



ਭਾਰਤੀ ਪ੍ਰਬੰਧ ਸੰਸਥਾ ਅੰਮ੍ਰਿਤਸਰ  
भारतीय प्रबंध संस्थान अमृतसर  
Indian Institute of Management Amritsar

Ref.No. IIM ASR/Rect.-2/R/2026/04

Date: 11.04.2026

Indian Institute of Management Amritsar (<http://iimamritsar.ac.in>) invites online applications from eligible candidates for engagement on a regular basis, either through direct recruitment or deputation.

**About IIM Amritsar**

The Indian Institute of Management (IIM) Amritsar is an Institute of National Importance and the 15th IIM set up by the Ministry of Education (earlier Ministry of Human Resource Development), located in Amritsar, Punjab, India, invites online applications from eligible Indian citizens for the following Non-Teaching Positions on a **regular basis** under direct recruitment or on **deputation basis**.

Post Code	Name of the Post and pay as per 7th CPC	Reservation (Age Relaxation as per GoI Norms)					Total Vacancy
		UR	EWS	OBC-NCL	SC	ST	
R-501	Chief Administrative Officer Pay Level-13 (123100-215900)	1	-	-	-	-	1
R-502	Chief Finance & Accounts Officer Pay Level-12 (78800-209200)	1	-	-	-	-	1
<b>Total Number of Vacancies</b>		<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>

- Submission of online application will start from **April 11, 2026, and close on May 01, 2026, by 05:30 PM**. The detailed advertisement and the online application form are available on the Institute website: <https://iimamritsar.ac.in/quick-links/careers>.
- **Abbreviation:** UR: Unreserved, EWS: Economically Weaker Section, OBC-NCL: Other Backward Class-Non-Creamy Layer, SC: Scheduled Caste, ST: Scheduled Tribe.

The educational qualifications, experience, and other eligibility criteria, in accordance with the Recruitment Rules of the Institute as approved by the Competent Authority, are as follows:

**Post Code: R – 501**

Sr No	Particulars	Details
1	Name of the Post	Chief Administrative Officer (CAO)
2	Number of Posts	01
3	Classification	Group A
4	Scale of Pay	Pay Level-13 (Rs. 123100-215900)
5	Age Limit: For Direct Recruitment (DR) / Deputation	Not exceeding 50 years on the closing date of receipt of applications for Direct Recruitment (DR) Not exceeding 58 years on the closing date of receipt of applications for Deputation
6	Educational and Other Qualifications	<p><b>EDUCATIONAL QUALIFICATIONS:</b> Post Graduate Degree from a recognized and accredited University/Institute with a minimum of 60% marks or equivalent grade.</p> <p style="text-align: center;"><b>OR</b></p> <p>Masters/PGDM in any business-related area (minimum two-year course) from a recognized and accredited University/Institute with a minimum of 60% marks or equivalent grade.</p> <p><b>EXPERIENCE:</b> <b>For Direct Recruitment:</b> Minimum <b>15 years</b> of overall administrative experience in the relevant areas on the closing date of receipt of applications, out of which at least <b>10 years</b> should be in Pay Level 10 (PB-3, GP-5400) / equivalent or above in Central Government/State Government/ Autonomous Bodies/Centrally Funded Educational Institutions/PSUs/Universities &amp; other similar organizations.</p> <p><b>For Deputation/Tenure Appointment:</b> Minimum <b>20 years</b> of overall administrative experience in the relevant areas on the closing date of receipt of applications, out of which at least <b>15 years</b> should be in Pay Level 10 (PB-3, GP-5400) / equivalent or above in Central Government/State Government/ Autonomous Bodies/Centrally Funded Educational Institutions/PSUs/Universities &amp; other similar organizations.</p> <p><b>DESIRABLE:</b></p> <p>i) Experience in Institutes of National Importance such as IIMs, IITs, IISERs, etc. will be preferred.</p> <p>ii) A degree in Law will be preferred.</p>
7	Period of Probation, if any	Yes 02 Years for Direct Recruitment as per IIM Amritsar Policy
8	Method of recruitment	Any of the following- Direct Recruitment or Promotion or Deputation/ Tenure appointment

		<p>Short-term contract  <i>Note- Promotion shall be considered only when there are sufficient candidates in the feeder cadre, and they are found suitable on merit. The decision of the Institute shall be final and binding in this regard.</i></p>
9	Job Description	<p><b>1. Role Overview</b></p> <p>The <b>Chief Administrative Officer (CAO)</b> shall serve as a senior administrative functionary of the Institute, responsible for <b>strategic leadership, coordination, and supervision of all administrative and operational functions.</b></p> <p>The CAO shall function under the overall guidance of the Director and in accordance with the provisions of the IIM Act, 2017 (as amended), the Institute Regulations, and the decisions of the Board of Governors.</p> <p><b>2. Strategic Leadership &amp; Institutional Governance</b></p> <ul style="list-style-type: none"> <li>• Provide <b>strategic direction and leadership</b> for all administrative functions of the Institute.</li> <li>• Act as the <b>principal administrative advisor</b> to the Director and Dean Administration on operational, regulatory, and governance matters.</li> <li>• Exercise <b>administrative and financial powers</b> as delegated by the Director/BoG.</li> <li>• Ensure alignment of administrative processes with institutional goals and national higher education policies.</li> <li>• Facilitate effective functioning of statutory bodies such as the <b>Board of Governors, Finance Committee, and Academic Council</b> (as applicable).</li> </ul> <p><b>3. Administration &amp; Operations Management</b></p> <ul style="list-style-type: none"> <li>• Oversee and ensure <b>efficient functioning of all administrative departments</b>, including: <ul style="list-style-type: none"> <li>○ Establishment &amp; HR</li> <li>○ General Administration</li> <li>○ Estate &amp; Facilities</li> <li>○ Procurement &amp; Stores</li> <li>○ Security &amp; Transport</li> <li>○ Student Affairs &amp; Hostel Administration</li> </ul> </li> <li>• Supervise personnel management, staffing, and administrative service delivery.</li> <li>• Ensure smooth <b>day-to-day operations of the Institute</b> with high standards of efficiency and responsiveness.</li> </ul> <p><b>4. Support to the Director and Dean Administration &amp; Institutional Coordination</b></p> <ul style="list-style-type: none"> <li>• Assist the Director in <b>day-to-day management and execution of administrative responsibilities.</b></li> <li>• Coordinate across academic and administrative units to ensure <b>seamless institutional functioning.</b></li> <li>• Provide inputs for institutional planning, policy formulation, and implementation.</li> </ul> <p><b>5. Financial Oversight &amp; Resource Management</b></p>

- Oversee **budget preparation, financial planning, and expenditure control** in coordination with finance/accounts functions.
- Ensure **financial discipline, compliance, and timely preparation of annual accounts**.
- Act as custodian of the Institute's **financial resources and assets**, ensuring prudent utilization.

#### **6. Legal, Compliance & Regulatory Affairs**

- Oversee the Institute's **legal matters**, including litigation, contracts, and compliance with applicable laws.
- Ensure adherence to:
  - Statutory requirements
  - Government regulations
  - Institutional policies and rules
- Monitor compliance with audit observations and regulatory directives.

#### **7. Governance, Transparency & Public Accountability**

- Serve as the **First Appellate Authority under the RTI Act**, ensuring transparency and timely disposal of appeals.
- Coordinate responses to **Parliament Questions**, including queries from Lok Sabha, Rajya Sabha, and Parliamentary Committees.
- Ensure proper documentation, record-keeping, and institutional reporting standards.
- Act as custodian of **official records and institutional documentation**.

#### **8. External Relations & Protocol Management**

- Act as the **nodal officer for public relations and institutional representation** in administrative matters.
- Coordinate visits of:
  - Government officials
  - Industry representatives
  - Foreign delegations
- Ensure adherence to **protocol, hospitality, and liaison requirements**.

#### **9. Institutional Reporting & Documentation**

- Oversee preparation and submission of:
  - **Annual Report of the Institute**
  - Statutory returns and reports
  - Institutional data for government and accreditation bodies
- Ensure accuracy, timeliness, and compliance in all reporting obligations.

#### **10. Campus Administration & Infrastructure Management**

- Assume overall responsibility for:
  - **Estate and infrastructure management**
  - Construction and maintenance of buildings and

facilities

- Campus development projects
- Review and monitor proposals related to **infrastructure expansion and maintenance**.
- Ensure compliance with safety, environmental, and statutory norms.

### **11. Student & Campus Life Administration**

- Oversee administration of:
  - **Student hostels and residential facilities**
  - Campus amenities and student welfare services
- Ensure safe, compliant, and conducive living conditions for students.

### **12. Events, Conferences & Convocation**

- Oversee logistical and administrative arrangements for:
  - Academic conferences
  - Workshops and institutional events
- Ensure effective planning and execution of the Institute's **Annual Convocation**, including coordination with dignitaries and stakeholders.

### **13. Procurement, Contracts & General Services**

- Supervise **procurement processes**, vendor management, and contract administration in compliance with GFR and institutional policies.
- Ensure transparency, efficiency, and value-for-money in all procurement activities.

### **14. Risk Management & Internal Controls**

- Establish and monitor **internal control systems and administrative risk management frameworks**.
- Ensure institutional preparedness for audits, inspections, and contingencies.

### **15. Leadership & Human Resource Management**

- Lead and mentor administrative teams, fostering a culture of **accountability, professionalism, and service excellence**.
- Support HR policies related to recruitment, performance management, and staff development.

### **16. Additional Responsibilities**

- Undertake any other responsibilities assigned by the Director/Board from time to time in the interest of **institutional efficiency and effectiveness**.

**Post Code: R – 502**

<b>Sr No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Post	Chief Finance & Accounts Officer
2	Number of Posts	01
3	Classification	Group A
4	Scale of Pay	Pay-Level 12 (Rs. 78800-209200)
5	Age Limit for direct recruits	Not exceeding <b>50 years</b> on the closing date of receipt of applications.
6	Educational and Other Qualifications	<p><b>EDUCATIONAL QUALIFICATIONS:</b> Chartered Accountant/ICWA/CMA with minimum 55% marks or its equivalent grade and a consistently good academic record.</p> <p><b>EXPERIENCE:</b> Minimum <b>15 years</b> of overall experience in the <b>relevant area</b> as on the closing date of receipt of applications, out of which at least <b>08 years</b> should be in <b>Pay Level-10/equivalent or above</b> in Central Government/State Government/Autonomous Bodies/Centrally Funded Educational Institutions/Universities and other similar organizations.</p> <p><b>DESIRABLE:</b> Experience in Institutes of National Importance, such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 Years for Direct Recruitment as per IIM Amritsar Policy
8	Method of recruitment	Direct Recruitment
9	Job Description	<p><b>1. Financial Planning &amp; Strategy</b></p> <ul style="list-style-type: none"> <li>• Lead institutional financial planning, including <b>budget estimates, revised estimates, forecasting, and scenario analysis.</b></li> <li>• Develop <b>long-term financial strategies</b> aligned with institutional growth, academic expansion, and research priorities.</li> <li>• Advise senior leadership, including the Director, BoG, and Finance Committee, on <b>financial policies, investments, and capital expenditures.</b></li> <li>• Manage treasury operations, cash flow planning, and optimal fund utilization.</li> </ul> <p><b>2. Accounting &amp; Financial Reporting</b></p> <ul style="list-style-type: none"> <li>• Ensure <b>accurate and timely preparation of financial statements</b> as per prescribed formats (e.g., Ministry of Education norms) and applicable accounting standards.</li> <li>• Oversee accounting for <b>projects, sponsored research, and institutional programs.</b></li> <li>• Strengthen financial reporting systems to ensure transparency, accuracy, and audit readiness.</li> <li>• Supervise ERP/accounting systems (e.g., Tally or equivalent) for efficient financial management.</li> </ul> <p><b>3. Budgetary Control &amp; Financial Governance</b></p> <ul style="list-style-type: none"> <li>• Implement <b>cost-center accounting and budgetary control mechanisms.</b></li> </ul>

- Conduct **variance analysis and financial performance reviews**.
- Establish and monitor **internal control systems, risk management frameworks, and financial governance practices**.
- Ensure fiscal discipline and efficient allocation of institutional resources.

#### **4. Taxation, Audit & Regulatory Compliance**

- Ensure compliance with all applicable laws, including **Income Tax, GST, TDS, EPF, ESI, and other statutory requirements**.
- Oversee timely filing of returns, assessments, and statutory disclosures.
- Coordinate and facilitate various audits, including:
  - Statutory Audit
  - Internal Audit
  - CAG Audit
  - Pre-Audit (as applicable)
- Ensure timely response to audit observations and implementation of recommendations.
- FCRA and related compliance.

#### **5. Institutional Compliance & Governance**

- Ensure compliance with regulatory bodies such as the **Ministry of Education (MoE), UGC, AICTE**, and other applicable authorities.
- Administer compliance with **CCS rules, labour laws, and institutional statutes (MoA, Bye-laws)**.
- Develop, implement, and periodically review **policies, manuals, and SOPs** related to finance, accounts, and administration.
- Ensure timely statutory filings and adherence to governance frameworks.

#### **6. Payroll, Benefits & Financial Administration**

- Oversee **payroll processing, pensions, retirement benefits**, and finance-related HR policies.
- Ensure compliance with statutory and institutional requirements in employee compensation and benefits.
- Provide financial guidance to administrative and academic units.

#### **7. Advisory & Institutional Support**

- Act as a **key financial advisor** to the Director, BoG and Finance Committee.
- Provide guidance to faculty and staff on **financial procedures, compliance, and administrative matters**.
- Support institutional decision-making through **data-driven financial insights**.

#### **8. Systems, Processes & Digitalization**

- Drive adoption and improvement of **ERP systems and digital financial processes**.

		<ul style="list-style-type: none"><li>• Enhance efficiency through <b>automation, data analytics, and process optimization.</b></li><li>• Ensure robust documentation and audit trails.</li></ul> <p><b>09. Leadership &amp; Additional Responsibilities</b></p> <ul style="list-style-type: none"><li>• Lead and manage finance, accounts, and related administrative teams.</li><li>• Build capacity and ensure professional development of staff.</li><li>• Undertake <b>any additional responsibilities assigned by the Director</b> in the interest of institutional efficiency and effectiveness.</li></ul>
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- **Age Relaxations:** Age relaxation shall be provided to SC/ST/OBC-NCL/PwBD/Ex-servicemen as per Government of India rules from time to time.
- Preference will be given to PwBD/DAP (Differently Abled Persons) candidates, if found suitable.
- Mode of Selection for the advertised posts is tentatively as follows: Personal Interview.
- In case the vacancy is filled on a **deputation basis**, then the **initial deputation** will be for **02 years** & it may be extended further as per the requirement of the Institute. Applications of the applicants **must be forwarded through the proper channel with Vigilance Clearance.**
- In case of **Deputation**, the attested copies of the **last 05 years APAR** are also required to be uploaded on the online application portal.

#### **APPLICATION FEES:**

The application fee (non-refundable) shall be charged as follows:

<b>Category</b>	<b>Application Fee</b>
UR	Rs. 500/-
OBC-NCL / EWS	Rs. 250/-
SC / ST/ PwBD & Female candidates (all categories)	Nil

- **UR:** Unreserved / **OBC-NCL:** Other Backward Class – Non-Creamy Layer / **SC:** Scheduled Caste / **ST:** Scheduled Tribe / **EWS:** Economically Weaker Section.
- The application fee shall be paid through online mode only (Debit/Credit Card/Net Banking) while filling the online application form.
- Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- The link for filling & submission of application(s) against the advertised non-teaching posts will be activated on the Institute website <http://iimamritsar.ac.in> with effect from **11.04.2026**.
- The candidates have to apply online only. No Hard copy of the application form is required to be sent to the Institute.
- In case the candidate is willing to apply for one or more advertised posts, then separate online application forms are required to be filled out for each applied post. Applicants are advised to apply well in time before the last date of submission of online application forms to avoid any rush at the closing date. The Institute will not entertain any request regarding non-submission of the online Application form.
- The candidates are advised to fill in the particulars carefully as the information furnished in the online application form shall be considered final, and no request for addition/alteration shall be entertained thereafter.

**LAST DATE OF SUBMISSION OF ONLINE APPLICATIONS IS 01.05.2026 till 05:30 PM.**

#### **GENERAL INSTRUCTIONS:**

*Please read all the instructions carefully before filling out the application form.*

1. A candidate applying for the above position must be a citizen of India.
2. All the Educational Qualification(s), Experience(s), Age and other eligibility criteria will be considered as on the closing date of online application forms, i.e., the last date of submission of online application form shall be treated as the cut-off date for deciding the eligibility.
3. Candidates should carefully read the educational qualifications, experience, and other eligibility criteria as mentioned in the advertisement before applying for the relevant post. Since all applications will be screened based on data submitted by candidates in the online application form, candidates must meet the requirements for the position they are applying for.
4. The applicant has to upload self-attested copies of certificates in support of their essential

qualification(s), experience, pay drawn details, documentary proof for Date of Birth, Disability Certificate, Caste Certificate, Latest OBC (non-creamy layer) certificate, EWS Certificate, etc., as applicable. Original certificates shall be produced at the time of the recruitment process and upon joining.

5. Persons serving in Government / Semi-Government / Autonomous Bodies / Public Sector Undertakings / Universities / Educational Institutions are required to produce a **No Objection Certificate** issued by the parent and/or present employer at the time of document verification, failing which his/her candidature will be straightaway rejected.
6. Regular employees of IIM Amritsar applying against any of the advertised positions must submit their application through the proper channel. If selected, their previous service benefits, including leave, gratuity, service records, and other entitlements, will be carried forward to the new position.
7. Merely fulfilling the minimum eligibility criteria does not entail a call for an interview for the selection. Only candidates shortlisted on the basis of better qualifications and quality of relevant experience shall be called for the interview, etc. The authorities reserve the right not to call any applicant for the selection test or to leave the position unfilled in this round of the selection process, without assigning any reason. The Institute reserves the right to restrict the number of candidates based on qualifications/experience for the zone of consideration.
8. If at any stage during the screening, recruitment, and selection process and even after appointment, it is found that candidates have furnished false, incomplete, or incorrect information, their candidature will be rejected/canceled/terminated immediately. The Institute takes no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at a later date.
9. Pay protection may be considered as per the Government of India norms.
10. The Institute reserves the right to increase or decrease the number of positions advertised.
11. The dates and mode of interview will be communicated through email only to the shortlisted candidates. The mode of the interview may be either a personal interview at a venue fixed by the Institute or an online mode, at the discretion of the Institute.
12. The Institute reserves the right to recruit/appoint waiting list candidates from the same selection list to fill similar positions or not to fill any or all the posts.
13. The Institute also reserves the right to defer or cancel the selection process without assigning any reason thereof. The Institute's decision in this regard will be final and binding on all applicants who respond to this advertisement. No interim communication on the status of the application will be entertained.
14. All information regarding the recruitment process will be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit/access the website in time. The applicants are advised to regularly visit the Institute's website at <http://iimamritsar.ac.in> for updated information.
15. If a candidate wishes to apply for more than one post within a department, he/she needs to apply separately for each advertised post.
16. All candidates, irrespective of their category, may be considered against Unreserved positions, subject to fulfillment of parameters/conditions for Unreserved candidates. However, for vacancies earmarked for specific categories (SC/ST/OBC-NCL/EWS), only candidates belonging to those categories shall be considered.
17. **For SC/ST (Schedule Caste/Schedule Tribes) Candidates:**  
Candidates belonging to the SC/ST category shall have to submit the attested copy of the Caste certificate (**Annexure-I**) issued by the Competent Authority at the time of document verification.
18. **For OBC-NCL (Other Backward Class – Non-Creamy Layer) candidates:**  
Other Backward Classes (OBC-NCL) candidates shall ensure that they possess the OBC-NCL certificate in the prescribed format (issued on or after 1st April, 2026 or latest) as given in **Annexure-II**.
19. **For EWS Candidates:**  
EWS (Economically Weaker Section) candidates shall ensure that they possess the EWS certificate in the prescribed format (issued on or after 1st April, 2026 or latest) as given in **Annexure-III**.  
The applicants who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family gross annual income is below Rs. 8.00 Lakh (Rupees Eight Lakhs only) are to be identified as EWS for the benefit of reservation for EWS. The income shall also include income from all sources,

i.e., salary, agriculture, business, profession, etc., for the financial year prior to the year of application. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- a. 5 acres of agricultural land and above;
  - b. Residential flat of 1000 sq. ft. and above;
  - c. Residential plot of 100 sq. yards and above in notified municipalities;
  - d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
20. The decision of the competent authority in all matters relating to the eligibility of the candidate, interview and selection would be final and binding on all the candidates.
  21. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Amritsar, Punjab only.
  22. Applicants should take due care while filing online information for different positions. Once submitted online, the application cannot be altered/resubmitted under any circumstances. Further, no request to make changes to any data/ particular will be entertained once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling out the application online.
  23. The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
  24. Appointment Letters issued by the Institute to the finally selected candidates shall be provisional. The Institute shall verify the antecedents or documents (subject to character/antecedent/Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the interview. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand canceled, and their services may be terminated.
  25. Canvassing in any form and/or bringing any influence, political or otherwise, will definitely be treated as a disqualification for the post applied for.
  26. Travel Fare (to and fro) will be reimbursed to candidates on the shortest route as per the following table:

Group - A	AC 2 <sup>nd</sup> Class/Chair Car Train, or AC Bus for the interview
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\*Note: TA will be reimbursed subject to the production of tickets only. No local conveyance and accommodation charges shall be paid.

#### **Application Procedure:**

1. The candidates are required to apply **ONLINE** only from **11.04.2026** to **01.05.2026** up to **5:30 PM**.
2. For Submission of the application through online mode, please visit <https://iimamritsar.ac.in/quick-links/careers>.
3. The application fee shall be paid through online mode only (Debit/Credit Card/Net Banking) while filling the online application form.
4. The Institute also reserves the right to extend the closing date for receipt of applications.
5. While filling the application form, candidates have to upload their educational certificates, experience certificates with the latest salary slip (if any) and other certificates with clear visibility. If such certificates are found missing or illegible, their candidature will be summarily rejected, and no communication will be made/entertained in this regard.
6. Incomplete applications will be summarily rejected, applications received after the last date shall not be entertained, and the Institute will not be responsible for any delay.
7. After successfully submitting an online application, candidates must take a printout of the application



form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute at the time of the Interview.

8. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's website only.
9. Correspondence, if any, from the Institute, including the interview call letter of the shortlisted candidates, shall be sent to the Email ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct Email ID. The Institute shall entertain no interim correspondence or personal inquiries in this regard.
10. For updates, please visit the Institute's website, i.e., [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in).
11. For any query related to the above, kindly contact [recruitment@iimamritsar.ac.in](mailto:recruitment@iimamritsar.ac.in).

Sd/-  
**Dean Administration**

**SC/ST Certificate Format****FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND SCHEDULED TRIBES (ST) CANDIDATES**

1. This is to certify that Shri/ Shirmati/ Kumari\* \_\_\_\_\_ son/daughter\*  
of \_\_\_\_\_ of Village/Town\* \_\_\_\_\_  
District/Division\* \_\_\_\_\_ of State/Union Territory\* \_\_\_\_\_ belongs to  
the \_\_\_\_\_ 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 Lists (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 Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

- \* 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 (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;**
- \* The Constitution (Dadara 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 Tribes) Order (Second Amendment) Act, 1991.

2. # 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 State/Union  
Territory\* \_\_\_\_\_ who belong to the Caste / Tribe\* which is recognised as a Scheduled Caste /  
Scheduled Tribe\* in the State / Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ dated  
\_\_\_\_\_.

3. Shri/ Shrimati/ Kumari \* \_\_\_\_\_ and / or\* his / her\* family ordinarily reside(s)\*\* in Village/Town\*  
\_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State Union Territory\* of \_\_\_\_\_.

Signature: \_\_\_\_\_  
Designation \_\_\_\_\_  
(with seal of the Office)

Place: \_\_\_\_\_ State/Union Territory\* \_\_\_\_\_

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

\* Please delete the word(s) which are not applicable.

# Applicable in the case of SC/ST Persons who have migrated from another State/UT.

**IMPORTANT NOTES**

The term "ordinarily reside(s)\*\*" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Island).
6. Certificate issued by any other authority will be rejected.

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

This is to certify that Shri/Shrimati/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:

@Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19- 10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5- 95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in village/town \_\_\_\_\_ of \_\_\_\_\_ District/Division of the State/Union Territory of \_\_\_\_\_. 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, O.M. No. 36033/3/2004-Estt. (Res.) dated 9<sup>th</sup>March, 2004 and O.M. No. 36033/3/2004- Estt. (Res.) dated 14<sup>th</sup>October, 2008.

Date: Place:

Signature  
Designation  
Official Seal

NOTE: The term "Ordinarily" 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 OBC 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).

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

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

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

**VALID FOR THE YEAR** \_\_\_\_\_

1. This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her “family”\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

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

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size attested photograph of the applicant

**The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the**

\* **Note1:** Income covered all sources i.e. salary, agricultural, business, profession, etc.

\*\* **Note2:** The term “Family” for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\* **Note3:** 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.