



ADVERTISEMENT NO. 10/2021
NATIONAL INSTITUTE OF HOMOEOPATHY
(An Autonomous Institute)
Government of India, Ministry of Ayush
Block- GE, Sector-3, Salt Lake, Kolkata – 700 106,
Website: www.nih.nic.in



VACANCY NOTIFICATION FOR DIRECT RECRUITMENT

National Institute of Homoeopathy, an autonomous Institute, Ministry of Ayush, Govt. of India invites application from eligible Indian citizens for filling up of the following posts on direct recruitment basis. Further details/ updates/addendum/ corrigendum etc. will be published only in the Institute website www.nih.nic.in.

Sl. No.	Name of the Post	Pay Scale	Upper Age Limit Not exceeding	Group	UR	OBC	SC	ST	PH	EWS	Total
1.	Radiographer	[6 th CPC Pay Band-II; ₹ 9,300/- - ₹ 34,800/- + GP ₹ 4,200/-]. Corresponding 7 th CPC Pay ₹ 35,400/- ₹1,12,400/- (Level-6)	28 years	B	01	-	-	-	-	-	01
2.	Nurse Grade-I (Nursing Sister)	[6 th CPC Pay Band-II; ₹ 9,300/- - ₹ 34,800/- + GP ₹ 4,200/-]. Corresponding 7 th CPC Pay ₹ 35,400/- ₹1,12,400/- (Level-6)	35 years	B	01	-	-	-	-	-	01
3.	Nurse (Grade-II) (Staff nurse)	[6 th CPC Pay Band-I; ₹ 5,200/- - ₹ 20,200/- + GP ₹ 2,800/-]. Corresponding 7 th CPC Pay: ₹ 29200-92300 (Level-5)	30 years	C	02	02	01	-	-	01	06
4.	Junior Accountant	[6 th CPC Pay Band-I; ₹ 5,200/- - ₹ 20,200/- + GP ₹ 2,400/-]. Corresponding 7 th CPC Pay: ₹ 25500-81100 (Level-4)	28 years	C	01	-	-	-	01	-	02
5.	Receptionist Cum Telephone Operator	[6 th CPC Pay Band-I; ₹ 5,200/- - ₹ 20,200/- + GP ₹ 2,400/-]. Corresponding 7 th CPC Pay: ₹ 25500-81100 (Level-4)	28 years	C	01	01	-	-	-	-	02

1. RADIOGRAPHER:

- a) No of Post to be Filled Up: **One (01)**
- b) Post Reserved or: **Unreserved (UR)**
- c) Category: Group-B
- d) Upper Age Limit: Not exceeding 28 years as on the closing date of receipt of application. (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt, of India from time to time.)
- e) Scale of Pay: [6th CPC Pay Band-II; ₹ 9,300/- - ₹ 34,800/- + GP ₹ 4,200/-].
Corresponding 7th CPC Pay ₹ 35,400/--₹1,12,400/- (Level-6)
- f) **Essential Educational Qualifications:**
 - i. Degree in Science with Diploma or Certificate in Radiography from recognized Institution/ University.
 - ii. 06 (Six) years' experience in relevant field in Govt./Autonomous/Hospital/ Institution of repute.
- g) **Job Description:**
 - To perform radiological investigations.
 - To handle and maintain radiological instrument and equipment.
 - To assist in updating the license from the regulatory bodies.
 - To provide the radiological reports to the patients.
 - Any other duties assigned by the authorities from time to time.

2. NURSE (GRADE-I): (Nursing Sister)

- a) **No. of Post: One (01)**
- b) Post Reserve for: **Unreserved (UR)**
- c) **Category:** Group-B
- d) **Upper Age Limit:** Upper Age Limit: Not exceeding 35 years as on the closing date of receipt of application. (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt, of India from time to time.)
- e) **Scale of Pay:** ₹ 35400-1,12,400 (Level-6) [6th CPC Pay Band-II; ₹ 9,300/- - ₹ 34,800/- + GP ₹4,200/-].
- f) **Essential Educational Qualifications:**

Essential Qualifications:

 - i B.Sc. Nursing from recognized University and registered with Nursing Council.
 - ii 03 (Three) years Experience in relevant field in Govt./ Autonomous Department.

Desirable Qualifications:
Experience in handling medical/ surgical Instrument in OT.
- h) **Job Description:**
 - General Care of the Patients.
 - Ward management.
 - Admission and discharge of the Patient.
 - Assistance and instructions to the patients and their relatives.
 - Four hourly or more follow up of the patients.
 - Round with the Doctors.
 - Technical procedure such as enema, catheterization, irrigation, oxygen therapy, preparation for cleaning of after procedure, preparation for clinical procedure and investigations, pre and post-operative care.

- Any other duties assigned by the authorities from time to time.
- 3. NURSE (GRADE-II) (Staff Nurse):**
- a) No. of Post to be filled Up: **Six (06)**
 - b) Post Reserved for: **Unreserved (UR) – 02 (two), OBC – 02 (two), SC – 01, (one), EWS – 01 (one)**
 - c) Category: Group-C
 - d) Upper Age Limit: Not exceeding 30 years as on the closing date of receipt of application. (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt, of India from time to time.)
 - e) Scale of Pay: [6th CPC Pay Band-I; ₹ 5,200/- - ₹ 20,200/- + GP ₹ 2,800/-].
Corresponding 7th CPC Pay: ₹ 29200-92300 (Level-5)
 - f) **Essential Educational Qualifications:**
 - i. B.Sc. Nursing from recognized University and Registered with Nursing Council
Or
Higher Secondary or it/s equivalent from recognized State Board of Education and Certificate/ Diploma of GNM and registered with Nursing Council.
 - g) **Desirable Qualifications:**
 - i. Three (03) years experience in the relevant field in Govt./ Autonomous Department.
 - ii. Experience in handling Medical and Surgical Instruments.
 - h) **Job Description:**
 - Nursing care of the patients.
 - Recording of vital statistics of patients.
 - Escorting the patient to and from departments.
 - Record keeping of all patient record, routine care and cleaning of the OPD and IPD, cleanliness of bed linens.
 - Any other duties assigned by the authorities from time to time.
- 4. JUNIOR ACCOUNTANT:**
- a) No of Post to be filled up: **Two (02)**
 - b) Post Reserved for: **Unreserved (UR) – 01 (one), PH – 01 (one)**
 - c) Category: Group-C
 - d) Upper Age Limit: Not exceeding 28 years as on the closing date of receipt of application. (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt, of India from time to time.)
 - e) Scale of Pay: [6th CPC Pay Band-I; ₹ 5,200/- - ₹ 20,200/- + GP ₹ 2,400/-].
Corresponding 7th CPC Pay: ₹ 25500-81100 (Level-4)
 - f) **Essential Educational Qualifications:**
 1. Degree in Commerce from recognized University
 2. Adequate experience and thorough knowledge of accounts and commercial audit
 3. Qualified with a speed of 30 w.p.m. in Hindi/English Typewriting.
 - g) **Desirable**
Having Knowledge of Computer
 - h) **Job Description:**
 - Processing of the Bills/ Pay bills/ LTC/ TA/DA, Medical Bills, Increment, GPF, NPS, advances, allowances, etc.
 - PFMS

- Processing of salary/Pension
- Processing of Annual Accounts, Budget, etc.
- Dealing with Audit, etc.
- Preparation of Balance Sheet
- Other assignment as assigned by the authority.

5. RECEPTIONIST CUM TELEPHONE OPERATOR:

- No of Post to be filled up: **Two (02)**
- Post Reserved for: **Unreserved (UR) – 01 (One), OBC – 01 (One)**
- Category:** Group-C
- Upper Age Limit:** Not exceeding 28 years as on the closing date of receipt of application (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt, of India from time to time.)
- Scale of Pay: [6th CPC Pay Band-I; ₹ 5,200/- - ₹ 20,200/- + GP ₹ 2,400/-].
Corresponding 7th CPC Pay: ₹ 25500-81100 (Level-4)
- Essential Educational Qualifications:**
 - Degree in any discipline from a recognized University
Desirable Qualifications:
Qualified in Computer Office automation course from a recognized University/Institution.
- Job Description:**
 - Receiving of the telephone calls, and receiving /dispatch information, dak, postal documents, letters, etc.
 - Providing information about the activities of the Institute to general public
 - Reply/Sending Email/correspondence to various persons/offices.
 - Any other duties assigned by the authorities from time to time.

INFORMATION AND INSTRUCTIONS

1. Last date for submission of Application:

- The Last date for receiving the application at NIH, Kolkata by India Post-Speed Post only is four (04) weeks from the date of publication of the advertisement in the Employment News i.e. 24/12/2021.**
- In case of applicants residing in Assam, Mizoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Tripura, Sikkim, Ladakh Division of Jammu Kashmir State, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep the last date for receiving application at NIH, Kolkata by India Post-Speed Post only is five (05) weeks from the date of publication of the advertisement in the Employment News i.e. 31/12/2021.**

2. The crucial date for determining the age limit:

The crucial date for determining the age limit of all candidates will be the date of publication of the advertisement in the Employment News.

- Head Quarter:** National Institute of Homoeopathy, Kolkata; but the selected candidate may have to serve in any of the establishments of the Ministry of Ayush, Govt. of India, located anywhere in the Country.
- Fresh recruits shall be governed by New Pension Scheme (NPS) of Govt. of India.
- All the Pay Scale shall be corresponding to 7th CPC Pay Matrix.
- Any Other Conditions:** The Conditions of service will be as laid down in the CCS(CCA) Rules, 1965, Govt. of India and other rules in force from time to time in particular;

NOTES:

- a) Applicants are requested NOT to write to National Institute of Homoeopathy, Kolkata for Application forms. They are also requested to carefully go through the details of posts and instructions published below as well as on the website <http://www.nih.nic.in>.
- b) The age limit shown against each post is the normal age limit and the upper age limit is relaxable for SC/ST applicants up to 5 years and up to 3 years for OBC applicants in respect of vacancies reserved for them. SC/ST/OBC applicants have to produce a caste certificate in prescribed proforma. For age relaxation/concession applicable to other categories of applicants please see relevant paras of the advertisement.
- c) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the applicant belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/EWS/General category but subsequently writes to the NIH, Kolkata to change his/her category, such request shall not be entertained by the NIH, Kolkata.

7. PROBATION: The persons selected will be appointed on probation for two years or as per rule.

INSTRUCTIONS AND ADDITIONAL INFORMATION

1. CITIZENSHIP:

An applicant must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

NOTE The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Government and if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

2. AGE LIMITS: The age limit for different categories posts has been given in the advertisement. For certain age concessions admissible to various categories of applicants, please go through the instruction regarding Concessions & Relaxations.

3. MINIMUM ESSENTIAL QUALIFICATIONS: Applicant must fulfill all the essential requirements for the post and other conditions prescribed in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications advertised for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle applicant to be called for recruitment test/skill test.

NOTE-II: In the event of number of applications being large, institute will adopt short listing criteria to restrict the number of applicants to be called for recruitment test/skill test to a reasonable number by any or more of the following methods:

- (a) On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.

- (b) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- (c) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- (d) By counting experience before or after the acquisition of essential qualifications.
- (e) By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
- (f) By holding a Recruitment Test.

The applicant should, therefore, mention all his/her qualifications and experience in the relevant field over and above the minimum qualifications.

NOTE-III: -

IMPORTANT
i) The category-wise minimum qualifying marks will be UR/EWS-50 marks, OBC-45 marks, SC/ST/PH-40 marks, out of the total marks of being 100.
ii) The selection for each category of post will be made by Recruitment Test (RT) and skill test wherever applicable.
iii) Merit list of applicants will be prepared amongst the applicants those who have secured minimum qualifying marks prescribed for their respective category.

4. APPLICATION FEE (Non-Refundable):

- (a) Applicants are required to pay Non-Refundable Application fee of Rs. 1000/- (Rupees One Thousand only) along with the application form.
- (b) The non-refundable application fee must be paid in the shape of crossed Demand Draft drawn in any of the nationalized banks, drawn in favour of Director, National Institute of Homoeopathy, payable at Kolkata. Applicants must enclose the original demand draft on their application form.
- (c) Applicants applying for multiple posts must pay non-refundable application fee by enclosing separate demand draft for each category of post applied.
- (d) No application fee is required to be paid by Female Applicants and Applicants belonging to SC/ST/PH category.
- (e) Male Applicants belonging to UR/OBC/EWS category must pay the non-refundable application fee.
- (f) Applications without application fee shall not be considered and summarily rejected. No representation/correspondence against such rejection shall be entertained.
- (g) **Fee once paid shall not be refunded under any circumstance, nor can the fee be held in reserve to be adjusted for any other examination or selection.**

5. CONCESSIONS & RELAXATIONS:

- (a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs** shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to Ex-Servicemen and Commissioned Officers who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Applicant claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to NIH, Kolkata.
- (b) **NOTE:** Ex-Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the

Central Govt. However, such applicant will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

(c) **In order to qualify for the concession under (a) above**, applicant concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces: -

i In case of Commissioned Officers including ECOs/SSCOs:

- Army: Directorate of Personnel Service, Army Headquarters, New Delhi.
- Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.
- Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

ii In case of JCOs/ORs and equivalent of the Navy and Air Forces:

- Army: By various Regimental Record Offices.
- Navy: Naval Records, Bombay
- Air Force: Air Force Records, New Delhi.

(d) **AGE RELAXATION FOR CENTRAL GOVERNMENT EMPLOYEES:**

- The upper age limit is relaxable for Govt. Autonomous Body Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (This implies that Scheduled Castes/Schedules Tribes category applicants would get maximum 10 years age relaxation including 5 years age relaxation meant for their respective categories. Similarly, OBC applicants would get maximum up to 8 years including 3 years age relaxation meant for OBC category).
- This relaxation will be admissible to Government servants with 3 years continuous service in Central Government and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with the NIH, Kolkata.
- A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant and not on casual/ad-hoc/daily wages/hourly paid/contract basis employee.

(e) **Age relaxation to Physically Handicapped (PH) persons**

i) Age relaxation of 10 years (This implies that Scheduled Castes/Schedules Tribes category applicants would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly, OBC applicants would get maximum up to 13 years including 3 years age relaxation meant for OBC category) in upper age limit and upper age limit shall be allowed to persons suffering from

- (a) Low vision,
- (b) Hard of Hearing
- (c) One Arm, One Leg, One Arm and One Leg, Acid Attack Victims,
- (d) Leprosy Cured, Dwarfism.

(e) Multiple disabilities from amongst persons under clauses (a) to (d) in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such applicants who have a minimum of 40% permanent disability.

iii) If an applicant 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.

iv) The above provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

6. (A) HOW TO APPLY:

- i) The Prescribed Proforma of Application is given at the end of this Advertisement. Applicants shall apply using the Proforma of Application without any addition/alteration or tampering to the prescribed Proforma of Application. Applications received not in prescribed Proforma shall be rejected without any further communication.
- ii) Applicants must apply through India Post-Speed Post only. Applicants are advised to submit the Recruitment Application well in advance without waiting for the closing date. NIH, Kolkata will not be responsible for any postal delay in delivery of the application. Applications received after due date will be summarily rejected and no communication in this regard will be entertained.
- iii) Application Form along with all the enclosures must be serial numbered and must be sealed in one envelop.
- iv) Name of the Post Applied For _____ must be written on the sealed envelope.
- v) Candidates applying for multiple posts must apply for each post separately in separate envelop.
- vi) Applications found incomplete in any manner will be rejected and no further communication in this matter shall be entertained by NIH, Kolkata.
- vii) **The sealed envelope containing the Application and enclosures must be sent through Speed Post to the following address: To The Director, National Institute of Homoeopathy, Block-GE, Sector-3, Salt lake, Kolkata – 700 106.**

Note: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by an Oath Commissioner or notary is to be enclosed.

IMPORTANT

Applicants are advised to fill their correct and active e-mail addresses and mobile no. in the application, as correspondence may be made by NIH, Kolkata through e-mail/mobile no. Any further updates including recruitment test/ skill test, etc. will be published only in the website of the NIH, KOLKATA. www.nih.nic.in. Therefore, applicants are advised to follow the Institute website regularly.

“WARNING”:

Applicants will be short-listed for recruitment test on the basis of the information provided by them in their application and documents submitted in support of the claim made in their application. Original documents will be examined only if the candidate is prima facie found to be eligible to be shortlisted on the basis of information provided regarding qualifications and experience claimed in the application, various reports as per the advertisement and modalities and criteria adopted for shortlisting. Applicants must ensure that such information is true. If at any stage of the recruitment process or even thereafter at any time of recruitment/service any information given by applicant or any claim made by the applicant in his/her applications is found to be false, his/her candidature will be liable to be rejected and she/he may also be debarred either permanently or for a specified period by the Government from any examination or selection held by the Central Government from any employment under them. In such cases Govt. of India may take legal action against the applicant. Mere short listing for recruitment test/skill test does not confirm eligibility.

8. DOCUMENTS/ CERTIFICATES TO BE ENCLOSED ALONGWITH APPLICATION FORM

Self-attested Photocopies of the following documents are to be enclosed along with the application form. The date of verification of Original documents will be intimated in due course.

- a) One Passport size photograph. Name of the Applicant and Post applied for must be written on backside of the photograph.
- b) One self-addressed cloth envelope of 10 x 4 inch size (along with Pin code) for sending the Admit Card to the applicant.
- c) **Original Demand Draft** as Application Fee
- d) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala) may be enclosed.
- e) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree /Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted. Submission of only Mark Sheets in support of claim for Degree or Diploma will not be considered.
- f) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- g) Certificate(s) in the prescribed proforma from the Head(s) of Organization(s) /Department(s) for the entire experience claimed, clearly mentioning the nature of the posts viz. substantive/ officiating/ permanent/ regular/ temporary /ad-hoc/ contractual/ etc. duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be issued in prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above may be considered on merits by the NIH, Kolkata.
- h) Caste certificate by candidate seeking reservation as SC/ ST/ OBC/EWS in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC/EWS and the village/ town the candidate is ordinarily a resident of.
- i) A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Application for the post is to be treated as crucial date.
- j) Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant permanent disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of:

i) Reservation and other Concessions & Relaxations as permissible under the Rules only when degree of physical disability is 40% or more and permanent in nature and the posts are reserved for PH candidates.

ii) Other Concessions & Relaxations as permissible under the Rules only when degree of physical disability is 40% or more and permanent in nature and the posts are suitable for PH candidates.

iii) The posts are suitable for Physically Challenged person as follows

Sl. No.	Name of the Post	Functional Requirement	Suitable Category of benchmark Disabilities	Nature of Work performed	Working Condition Remarks
1.	Radiographer	S, ST, BN, MF, RW, SE	a) HH b) LC, Dw, AAV	To take radiographs (X-Rays) of the patients / clients. To prepare films after taking X-Rays.	The work is performed inside and involves identification and use of chemicals. Good eye hand coordination is required. Should have functional communication skill with assistive listening devices. Mobility and bilateral hand activities should be adequate.
2.	Nurse (Grade-II) (staff nurse)	S, ST, W, MF, RW, SE, H, C	LC, AAV	Gives bedside care in cases of illness, assists Physician in examination and operation of patient and performs other nursing tasks. Maintains record of patient's treatment, temperature, respiration, pulse rate, nourishment, progress, etc. Administers medicines and injections, as prescribed; dresses wounds and renders first aid.	The work is performed inside as well as outside, the work place is a well-lighted rooms. The incumbent should be considered with aids and appliances. The worker works alone and also.
3.	Junior Accountant	S, ST, BN, MF, RW, SE, H, C	a) LV b) HH c) OA, OL, OAL, LC, Dw, AAV	Accounting / Finance. Passing and verification of bills, preparing MIS, maintain data of expenditure, etc.	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted It does not

					involve any hazards. Incumbent should be considered with appropriate software, aids & appliances support as per needs.
4.	Receptionist Cum Telephone Operator	S, ST, W, MF, RW, SE, H, C	a) LV b) HH c) OA, OL, LC, Dw, AAV,	Reception Clerk; Receptionist receives and attends visitors, clients or customers in institutions or offices, for guiding them to proper places or sections and to arrange interviews, appointments etc. With officials concerned. Receives visitors and enquires purpose of their visit, nature of business to be transacted, person or persons to be interviewed, etc. Supplies required information and directs them to person or place concerned. Writes names and addresses of visitors, purpose of visit and obtains their signature on the visitor's book for record. Contacts officials concerned in person or over phone and arranges interviews. May attend to general clerical duties in office. May type letters and other correspondence. May operate telephone switch board.	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. Incumbent should be considered with aids and appliances.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: LV=Low Vision, HH= Hard of Hearing, OA=One Arm, OL=One Leg, OAL=One Arm and One Leg, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims.

- k) Physically Handicapped certificate in prescribed proforma issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three (03) Members out of which at least one shall be a Specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.
- l) **An applicant who claims change in name after matriculation or marriage or remarriage or divorce etc. the following documents shall be submitted: -**
 - i **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - ii **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner
 - iii **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
 - iv **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
- m) Certificate/ Document in respect of Age relaxation for: Ex-Servicemen and Commissioned Officers in prescribed proforma from competent authority.
- n) Central/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.
- o) Persons seeking age relaxation under special provision/ order.
- p) Applicant whether in Government service or in Government owned other similar organizations or in private employment or Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad-hoc/daily wages/hourly paid/contract basis are however required to submit their application through proper channel. A forwarding letter issued by the competent authority mentioning 'no objection' for such forwarding and clearly mentioning that the event of selection, the candidate shall be released immediately for joining to the new posting. Such Certificate needs to be enclosed along with the application form
- q) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship, etc.
- r) Documentary support for any other claim(s) made.

NOTE I: The period of experience rendered by a candidate on contract basis, part time basis, daily wages, will not be counted while calculating the valid experience for short listing the applicant.

NOTE II: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

9. ACTION AGAINST APPLICANTS FOUND GUILTY OF MISCONDUCT:

Applicants are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Applicants are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted. A candidate who is or has been declared by the Government of India to be guilty of:

- a) Obtaining/arrangement/recommendation/support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person, or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- g) using unfair means during the test, or
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the NIH, Kolkata for the conduct of their test, or
- k) Bringing mobile phone/Communication device in the examination room.
- l) attempting to commit or, as the case may be, abetting the NIH, Kolkata of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 1. to be disqualified by the Government from selection for which he/she is an applicant, and/or
 2. to be debarred either permanently or for a specified period by the Government from any examination or selection held by the Government employment under it, and
 3. if he/she is already in service under Government to disciplinary action under the appropriate rules.

10. OTHER INFORMATION/INSTRUCTIONS:

- a) Applicant must attend the recruitment test at such place, as may be fixed by the NIH, Kolkata.
- b) NIH, Kolkata will not pay any kind of TA/DA, boarding /lodging charges to any applicant for attending the recruitment test.
- c) The Summoning of applicant for recruitment test convey no assurance whatsoever that they will be selected.
- d) Applicants must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

- e) Applicants will be informed of the final result in due course through NIH website www.nih.nic.in and any interim enquiries about the result are therefore, unnecessary and will not be attended to. NIH, Kolkata do not enter into correspondence with the applicant about reasons for their non-selection for recruitment test/appointment.
- f) Canvassing in any form will disqualify a candidate.

Director, NIH, KOLKATA reserves the right to issue any addendum, corrigendum or cancel or change the advertisement at any time, completely or partly without assigning any reason thereof and the same will be published in the Institute website www.nih.nic.in only.

Director

PROFORMA OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASS APPLICANTS APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community 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. 36033/3/2004Estt. (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**.

\$ Signature of the Issuing Authority
Designation

Dated:
Seal

*- The authority issuing the certificate 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.

Note 1: Applicant claiming to belong to OBCs category should note that the name of their caste (Including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. Certificate containing any variation in the caste name will not be accepted.

Note 2: The OBC claim of an applicant will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her application form for this examination will ordinarily be allowed by the Authority.

(B-1) The format of undertaking to be furnished along with the by Other Backward Class Applicant applying for appointment to posts under the Government of India.

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE
(IN ADDITION TO THE COMMUNITY CERTIFICATE)**

**Proforma-III
UNDERTAKING**

I.....son/daughter of Shri.....resident of Village/Town/City.....District.....State/UT hereby declare that I belong to thecommunity 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 & Training Office memorandum No. 36012/22/93-Estt(SCT) dated 8.9.1993. it is also declared that I do not belong to persons/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 and O.M. No. 36033/1/2013-Estt.(Res.) dated 27th May, 2013.

Signature:

Full Name:

Address:

**FORM OF CASTE CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING
TO SCHEDULED CASTE OR SCHEDULED TRIBE
CATEGORY IN SUPPORT OF CLAIM**

Form of caste certificate as prescribed in MHA OM No. 42/21/49-NSG dated 28-01-1952 as revised in the Department of Personnel & AR letter No.36012/6/76- Esst. (SCT) dated 29-10-1977, to be produced by a candidate belonging to Scheduled Caste and Scheduled Tribe Category in support of his claim.

This is to certify that Shri/Smt.*/Kumari* Son/daughter* of of village/town* in District/Division of the State/Union Territory* belongs to the Cast/Tribe* which is recognised as a Scheduled Caste/Schedule 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 Lists (Modification Order) 1956,
- The Bombay Reorganization Act, 1960,
- The Punjab Reorganization Act, 1966,
- The State of Himachal Pradesh Act, 1970,
- The North-Eastern Regions (Reorganization) Act, 1971 and
- The Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- *=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 (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- *=The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- *=The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- *=The Constitution (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 and Kashmir) Scheduled Tribes Order, 1989;
- *=The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
- *=The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
- *=The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
- *=The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991;

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shree/Smt..... father/mother* residing in District / Division* of the State/Union Territory* Who belong to the Caste/Tribe* which is recognised as a Scheduled Castes/Scheduled Tribes in the State/Union Territory* Issued by the, dated.....

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

Signature.....

Designation.....

(with official seal)

Place State/Union Territory

Date.....

Note – The term Ordinarily resides used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words, which are not applicable.

The para 2 is applicable in areas when the caste certificate has been issued by the competent authority in the State/Union Territory in which the applicant is residing after migration. That a Caste/Tribe certificate should necessarily contain information about:

- (a) Name of the person
- (b) Father's name
- (c) Permanent place of residence
- (d) Name of the Caste/Tribe
- (e) Constitutional Order under which the caste/tribe has been notified
- (f) Signature of issuing authority along with the designation, seals and date.

Authorities who can issue a caste/Tribe certificate are:

1. 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.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
5. Administrator/Secretary to Administrator/ Development Officer (Lakshadweep)

PROFORMA OF CERTIFICATE TO BE PRODUCED BY EWS APPLICANTS

GOVERNMENT OF.....

(Name & Address of the authority issuing the certificate)
**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS**

Certificate No. _____

Date: _____

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari _____ son/ daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family"*.* is below ₹ 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)

Recent Passport
Size Photograph
of the Applicant
attested

Signature with seal of Office

Name _____

Designation _____

- *Note 1: Income covered ail sources i. e. salary, agriculture, business, profession, etc.
- **Note2: 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..

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as belonging to EWS: -

1. 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.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
5. Administrator/Secretary to Administrator/ Development Officer (Lakshadweep)

Proforma of Certificate to be produced by Applicants Claiming Experience

Experience Certificate

Letterhead of the Institute

Telephone No.

Fax No.

Name of the Organisation

Address of the Organisation

Date:

This is to certify that Sh./Ms. _____ S/o,D/o,W/o Sh. _____
was/is an employee of this Organisation/Department/Ministry, Govt. of _____
and duties performed by him/her as under:

Name of the Post Held	From	To	Total period of the Post Held	Nature of Appointment Permanent/ Temporary/ Ad-hoc/ Contractual/ Parttime/ Fulltime/ Guest/ Honorary/ Etc.	Department/ Specialty/ Filed of Experience
	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy		
1	2	3	4	5	6

Pay scale & Last Salary Drawn	Duties performed/ experience gained in brief in each post (if needed attach a separate sheet) (In case of Medical posts pleas mention area of specialization)	Place of Posting	Worked at Supervisory Level/ Middle Management Level/ Head of Branch
7	8	9	10

1. It is certified that the facts and figures mentioned here are true and based on Service Records available with the Organisation/Department/Ministry.

Signature
Name of the Competent Authority
Seal of the Competent Authority

**The Format of Certificate to be produced by
Government Servants Claiming Age Relaxion**

Letter Head of the Organisation/ Issuing Authority

This is to certify that Sh./Ms. _____, S/o, D/o, W/o _____ is a regularly appointed employee of the Organisatio/Department/Ministry and duties performed by him/her during the period(s) are under:

*(a) Certified that Shri/ Shrimati/ Kumari _____ holds substantiatively a permanent post of _____ in the Office/Department with effect from _____

** (b) Certified that Shri/ Shrimati/ Kumari _____, has been continuously in temporary service on regular basis under the Central Govt. in the Post of _____ in the Office of _____ with effect from _____.

Signature _____
Name _____
Designation _____
Department/Ministry _____
Office Address _____
Office Seal _____

Date: _____

Place: _____

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/ 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: (Please tick as applicable)
 - locomotor disability
 - dwarfism
 - blindness
- 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).
- D. The applicant has submitted the following document as proof of residence: -

Nature of Document Date of Issue Details of authority issuing certificate

Signature and Seal of Authorised Signatory of notified Medical Authority)

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

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:

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

S. No	Disability	Affected part body of Diagnosis
-------	------------	---------------------------------

Permanent physical impairment/mental disability (in %)

- | | |
|--|--|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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.

Certificate of Disability [See rule 18(1)]
(In cases other than those mentioned in Forms V and VI)
(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:

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

S. No	Disability	Affected part body of	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.)

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

2. 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/both eyes

€ - e.g. Left/Right/both ears

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

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

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

(Countersignature and seal of the

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.

Certificate to be produced by the Serving / Retired/ Released ARMED Forces Personnel for availing the age concession for Posts filled on Direct Recruitment by NIH, Kolkata

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No. _____ Rank _____
Name _____ whose date of Birth is _____ has rendered service
from _____ to _____ in Army/Navy/Air Force.

2. He has been released from Military Service:

% a) on completion of assignment otherwise than

(i) by way of Dismissal

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service

% c) on invalidment after putting in at least five years of Military Service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules 1979 as amended from time to time.

Place: _____

Date: _____

Signature _____

Name _____

Designation of the Competent Authority** _____

Seal

% Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

(Applicable to Serving Personnel who are due to be released within one year)

It is certified that No. _____ Rank _____ Name _____
is serving Army/Navy/Air Force from _____

2. He is due to release retirement on completion of his specific period of assignment on _____

3. No Disciplinary Case is pending against him.

Place: _____

Date: _____

Signature _____

Name _____

Designation of the Competent Authority** _____

Seal

Candidate (Serving Personnel) furnishing Certificate 'B' as above will have to give the following undertaking:

Undertaking to be given by the serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment /Examination to which this application relates, any appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/ discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (re-employment in Central Civil Services and Posts) Rules 1979, as amended from time to time.

Place _____

Date _____

Signature and
Name of the Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment.

1. It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army/Navy/Air Force from _____
2. He has already completed his initial assignment of five years on _____ and is on extended assignment till _____.
3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of the offer of appointment.

Place _____

Date _____

Signature _____

Name _____

Designation of the Competent Authority** _____

Seal

** Authorities who are competent to issue Certificate to Armed Forces Personnel for availing Age concession as follows:

- a) In case of Commissioned Officers including ECOs/SSCOs
Army – Military Service Branch, Army Hqrs, New Delhi
Navy – Directorate of Personnel, Naval Hqrs., New Delhi
Air Force – Directorate of Personnel Officers, Air Hqrs., New Delhi
- b) In Case of JCOs/ORs and equivalent of the Navy and Air Force
Army – By various Regimental Record Offices
Navy – BABS, Mumbai
Air Force – Air Force Record, new Delhi

PROFORMA OF APPLICATION

Paste (do not staple) your recent passport size color photograph



1. Name of the Post Applied for:
2. Name of the Applicant in (Capital Letter)
3. Husband/ father's name:

4. Gender: Nationality: Religion:

5. Date of Birth (in Christian Era) :

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

6. Date of Birth in words (in Christian Era):

7. Category: UR/OBC/SC/ST/EWS

8. Name of the Caste:

9. Whether Physically Challenged (Yes/No) If yes then nature of disability:

10. AADHAR No.

11. Permanent address with Pin code:

12. Address for Communication with Pin code:

13. Email ID:

14. Mobile No.

15. Demand Draft No. Date Name of the issuing Bank Branch Code

16. Registration No. of the respective

Authority/Council/Board

and Date of Registration:

17. Educational Qualification: (attach extra sheet if required)

Sl. No.	Name of the Qualification	Name of the School/ College/ Institute	Name of the awarding Board/ University	Year of Passing	Percentage of Marks secured



18. Experience (attach extra sheet if required)

Sl. No.	Name of the Post	Name of the Office/ Institute/ Organisation/ Employer	From	To	Pay Scale	Grade Pay	Pay Band	Pay Level in 7 th CPC	Other

19. Whether In-Service

- a. Name of the Office/Present Employer
- b. Name of the Present Designation
- c. Date of joining to the present post
- d. Scale of Pay

20. Whether you are having all the requisite Essential qualifications prescribed for the Post applied for (Write yes/no):

Declaration

I do hereby declare that the information furnished above by me, is correct and true to the best of my knowledge and believe. In case it is found that I have submitted false information or suppressed any information at any stage during the process of selection even thereafter, my candidature will be cancelled and I will be liable for legal action as per Law.

Date:

Place:

Full Signature of the Candidate