the relevant disability in the table below:

| Sr. 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 & Language disability | | | |
| 12 | Intellectual disability | | | |
| 13 | Specific learning disability | | | |
| 14 | Autism Spectrum Disorder | | | |
| 15 | Mental Illness | | | |
| 16 | Chronic Neurological Conditions | | | |
| 17 | Multiple Sclerosis | | | |
| 18 | Parkinson's disease | | | |
| 19 | Haemophilia | | | |

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment / Mental Disability (in %) |
|----------------|---------------------|------------------------------|------------------|---|
| 20 | Thalassemia | | | |
| 21 | Sickle Cell disease | | | |

(Please strike out the disabilities which are not applicable)

@ e.g. Left / Right / Both Arms / Legs

e.g. Single Eye

* e.g. Left / Right / Both Ears

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

3. Reassessment of disability is:

i) not necessary,

or

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

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

| Name of Document | Date of Issue | Details of Authority issuing Certificate |
|-------------------------|----------------------|---|
| | | |

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

Countersigned
{Countersignature & 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.

Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement
with the Armed Forces on the (Date) _____.

(Signature of Commanding Officer)
Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, bearing Roll No....., appearing for the Document Verification of the Examination, 20....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

NO OBJECTION CERTIFICATE

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

1. It is certified that Mr./Mrs./Miss/Dr. _____
(designation) _____ is working in the temporary/permanent
capacity with effect from _____. **This organization has no objection in
his/her applying to the post of _____ at _____.**

2. It is certified that his/her Pay Level is _____. He/She is
drawing a Basic Pay of Rs. _____. His/Her next increment is due on
_____.

Place:

Date:

Signature _____

Name _____

Designation _____

Seal of the office _____

Annexure-VII

**(Format of certificate to be submitted by Central Government Employees
seeking age relaxation)**

**(To be produced on the Letter Head of the Department and to be filled by the
Head of the Department in which the candidate is working)**

It is certified that Shri/Smt/Kum. _____ is a
Central Government employee holding the post of
_____ in the Pay Scale/Pay Level of Rs.
_____ with 03 years regular/continuous service in the
grade as _____ w.e.f. _____.

2. There is no objection to his appearing for the post of _____ and
document verification for the said recruitment.

Signature _____

Name _____

Designation _____

Tel No _____

Office Seal _____