



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय Central University of Himachal Pradesh

NON-TEACHING AND OTHER ACADEMIC POSTS

INFORMATION AT A GLANCE

(Please refer to Information Brochure & Guidelines for details)

Important Dates and Fee Details:

Online Submission of Application Form	1 December 2023 to 21 December 2023			
Last date of successful transaction of fee through Credit/Debit Card/Net-Banking/UPI	21 December 2023 (up to 23:50 hrs)			
Correction in Particulars of Application Form on website only	22 December 2023 to 25 December 2023			
Downloading of Admit Cards from NTA Website by the Candidates who have submitted Applications with successful payment of the prescribed fee online through the Portal (https://exams.nta.ac.in/ and https://currect.ntaonline.in/)	To be announced later through the Website			
Date of Examination	To be announced later through the Website			
Timing of Examination	As indicated on the Admit Card			
Centre, Date and Shift the Examination	As indicated on Admit Card			
Display of Recorded Responses and Answer Keys	To be announced later on the Website			
Website	https://exams.nta.ac.in/ and https://currect.ntaonline.in/			
Declaration of Result on NTA Website	To be announced later through the Website			
Fee Details to be payable by the Candidates				
Category	Application Processing Fee			Remarks
	Group 'A' Posts	Group 'B' Posts	Group 'C' Posts	
General (Unreserved)/OBC/EWS	Rs.1,500.00	Rs.1,000.00	Rs.1000.00	Processing Charges & Goods and Services Tax (GST) are to be paid by the candidate to the concerned Bank/ Payment Gateway Integrator, as applicable
SC/ST/Transgender/ PwBD <i>[minimum disability 40% or above]</i>	Rs.1,000.00	Rs.600.00	Rs.600.00	

*[*OBC-NCL (Other Backward Classes)-NCL (Non-Creamy Layer) as per the Central List of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on <http://www.ncbc.nic.in/>) may mention OBC-NCL in the Category Column. State list OBC-NCL Candidates who are not in OBC-NCL (Central List) must choose Unreserved/General.]*

- Candidates can apply through "Online" mode only for the post(s) as per the advertisement/ vacancy circular.
- Submission of Online Application Form may be done by accessing National Testing Agency (hereinafter referred to as 'NTA') website: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/>. The Application Form in any other mode will not be accepted.
- Only one application is to be submitted by a candidate for one of the posts for which (s)he is eligible. If it is found at a later stage that a candidate has submitted more than one Application Form for same post, his candidature shall be summarily rejected for all post(s). However, a candidate can apply for more than one posts for which (s)he is eligible, for which (s)he has to submit separate application online with payment of prescribed fees separately.

4. Candidates must follow the instructions given in the Information Brochure/Vacancy Circular and on the Portal: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> strictly. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that E-mail Address and Mobile Number provided **in the Online Application Form are their own**, as all information/communication will be sent by NTA through e-mail on the **registered e-mail address or SMS on registered Mobile Number only**.
6. **Instructions to the Candidates for filling Online Application Form:**
 - (a) **Download Information Brochure and Replica of Application Form.** Read these carefully to ensure your eligibility. In case a candidate is found to fill up more than one application for the same post, the admit card will be cancelled/withheld and his/her candidature will be forfeited for this/future examination. However, a Candidate can apply for more than one posts for which (s)he is eligible, for which (s)he has to submit separate application online with payment of prescribed fee separately.
 - (b) **Follow the steps given below to Apply Online:**
 - Step - 1: Apply for Online Registration using your unique Email Id and Mobile Number.**
 - Step - 2: Fill in the Online Application Form and note down the system-generated Application Number.**
 - Step - 3: Upload the scanned images of: (i) latest passport size photograph (file size: 10 kb to 200 kb); (ii) signature (file size: 4kb - 30kb) (*in case of any eventuality of left thumb being unavailable, right hand thumb impression may be used.*); (iii) Class - X Certificate as documentary proof of Date of Birth (file size: 50 kb to 300 kb); (iv) employment certificate (wherever applicable) (file size: 50 kb to 300kb); (v) category certificate (SC/ST/OBC-NCL/EWS, wherever applicable) (file size: 50 kb to 300 kb); and (vi) PwBD Certificate (wherever applicable) (filesize: 50 kb to 300 kb) in jpg/jpeg format/file.**
 - Step - 4: Pay fee using HDFC and IDBI Bank Gateway through Debit Card/ Credit Card/Net-Banking/ UPI/ Wallet and keep proof of fee paid safely for future reference.**
 - (c) **All the 4 Steps can be done together in one go or at different times.**
 - I. **In case the Confirmation Page is not generated after payment of prescribed fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (*in the helpline number and email given in ANNEXURE - 8 of the Information Brochure*), for ensuring the successful payment.**
 - II. In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
 - III. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.
 - (d) Download, save and print copies of the confirmation page of your Application Form after successful remittance of fee and keep the same safely for future reference.

7. The Candidates have to appear at their own cost at the Examination Centre on Date and Timing indicated on their Admit Card issued by the NTA.
8. Any request to change the Examination Centre, Date and Time provided on the Admit Card shall not be considered under any circumstances.
9. Candidates are advised to visit the websites: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> at regular intervals and also to check their E-mail/SMS for updates.

Note:

1. *The final submission of Online Application Form will remain incomplete if Step - 3 and Step - 4 under Point 6 above are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.*
2. *No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstance (except to the Candidates who might have ended up in paying application fee more than once due to the any technical issue with the server of the bank/payment gateway concerned. However, such refund would be made only after ascertaining the actual receipt of payment of prescribed application/exam fee more than once, which would be possible only after reconciliation of fee data as received from the banks concerned with the fee data recorded in the NIC Server.*
3. *The entire application process of the HPCU Recruitment Test - 2023 is online, including uploading of scanned images, payment of fees, and printing of confirmation page, etc. **Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA or Central University Jharkhand (hereinafter referred to as 'HPCU') through Post/Fax/by Hand/E-mail.***

DISCLAIMER

Candidates are advised to read the Information Brochure/Vacancy Circular carefully and go through the instructions therein, especially regarding filling of Online Application Form available on: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/>, before starting online registration.

Candidates should ensure that all information entered during the online registration process is correct.

Online information provided by candidates, like, name of candidate, date of birth, contact/address details, Category and PwBD status, educational qualifications, and experience details, etc. will be treated as correct/final. Any request for changes in such information after the closure of correction period will not be considered by NTA under any circumstances. Any candidate found to mislead by providing inaccurate information will be debarred from taking this recruitment examination and his /her candidature for any post shall be automatically treated as forfeited.

NTA disclaims any liability that may arise due to incorrect information provided by the candidate(s) during registration/application process.

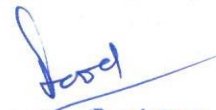
NTA does not edit/modify/alter any information entered by the candidates after completion of application process under any circumstances. NTA does not guarantee that any request for change in information thereafter will be entertained. Therefore, candidates are advised to exercise utmost caution and care for filling up correct details in the Application Form.

Final Advertisement for Recruitment of Non-Teaching positions (Group B & Group C)

Sr. No.	Positions	Pay Level	No. of Posts
'Group-B' Posts (On Direct Recruitment Basis):			
1.	Hindi Translator	Level-06	01 (UR -PWD-OH)
2.	Private Secretary	Level-07	02 (UR-02)
3.	Security Officer	Level-07	01 (UR)
4.	Personal Assistant	Level-06	03 (UR-03)
Total 'Group-B' Posts			07
'Group-C' Posts (On Direct Recruitment Basis):			
1.	Cook	Level-02	02 (UR-02)
2.	Kitchen Attendant	Level-01	02 (UR-02)
3.	Hostel Attendant	Level-01	01 (UR)
4.	Laboratory Assistant	Level-04	01 (UR)
5.	Laboratory Attendant	Level-01	01 (UR)
6.	Library Attendant	Level-01	03 (UR-01, UR-01-PWD-VH-LV & SC-01)
7.	Multi-Tasking Staff	Level-01	01 (UR)
8.	Statistical Assistant	Level-05	01 (UR)
9.	Upper Division Clerk (UDC)	Level-04	02 (UR-02)
10.	Lower Division Clerk (LDC)	Level-02	08 (UR-04, OBC-01, SC-02 & 01-Ex-Serviceman)
11.	Security Inspector	Level-05	01 (UR)
12.	Lower Division Clerk (Guest House)	Level-02	UR-01 (on contract basis against Lien Vacancy)
13.	Laboratory Attendant	Level-01	UR-01 (on contract basis against Lien Vacancy)
Total 'Group-C' Posts			25

HINDI TRANSLATOR

1	Name of Post	Hindi Translator
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



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PRIVATE SECRETARY

1	Name of Post	Private Secretary
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group - B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion: Personal Assistant with 05 (five) years regular service in Level 6on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7..</p> <p>Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



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SECURITY OFFICER

1	Name of Post	Security Officer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation: Officer from the Central/ State Govt./ Universities/ Other autonomous organizations.</p> <p>i. Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>ii. With three years regular service in the relevant field in the Level 6.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.


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PERSONAL ASSISTANT

1	Name of Post	Personal Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<ol style="list-style-type: none"> i) 75% by promotion failing which by deputation. ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion : Stenographer with 05 (five) years regular service in Level 4on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.</p> <p>Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.</p>
12	Composition of DPC or Selection Committee	As per schedule 2 of these Rules.

COOK

1	Name of Post	Cook
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: 1. 10 th Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



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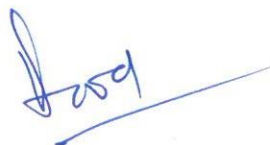
KITCHEN ATTENDANT

1	Name of Post	Kitchen Attendant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>1. 10th Pass from any State/ Central School / Board.</p> <p style="text-align: center;">OR</p> <p>ITI Trade Certificate in the relevant trade.</p> <p>2. Two years experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of reputed organizations/ University</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.


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HOSTEL ATTENDANT

1	Name of Post	Hostel Attendant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) 10 th Pass from any State/ Central School / Board OR ITI Pass (ii) At least two years of experience in a Hostel / Canteen/ Hotel/ Guest House etc.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



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LABORATORY ASSISTANT

1	Name of Post	Laboratory Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Laboratory Attendant with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



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LABORATORY ATTENDANT

1	Name of Post	Laboratory Attendant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



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LIBRARY ATTENDANT


1	Name of Post	Library Attendant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
	Educational and other qualifications required for direct recruits	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



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MULTI TASKING STAFF

1	Name of Post	Multi-Tasking Staff (MTS)
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 10 th Pass from a recognized Board. OR ITI Pass.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.


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STATISTICAL ASSISTANT

1	Name of Post	Statistical Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Bachelor's Degree in Statistics OR Bachelor's degree in Mathematics with Statistics as one of the subjects OR Bachelor's degree in Economics with Statistics as one of the subjects OR Bachelor's degree in Commerce with Statistics as one of the subjects
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



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UPPER DIVISION CLERK

1	Name of Post	Upper Division Clerk
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Lower Division Clerk/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

**The post of Hindi Typist is to be clubbed with LDC for the purpose of Career progression with bottom seniority in future, inter-se-seniority between the two cadre shall be maintained.*



Registrar
VC's Secretariat, Near HPCA
Cricket Stadium, Dharamshala
Central University of Himachal Pradesh
District Kangra (H.P.)-176215

LOWER DIVISION CLERK

1	Name of Post	Lower Division Clerk
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years** Note: The panel shall be valid for a period of one year. iii. Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent. The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22nd April, 2015.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation /	As in Column No. 10

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Registrar
VC's Secretariat, Near HPCA
Cricket Stadium, Dharamshala
Central University of Himachal Pradesh
District Kangra (H.P.)-176215

	absorption to be made	
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

****Only those Group-C (Level-1) employees, who are holding the posts of MTS/Isolated posts shall be considered eligible for the post of LDC through Departmental Qualifying Examination.**



Registrar
VC's Secretariat, Near HPCA
Cricket Stadium, Dharamshala
Central University of Himachal Pradesh
District Kangra (H.P.)-176215

SECURITY INSPECTOR

1	Name of Post	Security Inspector
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.</p> <p style="text-align: center;">OR</p> Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination. <p style="text-align: center;">AND</p> Holding a valid Driving License (LMV / Motor cycle).
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.


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 VC's Secretariat, Near HPCA
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 Central University of Himachal Pradesh
 District Kangra (H.P.)-176215

II. TIME LIMIT FOR RECRUITMENT PROCESS

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview may be completed within six months. (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

III. APPLICATION FORM

- (a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.
- (b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the "**Name of University**" through online/offline payment.
- (c) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.
- (d) **Receipt of applications after the closing date:**
 - The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the university website. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications, and the applications received after the due date, shall not be entertained.
 - The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.
 - In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.
- (e) The application should be addressed to "The Registrar, "**Name of the University**" in a closed cover super-scribing "Application for the post of".
- (f) **Holding of Written/Skill Tests:**
 - While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group "B" and "C" Non-Teaching posts.
 - The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations,

Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.

- The University may conduct written tests in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
- The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.
- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

- (g) The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper I and Paper II or single written (descriptive test) test as the case may be for the preparation of the merit list.
- (h) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (i) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
- (j) The University may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:

- 12.1** The Composition of Selection Committee shall be as prescribed in the Statutes/Ordinances/UGC Regulations/Notifications/Guidelines/Schedule of CRRs.
- 12.2** The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.
- 12.3** If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.

1.1. **The Scheme of Examination for Group B is given below:**

Scheme of examination for Group B posts.			
Stage 1	Section	Subject	Marks
MCQ Type	Section – 1	General Awareness	20
	Section – 2	Reasoning and General Intelligence	20
	Section – 3	Mathematical Abilities	20
	Section – 4	Computer Knowledge	20
	Section – 5	Hindi or English Language	20
Total			100 Question =100 Marks
			Duration 120 Minutes
Stage 2	Section	Subject	Marks
Descriptive Test	Section – 1	EASSAY Writing (300 Words)	20
	Section – 2	Letter writing	20
	Section – 3	Comprehension	20
	Section – 4	English to Hindi (100 -150 Words Each)	20
	Section – 5	Drafting	20
Total			05 Question =100 Marks
			Duration 120 Minutes
Tire-II	Skill Test/Trade test		Qualifying in nature

Disclaimer: NTA/University can re-conduct the examination at any stage of the exam if required.

1.1. **The Scheme of Examination For Group C is given below:**

Scheme of examination for Group C posts.			
Stage 1	Section	Subject	Marks
MCQ Type	Section – 1	General Awareness	20
	Section – 2	Reasoning and General Intelligence	20
	Section – 3	Mathematical Abilities	20
	Section – 4	Computer Knowledge	20
	Section – 5	Hindi or English Language	20
Total			100 Question =100 Marks
			Duration 120 Minutes
Stage 2	Skill Test / Trade Test (<i>Wherever applicable</i>)		Qualifying in nature

Disclaimer: NTA/University can re-conduct the examination at any stage of the exam if required.

AGE RELAXATION

- a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (Central List), Persons with Disabilities (PwBD), Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular Service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the Competent Authority.

- c. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of Written Examination/Interview (if applicable) also even if the same has been submitted earlier.
- d. The above provisions are summarized in the table given below:

Sl.	Category	Age Relaxation permissible beyond the Upper Age Limit (prescribed in the section for qualifications)
1.	SC/ST	5 years
2.	Other Backward Class (Non-Creamy Layer) [OBC (NCL)]	3 years
3.	PwBD	10 years
4.	PwBD + OBC (NCL)	13 years
5.	PwBD + SC/ST	15 years
6.	Ex-Servicemen and Commissioned Officers including ECO/ SSCOs.	Period of Military Service plus 5 years
7.	Disabled Defence Services Personnel.	3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.
8.	Widows/Divorced Women/ Women Judicially separated and who are not remarried.	Up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes) but no relaxation of educational qualification or method of recruitment.
9.	Permanent Employee in Government Departments / Statutory or Autonomous Bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings.	5 years or the number of years (<i>in completed years</i>) whichever is less provided they have rendered at least three years regular service in the Government Departments/Statutory or Autonomous Bodies/ Universities/affiliated or constituent colleges under the University/ Public Sector Undertakings.

Note: The age relaxation shall be subject to the condition that maximum age of the applicant on the last date of submission of online application shall not exceed 56 years.

2. There would be a further relaxation of 5% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwBD category.

However, SC/ST/OBC (NCL)/PwBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/ PwBD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR (Unreserved).

PROVISIONS RELATING TO PERSONS WITH BENCHMARK DISABILITIES (PwBD)

A. *Guidelines for conducting Written Examination for Persons with Benchmark Disabilities above 40% vide letter dated 29 August 2018 from Ministry of Social Justice and Empowerment Provisions relating to Persons with Disability (PwBD):*

As per Section 2(t) of the RPwD Act, “**Persons with Disability (PwBD)**” means a person with long- term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

According to Section 2(r) of the RPwD Act, 2016, “**persons with benchmark disabilities**” means **a person with not less than forty percent (40%) of a specified disability** where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

Facilities for PwBD candidates to appear in the Exam:

As per the guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan) under the Ministry of Social Justice and Empowerment issued from time to time on the subject: “Written Examination for Persons with Benchmark Disabilities”, for the candidate with one of the benchmark disabilities [as defined in Section 2(r) of RPwD Act, 2016], holding a Disability Certificate in the prescribed format in the Rights of Person with Disabilities Rules, 2017.

- a. *The facility of Scribe*, in case he/she has a **physical limitation, and a scribe is essential to write the examination on his/her behalf**, being so certified in the aforesaid format by a CMO/Civil Surgeon/ Medical Superintendent of a Government Health Care Institution.
- b. *Compensatory time* of **one hour** for examination of **three hours** duration, whether such candidate uses the facility of Scribe or not.

Services of a Scribe:

As per the office memorandum of the Ministry of Social Justice and Empowerment (Reference: F.No. 34-02/2015-DDIII dated August 29, 2018), the PwBD candidates who are visually impaired OR have a disability in the upper limbs OR have lost fingers/hands thereby preventing them from properly operating the Computer Based Test platform may avail the services of a scribe (amanuensis).

The scribe will help the Candidate in reading the questions and/or keying in the answers as per the directions of the Candidate. A scribe will **NEITHER** explain the questions **NOR** suggest any solutions. PwBD candidates who desire to avail the services of a scribe need to opt for this during the online registration.

If it is found at any stage that a candidate has availed the services of a scribe and/or availed the compensatory time but does not possess the extent of disability that warrants the use of a scribe and/or grant of compensatory time, the candidate will be excluded from the process of evaluation, ranking, counselling, and admission. In case such a candidate has already been admitted to any Institution, the admission of the candidate will be cancelled. The NTA does not guarantee any change in the category or sub-category (PwBD status) after the submission of the Online Application Form, and in any case, no change will be entertained by NTA.

Candidates must note that the benefit of reservation will be given to them subject to verification of documents. If it is discovered at any stage that a candidate has used a false/fake/incorrect document, or has furnished false, incorrect, or incomplete information, in order to avail the benefit of reservation, then such a candidate shall be excluded from all admission processes. In case such a candidate has already been given admission, the admission shall stand cancelled.

Note:

1. *The minimum degree of disability should be 40% (Benchmark Disability) in order to be eligible for availing reservation for persons with specified disability.*
2. *The extent of "specified disability" in a person shall be assessed in accordance with the "Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 (49 of 2016)" notified in the Gazette of India by the Ministry of Social Justice and Empowerment [Department of Empowerment of Persons with Disabilities (Divyangjan)] on 4th January 2018.*
3. *No change in the category will be entertained after the last date specified by NTA.*

B. Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing.

- I. These guidelines may be called as Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing.
- II. The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution.
- III. The medical authority for the purpose of certification as mentioned in point (II) above should be a multi-member authority comprising the following:
 - a. Chief Medical officer/Civil Surgeon/Chief District Medical Officer Chairperson
 - b. Orthopedic/PMR specialist
 - c. Neurologist, if available*
 - d. Clinical Psychologist/Rehabilitation Psychologist/ Psychiatrist/Special Educator
 - e. Occupational therapist, if available*
 - f. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.
(the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the district)*
- IV. Compensatory time not less than 20 minutes per hour of the examination should be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.

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

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

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

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

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

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

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

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

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

(With Seal of Office)
State/Union Territory*

Place:

Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

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

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kum*. _____ Son / Daughter* of Shri / Smt.* _____ of Village/Town* _____ District/Division* _____ in the _____ State belongs to the _____

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/1/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 80 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

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

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Certificate of Disability

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

[See Rule 18(1)]

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

Recent PP 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
 Age..... Years, Male/Female.....
 (DD/MM/YYYY)

Registration No. Permanent Resident of House No.
 Ward/Village/Street..... Post Office..... District.....
 State....., whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

- *Locomotor Disability
- *Dwarfism
- *Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

(1) He/She has % (in figure)..... percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her (part of body) as per guidelines (to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued
--

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

NO OBJECTION CERTIFICATE

This is to certify that Dr/Sh./Smt _____ is presently holding the post of _____ on regular/ temporary/tenure/contract basis in our Organization/Department/Institute in the Pay Scale of _____ (Level _____ as per 7th CPC) w.e.f ____ _.

This Organization/Department/Institute has no objection to Sh./Smt./Ms. _____ for applying for the post of _____ in Mahatma Gandhi Central University.

It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified.

This Organization is a Central Government /State Government/ or any other (please specify).

Authorised Signatory with Stamp

Place:Date:

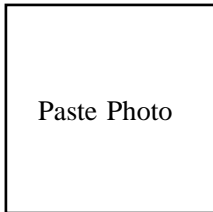
Cities for Exam Centres for
HPCU Recruitment Test (Non-Teaching Posts) 2023

State	City
Himachal Pradesh	Shimla
Himachal Pradesh	Dharmshala
Himachal Pradesh	Mandi
West Bengal	Kolkata
Assam	Guwahati
Delhi	Delhi/New Delhi
Tamil Nadu	Chennai
Maharashtra	Mumbai

Note: NTA/HPCU reserves the right to change any of the above-mentioned Cities that may have been opted by any candidate in his/her Online Application Form, at a later stage due to logistic reasons and may allot another City to him/her from his/her Choices of Cities, given in the Online Application Form.

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs _____ (*name of the candidate with disability*), a person with _____ (*nature and percentage of disability as mentioned in the certificate of disability*), S/o / D/o _____, a resident of _____ (*Village/District/State*) and to state that (s)he has physical limitation which hampers his/her writing capabilities owing to his/her disability.



Signature
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution
Name & Designation
Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

[Note: Certificate should be given by a specialist of the relevant stream/disability (e.g., Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic Specialist/PMR)]

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the examination venue) in the District _____ (name of the State/UT). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____.

In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

Name of Scribe	ID of the Scribe	ID NO.

PAYMENT OF EXAM FEE AND HELPLINES

1. Prescribed Examination Fee (*please see the Information at a Glance*) can be paid through any Bank/ Payment Gateway in any Payment Mode mentioned below. The service/processing charges per transaction & GST applicable thereon are to be paid by the candidate to the Bank/Payment Gateway concerned at the time of transaction [*except for payment made through Debit Card (Visa/Master)*]:

S.No	Mode of Payment	HDFC BANK		IDBI Bank	
1	Net Banking	HDFC	NIL Charge		MSF for processing through Inet banking: Rs 25.5/- for SBI & HDFC Txn Rs 10.5/- for Axis Bank Txn Rs 15/- for Kotak Bank Txn Rs 9/- for all other bank Txn
		Other Banks	NIL Charge		
2	Debit Cards	HDFC or Other Banks	Transaction upto Rs 2000/-	0 %	MSF for processing any Debit cards: 0.40% of transaction value upto Rs 2000/- 0.90% of Transaction value more than Rs 2000/-
			Transaction above Rs 2000/-	0 %	
3	Credit Cards	Domestic	Nil Charge		MSF for processing any Credit cards: 1.28% of transaction value.
		International	Nil Charge		MSF for processing any prepaid card/ Gift Card/ Wallets 3.00% of transaction value.
4	Unified Payment Interface (UPI)	Nil Charge		UPI Transaction charges	Nil Per transaction

2. **Helplines:**

Level	Name	Email ID	Contact Number
1	Ecom Support	Ecomsupport.delhi@hdfcbank.com	
2.	Pradeep Yadav	Pradeep.yadav10@hdfcbank.com	9625622301
3	Vikram Singh	Vikram.singh4@hdfcbank.com	9799810080
		CUSTOMERCARE@IDBI.CO.IN	18002094324, 1800221070

- a. NTA Helpdesk Contact details (incase the payment related issues are not resolved through the above-mentioned Helplines of the concerned Bank/Payment Gateway Integrator):

Email : cu.support@nta.ac.in

Phone No. 011-40759000

2. **Procedure to raise payment related Grievance:**

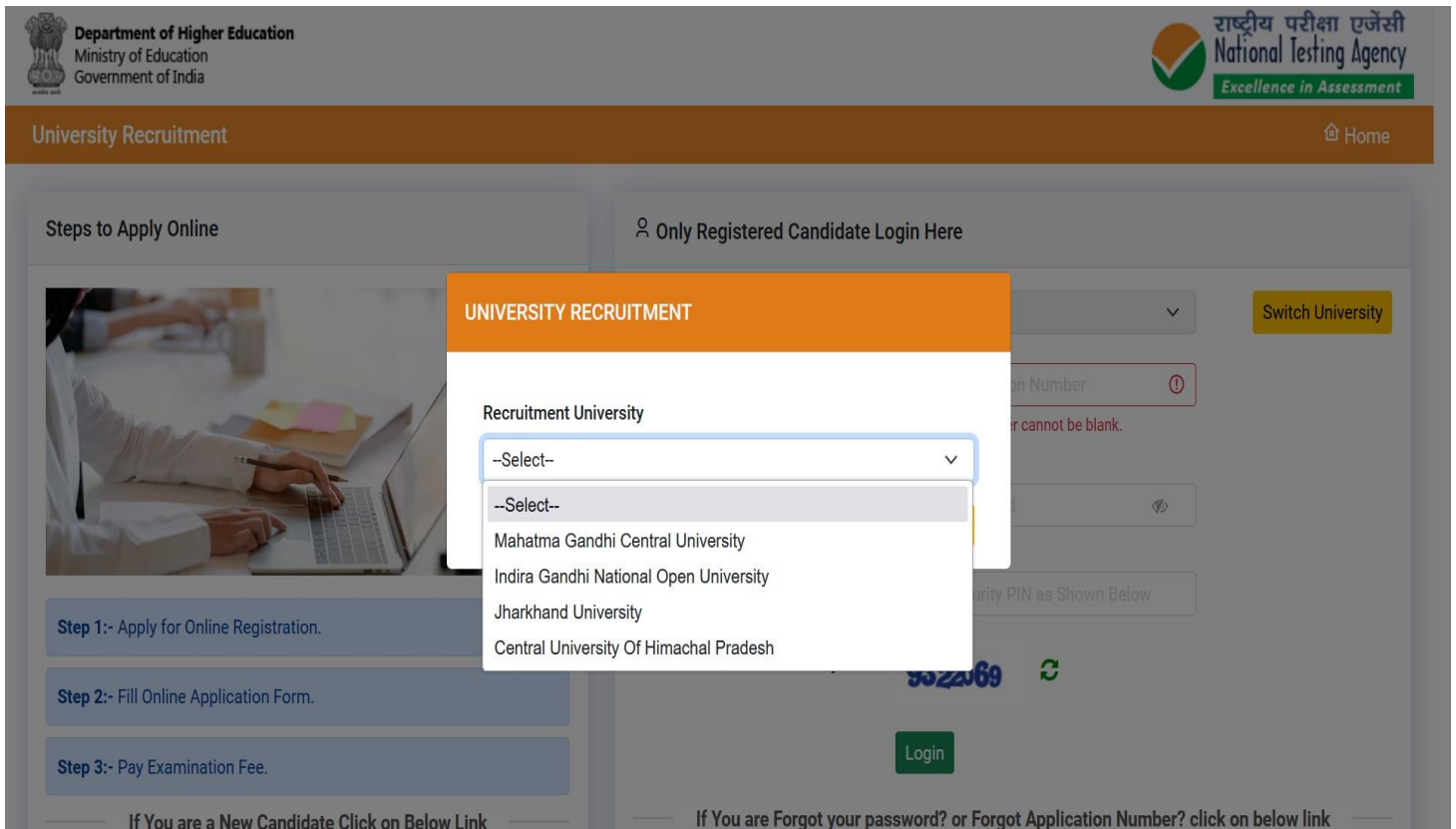
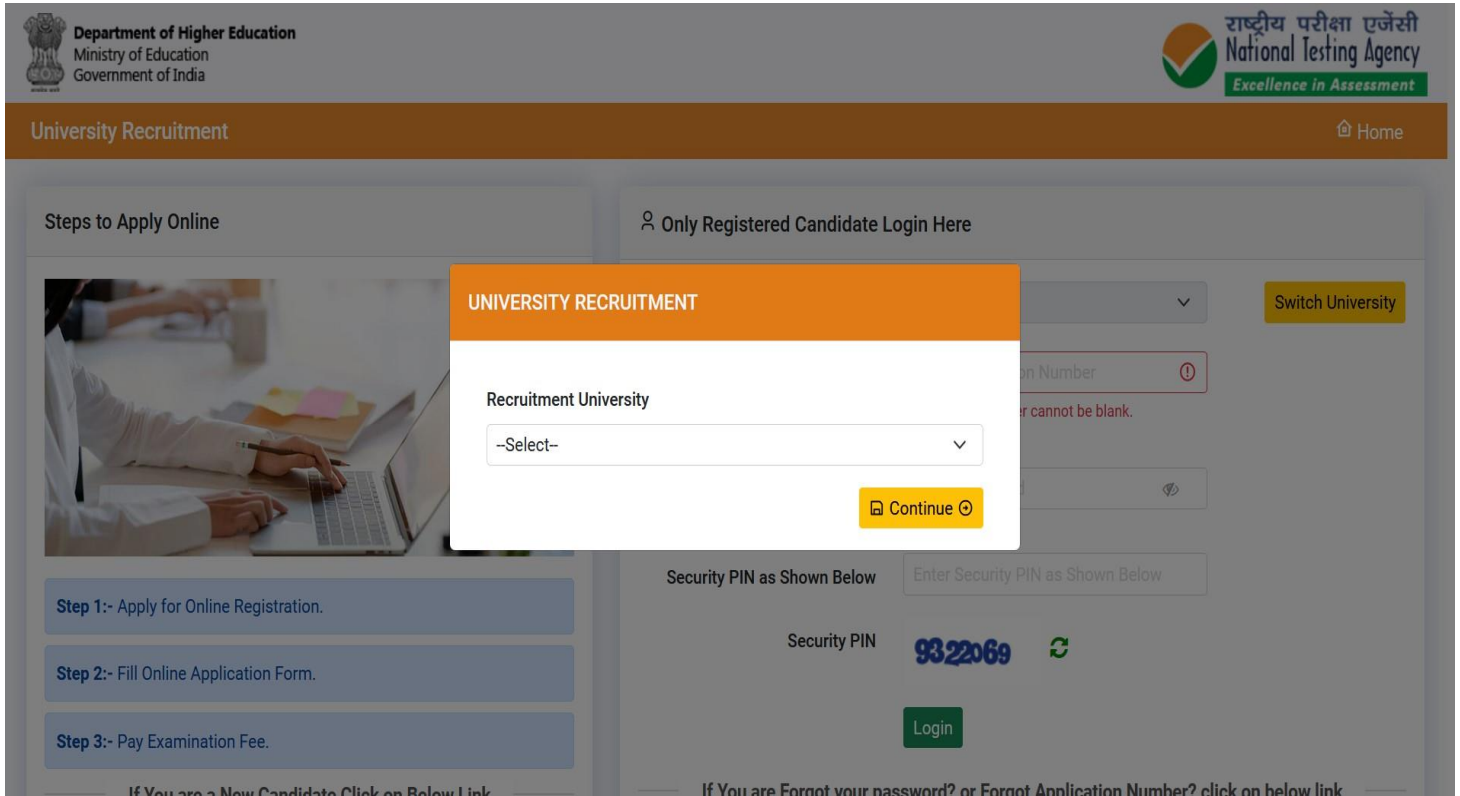
- a. After (successful completion of **Step - 4**, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate**.
- b. In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Annexure – 8** of the Information Brochure), for ensuring the successful payment.

- c. In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
- d. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

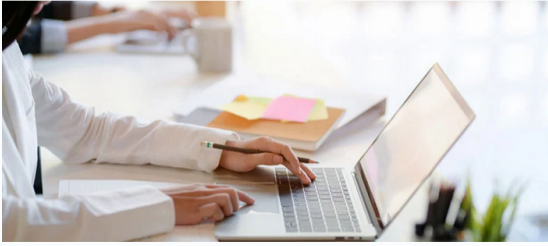
3. Information to be provided by the Candidate while raising any payment related query/grievance through QRS/Email/Helplines:

- a) Name of the Bank and /or payment Gateway.
- b) Date and Time of the Transaction
- c) Transaction Number
- d) Bank Reference Number
- e) Proof of Transaction
- f) Screenshot from the payment portal (in case of payment failure).

REPLICA OF ONLINE APPLICATION FORM



Steps to Apply Online



Step 1:- Apply for Online Registration.

Step 2:- Fill Online Application Form.

Step 3:- Pay Examination Fee.

If You are a New Candidate Click on Below Link

[New Candidate Register Here](#)

- [FAQ](#)
- [Public Notice - Inviting Online Application](#)

Only Registered Candidate Login Here

Application For Mahatma Gandhi Central University

[Switch University](#)

Application Number

Password

Security PIN as Shown Below

Security PIN

358501



Login

If You are Forgot your password? or Forgot Application Number? click on below link

[Forgot your password?](#)

[Forgot Application Number?](#)

[If you are not getting OTP please click here to verify your email](#)

Instructions and Procedure for online submission of Application Form

[Download Information Bulletin](#)

- Please read the instructions, procedure and information Bulletin carefully before you start filling the Application Form.
- Candidate can apply "ONLINE" only through the official website [https://mgcu.ac.in](#).
- Please ensure your eligibility as per the criteria laid down for Mahatma Gandhi Central University.

Examination Fee

Category	Group A	Group B	Group C
General (Unreserved) (OBC-BIS)	Rs. 1,000.00	Rs. 1,000.00	Rs. 750.00
SC/ST/General/PwBD (Minimum 45% in 10th or above)	Rs. 1,000.00	Rs. 750.00	Rs. 500.00

Processing charges and Credit & Service Taxes (GST) are to be paid by the candidate, as applicable.

The fee may be submitted through Net Banking/Debit Card/Credit Card/UP

- Application Procedure: Steps to be followed to apply online.
 - Step 1 (REGISTRATION FORM): Register for the Online Application Form and note down the system generated Application Number. The candidate should apply the required Registration details while filling the Online Application Form and is also required to create a PASSWORD and choose Security Question and enter his/her Answer. After successful submission of the personal details, an Application Number will be generated and it will be used to complete the remaining Steps of the Application Form and will also be required for all future correspondence. For subsequent logins, the candidate will be able to login directly with the respective system generated Application Number and created Password.
 - Step 2 (APPLICATION FORM): The Candidate can log in with the system generated Application Number and pre-created Password for completing the Application Form including Application filling up of personal details, applying for the Paper, providing the details of Educational Qualifications, and uploading the images and documents Form.

Upload Scanned Images of Candidate Photograph, Signature, Category Certificate (wherever applicable), PWD Certificate (wherever applicable) and Recent Awaiting Certificate (wherever applicable)

- The recent photograph should be colour or black/white (not with clear contrast).
- Scanned photograph and signature should be in .JPG format.
- Size of the scanned photograph should be between 10 kb to 300 kb.
- Size of the scanned signature should be between 4 kb to 30 kb.
- Size of the scanned copy of the certificates should be between 10 kb to 300 kb.

Note: The Candidate has to upload only his/her photograph, signature, and certificate(s) (as mentioned above) in a correct proper manner, as the facility for correction will not be given in the future. In case, it is found at any time in the future that the Candidate has used/uploaded the photograph, signature, and certificate(s) of off someone else in his/her Application Form/Admit Card, or he/she has tampered his/her Admit Card/Result/Boardwork, these acts of the candidate shall be treated as unfair means (UPM) Practices.

Please check your photograph and signature before submission of the Application Form. In case the photograph or signature is blurred or not visible to identify the identity of the candidate then, the application will be rejected and no option for correction or revision will be permitted.

Step 3: Pay Examination Fee by Net Banking/Debit Card/Credit Card/UP

The candidate has to pay the application fee and follow the online instruction to complete the payment of fee. After the successful payment, candidate will be able to print the Confirmation Page. In case the Confirmation Page is not generated after the payment of fee then the transaction is cancelled and the candidate has to approach the concerned bank for refund of the amount. However the candidate has to make another payment transaction. In case the Confirmation Page is not generated.

THESE STEPS CAN BE DONE TOGETHER OR SEPARATELY ALSO.

Important instruction about PASSWORD

- During online form filling, the candidate will be required to choose PASSWORD and Security Question and its Answer. Candidate is advised to record/remember their password for all future logins.
- For subsequent logins, candidate will be able to login directly with their respective system generated Application Number and the chosen Password.
- Candidate is advised not to discuss or share their password with anybody. Neither NTA will be responsible for the violation or misuse of the password of a candidate.
- Candidate can change his/her passwords after login, if desired.

5. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons

The Password must be as per the following Password policy:

- Password must be 6 to 13 characters long.
- Password must have at least one upper case alphabet.
- Password must have at least one lower case alphabet.
- Password must have at least one numeric value.
- Password must have at least one special character like @, #, \$, %.

How to reset your Password: The following options are available to reset Password

- Using Security Question & its Answer you choose during Form filling.
- Using a verification code sent via text message (SMS) to your Registered Mobile No.
- Using a reset link sent via Email to your Registered Email address.

8. The Application Number printed on the computer generated Confirmation Page must be mentioned in all such correspondence. It is therefore essential to note down the application number printed on the Confirmation Page.

9. Only one application is to be submitted by a candidate. Hence more than one application i.e. Multiple application forms submitted by a candidate will be rejected.

10. Applicants applying under reservation should ensure having valid certification and would require to provide them when asked for.

11. Have Downloaded the Information Bulletin of Mahatma Gandhi Central University, read and understood all the instructions therein and fill up the online Application Form for the Mahatma Gandhi Central University accordingly.

certificate

Candidate Name*



Father Name*

Mother Name*

Date of Birth*

-Month-

-Year-

Email Address*

Confirm Email Address*

Gender*

Mobile Number*

Confirm Mobile Number*

Alternate Mobile Number

Identity Type*

Identification Number*

Same as present address

Premises No./Name*

Sub-Locality(Optional)

Locality*

Country*

State/UT*

District*

Pin Code*

Choose Password

Password*

Confirm Password*

Security Question*

Security Answer*

Security Pin

Enter Security Pin(Case Sensitive)*

564905



Submit

Personal Details

Recruitment University Name:	Mahatma Gandhi Central University	Father Name:	RAM KUMAR
Candidate Name:	YOGESH	Date Of Birth:	02-2-1990
Mother Name:	RADHA RANI	Gender:	Male
Email Address:	[REDACTED]	Alternate Mobile:	
Candidate Mobile:	[REDACTED]	Identity Number:	aispy3412d
Identity Type:	PAN CARD		

Present Address

Premises Name:	A 3 NSIC BUILDING	Sublocality:	
Locality:	OKHLA	Country:	INDIA
State Name:	DELHI	District Name:	SOUTH WEST DELHI
Pincode:	110045		

Permanent Address

Premises Name:	A 3 NSIC BUILDING	Sublocality:	
Locality:	OKHLA	Country:	INDIA
State Name:	DELHI	District Name:	SOUTH WEST DELHI
Pincode:	110045		

Security Details

Security Question:	WHAT IS YOUR MOTHER NAME	Security Answer:	RADHA
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Particulars checklist to be verified

Kindly verify all the particulars used below carefully and ensure you have filled correct information. No change will be permitted once the Registration form is submitted at any later stage of the examination.

- My Name
- Father Name
- Mother Name
- Date Of Birth
- Mobile Number
- Email ID
- Gender

Declaration

I hereby declare that I have filled up this online application after carefully reading the Bulletin and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared/ my candidature may stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application, I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notice and Advisories issued by NTA regarding this exam time to time.

I Agree

[EDIT Registration Form](#) [Submit and Send OTP](#)

Confirm !!

Do you wish to submit Registration Form and Get OTP?

[Yes](#) [No](#)

Email OTP* ⓘ

Email Otp is required

Captcha * 8618 743 ↻

[Verify](#) [Resend OTP](#)

✓

Thank you for registration. Please check your email for OTP.

[Ok](#)

Verify OTP

Email OTP* ✓

Captcha*  ✓

[Resend OTP](#)



Your account has been verified. Your application number has been sent to your email address. Please login to the application portal using your application number and password to complete your application. If you have not received your application number in your email, please check your spam or junk folder

Ok

Security PIN as shown below

Candidate's Name *: <input type="text" value="YOGESH"/>	Date of Birth *: <input type="text" value="02"/> <input type="text" value="February"/> <input type="text" value="1990"/>
Gender *: <input type="text" value="Male"/>	Father's/ Guardian's Name *: <input type="text" value="RAM KUMAR"/>
Mother's/ Guardian's Name *: <input type="text" value="RADHA RANI"/>	Nationality *: <input type="text" value="INDIAN"/>
Identity Type *: <input type="text" value="PAN CARD"/>	Identification Number *: <input type="text" value="AISPY3412D"/>
Category *: <input type="text" value="-Select-"/>	Are you a PwD candidate as per the provisions of the RPwD Act 2016 ? *: <input type="text" value="-Select-"/>
Are You Diabetic ? *: <input type="text" value="-Select-"/>	Annual Income of the Parents/Guardian *: <input type="text" value="-Select-"/>
Marital Status *: <input type="text" value="-Select-"/>	Are You a Disabled Defence Service Personnel ? *: <input type="text" value="-Select-"/>
Are You a Ex-Service Man ? *: <input type="text" value="-Select-"/>	Are you a Meritorious Sports Person ? *: <input type="text" value="-Select-"/>
Are you a Government Employee ? *: <input type="text" value="-Select-"/>	

Captcha* 

I AGREE

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आधार विवरण (Aadhaar Detail)

Registration Application Payment

क्या आपके पास आधार नंबर है? (Do you have Aadhaar Number?) *

--Select--

Captcha *

6612299



Enter verification code

I AGREE

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Save & Next

Exam Center And Details

Registration Application Payment

Question Paper Medium *

--Select--

1st Choice For Exam City *

--Select State--

--Select City--

2nd Choice For Exam City *

--Select State--

--Select City--

3rd Choice For Exam City *

--Select State--

--Select City--

Captcha *

741566



Enter verification code

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Qualification Details

Registration Application Payment

Education Details (10th or equivalent Marks Details)

Pass Status *

--Select--

Year of Passing *

--Select--

Course/Stream Name *

--Select--

Medium of Study *

--Select--

Board/University Name *

--Select--

School Name And Address *

ENTER SCHOOL NAME AND ADDRESS

Result Mode *

--Select--

Education Details (12th or equivalent Marks Details)

12th Student ?*

--Select--

Captcha *

356107

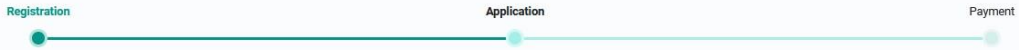


Enter verification code

I AGREE

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Additional Details



Additional Qualification details

Additional Qualification ?* Yes ✓

Pass Status *	Passed ✓	Year of Passing *	2006 ✓
Course/Stream Name*	B TECH ✓	Medium of Study*	English ✓
Institute/University Name *	--Select--	Result Mode *	--Select--

Any Other Course Details

Any Other Course?* --Select--

Security Pin

Captcha * 6289004 Enter verification code

Employment Details



Are/Where you Employed ?* --Select--

Captcha * 271391 Enter verification code

I AGREE
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[Back](#) [Save & Next](#)

Document upload



S.No.	Require Document	Document Specifications	Upload	View
1	PHOTO *	Document Format:JPG,JPEG Min Size(KB):10 Max Size(KB):200	<input type="text" value="Browse... No file selected."/>	
2	Signature *	Document Format:JPG,JPEG Min Size(KB):4 Max Size(KB):30	<input type="text" value="Browse... No file selected."/>	

[Back](#)

Please review the following information before 'FINAL SUBMIT'

If you would like to changes any information, Please use the links provided on the [Left Menu Bar](#)

Please verify your Mobile Number. [Click Here](#)

Personal Details

Candidate's Name	:	YOGESH	Date of Birth	:	02-02-1990
Gender	:	MALE	Father's/ Guardian's Name	:	RAM KUMAR
Mother's/ Guardian's Name	:	RADHA RANI	Nationality	:	INDIAN
Identity Type	:	PAN CARD	Identity Number	:	AISPY3412D
Category	:	GENERAL	Are you a PwD candidate as per the provisions of the RPwD Act 2016 ?	:	NO
Are You Diabetic ?	:	NO	Annual Income of the Parents/Guardian	:	Up to 100000
Marital Status	:	SINGLE	Are You a Disabled Defence Service Personal ?	:	NO
Are You a Ex-Service Man ?	:	NO			
Are you a Meritorius Sports Person ?	:	NO			
Are you a Government Employee?	:	NO			

Contact Details

Premises No/Name	:	A 3 NSIC BUILDING	Locality	:	OKHLA
Sub-Locality(Optional)	:	NA	Country	:	INDIA
State/UT	:	DELHI	District	:	SOUTH WEST DELHI
Pin Code	:	110045	Email Address	:	YK2021@YOPMAIL.COM
Mobile Number	:	8398888888	Alternate Mobile Number	:	NA

Aadhaar Details

Mobile Verify

Mobile Number * 8398888888

Captcha *

0678318



Enter verification code

SEND OTP

