



सत्यमेव जयते

भारत सरकार/Government of India
वस्त्रमंत्रालय / Ministry of Textiles

विकास आयुक्त (हथकरघा) कार्यालय / O/o Development commissioner (Handlooms)

INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY

P.O: Fulia Colony, Fulia, DIST-Nadia, Pin-741402; West Bengal

Telephone-03473-234535; Email: iihtshantipur@gmail.com; Website: www.iihtfulia.ac.in

No. IIHT/FLU/Admin2 A/2025-26/ ४९९

Date: 10.11.2025

To,
The Development Commissioner for Handlooms,
Office of the D.C. (Handlooms)
Udyog Bhawan,
New Delhi-110011

Sub: Arrange to upload the full text of advertisement in the official website of
D.C. Handlooms- reg.

Sir,

With reference to the above subject, this is to inform you that the Advertisement for filling up the following General Central Services Group 'C' Non-Gazetted Non-Ministerial posts on Direct Recruitment basis by the Director, Indian Institute of Handloom Technology, Fulia, Fulia Colony, Nadia(Dist.) West Bengal has been published in "Employment News"(dated 08.11.2025 to 14.11.2025 on page no 23). Copy of the advertisement is enclosed herewith for your ready reference.

Sl No	Name of the Post	Pay Level	Roster position & No. of post
1	Lab. Attendant (Weaving)	Pay Level-1 (Rs 18,000-56,900)	UR- 01
2	Lab. Attendant (Processing)	Pay Level-1 (Rs 18,000-56,900)	UR- 01
3	Lab. Assistant (Processing)	Pay Level-2 (Rs 19,900-63,200)	UR- 01
4	Lab Technician (Weaving)	Pay Level-2 (Rs 19,900-63,200)	UR- 01
5	Demonstrator (Weaving)	Pay Level-4 (Rs 25,500-81,100)	UR-01

In this connection, I am directed to, request you, to kindly arrange to upload the enclosed full text advertisement in the official website of D.C. Handlooms and kept the same for 45 days from the date of Advertisement.

Encl: Advertisement content & details
particulars of posts

Yours faithfully,

(Dr Prakash C)
Director(I)





भारत सरकार/Government of India
वस्त्र मंत्रालय/Ministry of Textiles
विकास आयुक्त (हथकरघा) कार्यालय/O/o Development Commissioner (Handlooms)
Indian Institute of Handloom Technology
P.O.: Fulia Colony, Fulia, DIST-Nadia, Pin-741402; West Bengal
Telephone : 03473-234535, Email : iihthantipur@gmail.com, Website : www.iihtfulia.ac.in

NOTICE INVITING APPLICATIONS

Advt. No.: IIHT/FLU/ADMIN 2(A)/01/2025

Applications are invited from eligible candidates for filling up the following General Central Service Group 'C', Non-Gazetted, Non-Ministerial post(s) on Direct Recruitment basis in the Indian Institute of Handloom Technology (IIHT), Fulia, Nadia (Dist.), West Bengal- 741402, a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles, Government of India.

Sl. No.	Name of the Post	Pay Level	Roster position & No. of post
1	Lab. Attendant (Weaving)	Pay Level-1 (Rs. 18,000-56,900)	UR-01
2	Lab. Attendant (Processing)	Pay Level-1 (Rs. 18,000-56,900)	UR-01
3	Lab. Assistant (Processing)	Pay Level-2 (Rs. 19,900-63,200)	UR-01
4	Lab Technician (Weaving)	Pay Level-2 (Rs. 19,900-63,200)	UR-01
5	Demonstrator (Weaving)	Pay Level-4 (Rs. 25,500-81,100)	UR-01

For details regarding educational qualifications, age limit, selection procedure, application format, and other relevant information, candidates are advised to visit the website of the Development Commissioner (Handlooms) at www.handlooms.nic.in, www.iihtfulia.ac.in, www.iiht.ac.in. **The last date for receipt of applications shall be 45 days from the date of publication of this advertisement in Employment News.**

EN 32/55 Director (I)

NOTICE INVITING APPLICATIONS

Advt. No.: IIHT/FLU/ADMIN 2(A)/01/2025

Applications are invited from eligible candidates for filling up the following **General Central Service Group 'C', Non-Gazetted, Non-Ministerial post(s)** on **Direct Recruitment** basis in the **Indian Institute of Handloom Technology (IIHT)**, Fulia, Nadia (Dist.), West Bengal–741402, a subordinate office under the **Office of the Development Commissioner for Handlooms**, Ministry of Textiles, Government of India.

Sl. No	Name of the Post	Pay Level	Roster position & No. of post
1	Lab. Attendant (Weaving)	Pay Level-1 (Rs 18,000-56,900)	UR- 01
2	Lab. Attendant (Processing)	Pay Level-1 (Rs 18,000-56,900)	UR- 01
3	Lab. Assistant (Processing)	Pay Level-2 (Rs 19,900-63,200)	UR- 01
4	Lab Technician (Weaving)	Pay Level-2 (Rs 19,900-63,200)	UR- 01
5	Demonstrator (Weaving)	Pay Level-4 (Rs 25,500-81,100)	UR- 01

For details regarding **educational qualifications, age limit, selection procedure, application format**, and other relevant information, candidates are advised to visit the **website of the Development Commissioner (Handlooms)** at www.handlooms.nic.in , www.iihtfulia.ac.in, www.iiht.ac.in. The **last date for receipt of applications** shall be **45 days from the date of publication** of this advertisement in *Employment News*.

Director(I)

Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms
Indian Institute of Handloom Technology
Fulia Colony, Fulia, Nadia(Dist)
West Bengal– 741402

Advt. No.: IIHT/FLU/ADMIN 2(A)/01/2025

Indian Institute of Handloom Technology, Fulia invites applications from the eligible candidates for filling up of the under mentioned General Central Service, Group ‘C’ Non-Gazetted Non-Ministerial post on Direct Recruitment basis for initial posting at Fulia, Nadia(Dist.), West Bengal.

Sl.No.	Nomenclature of the posts with pay Band and Grade pay	No of post and Roster position	Classification	Age for Direct Recruitment	Educational Qualification and other qualification for Direct recruitment	Brief Prescription of the job and requirement and nature of duties of the post
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Lab. Attendant (Weaving) Pay Level-1, Rs.18000-56900	1(One) UR	General Central Service, Group “C” Non Gazetted non-Ministerial	Below 30 years (Relaxable for Government servants upto the age of 40 years as per the extent instructions issued by the Government from time to time) Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul &Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman &	Essential: Matriculation or its equivalent from a recognized Board or University with at least two years’ experience in winding, warping and other operations related to weaving. Note:1: The qualification is relaxable at the discretion of the Competent authority in the case of candidates otherwise well qualified. Note2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Advance certificate course or Short-Term course in Weaving from a recognized Institute or Weavers’ Service Centres or Indian Institute of Handloom Technology	Job requirement: To keep Weaving section neat & clean and assist practical classes of DHTT students as well Research & Development work of the section. Nature of duties: Assist in practical classes of students and his/her senior staff. Perform any other duties as assigned by higher authorities

				Nicobar Island or Lakshadweep)		
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Sl.No.	Nomenclature of the posts with pay Band and Grade pay	No of post and Roster position	Classification	Age for Direct Recruitment	Educational Qualification and other qualification for Direct recruitment	Brief Prescription of the job and requirement and nature of duties of the post
(1)	(2)	(3)	(4)	(5)	(6)	(7)
2	Lab. Attendant (Processing) Pay Level-1, Rs.18000-56900)	1(One) UR	General Central Service, Group "C" Non Gazetted non Ministerial	<p>Below 30 years (Relaxable for Government servants upto the age of 40 years as per the extent instructions issued by the Government from time to time)</p> <p>Note1:The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India(and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul &Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island</p>	<p>Essential: Matriculate or its equivalent with two-year Experience in a reputed process house involved in Bleaching, Dyeing, Printing and Finishing.</p> <p>Note-1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified.</p> <p>Note-2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Desirable: Advance certificate course or Short-Term course in Processing</p>	<p>Job requirement: To keep Dyeing & Printing section neat & clean and assist practical classes of DHTT students as well Research & Development work of the section.</p> <p>Nature of duties: Assist in practical classes of students and his/her senior staff. Perform any other duties as assigned by higher authorities</p>

				or Lakshadweep)	(Dyeing or Printing) from recognized Institute or Weavers' Service Centres or Indian Institute of Handloom Technology	
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Sl. No.	Nomenclature of the posts with Pay Band and Grade Pay	No. of post and Roster position	Classification	Age for Direct Recruitment	Educational Qualification and other qualification for Direct Recruitment	Brief description of the job and requirement and nature of duties of the post
(1)	(2)	(3)	(4)	(5)	(6)	(7)
3.	Lab. Assistant (Processing) Pay Level-2, Rs.19900-63200	01 (One) UR	General Central Service, Group "C" Non-Gazetted, Non-Ministerial	Below 30 years (Relaxable for Government servants up to the age of 40 years as per the extent instructions issued by the Government from time to time) Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul &Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island	Essential: i) Three years Diploma in Handloom Technology or Three years Diploma in Handloom & Textile Technology with Post Diploma in Textile Chemistry or Textile Processing or Three years Diploma in Textile Chemistry. ii) One years' experience in dyeing laboratory or processing unit. Note1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.	The Lab Assistant (Processing) shall assist in practical sessions of the Processing and Printing Section of DHTT, maintain stock records, and support sample development in dyeing and printing. The role includes assisting in R&D activities, ensuring proper upkeep of lab equipment, and performing any other duties assigned by higher authorities.

				or Lakshadweep).		
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Sl. No.	Nomenclature of the posts with Pay Band and Grade Pay	No. of post and Roster position	Classification	Age for Direct Recruitment	Educational Qualification and other qualification for Direct Recruitment	Brief description of the job and requirement and nature of duties of the post
(1)	(2)	(3)	(4)	(5)	(6)	(7)
4.	Lab. Technician (Weaving) Pay Level-2, Rs.19900-63200	01 (One) UR	General Central Service, Group "C" Non-Gazetted, Non-Ministerial	Below 30 years (Relaxable for Government servants up to the age of 40 years as per the extent instructions issued by the Government from time to time) Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul &Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep).	Essential: i) Three years Diploma in Handloom Technology or Textile Technology or Three years Diploma in Handloom & Textile Technology or equivalent from a recognised institution with one years' practical experience in a weaving mill or handloom or powerloom factory. Must be well acquainted with weaving mechanism, cloth analysis and transfer of designs to point paper and loom. Note1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Experience of teaching in a government or recognised institution.	Responsible for ensuring the smooth operation and maintenance of looms, weaving equipment, and accessories. Maintain inventory and stock of materials, provide technical assistance during DHTT practical classes, and support research and development activities. Ensures the proper upkeep, calibration, and safety of laboratory equipment, and performs any other duties assigned by higher authorities.

Sl. No.	Nomenclature of the posts with Pay Band and Grade Pay	No. of post and Roster position	Classification	Age for Direct Recruitment	Educational Qualification and other qualification for Direct Recruitment	Brief description of the job and requirement and nature of duties of the post
(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Demonstrator (Weaving) Pay Level-4 (Rs 25,500-81,100)	01 (One) UR	General Central Service, Group "C" Non-Gazetted, Non-Ministerial	<p>Below 30 years (Relaxable for Government servants up to the age of 40 years as per the extent instructions issued by the Government from time to time)</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep).</p>	<p>Essential:</p> <p>i) Three years Diploma in Handloom Technology or Textile Technology or Three years Diploma in Handloom & Textile Technology or equivalent from a recognised institution with two years' practical experience in a weaving mill or handloom or power loom factory. Must be well acquainted with weaving mechanism, cloth analysis and transfer of designs to point paper and loom.</p> <p>Note1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Desirable: Experience of teaching in a government or recognised institution.</p>	Responsible for demonstrating weaving, textile testing, and other related practical to DHTT students. The role includes ensuring the smooth operation and maintenance of looms, weaving equipment, and accessories, as well as maintaining the inventory and stock of materials. The demonstrator provides technical assistance during practical classes, supports research and development activities, and ensures the proper upkeep, calibration, and safety of laboratory equipment. Additionally, they perform any other duties assigned by higher authorities to support the academic and technical functions of the institute.

ELIGIBILITY FOR APPLICANT:

Applicants must fulfill the educational qualification, experience and age limit and other criteria for the post, as on the last date of receipt of the applications, failing which the application shall summarily be rejected and no correspondence will be entertained in this regard. Candidates are, therefore, advised to satisfy themselves before applying for the post that they possess the requisite essential qualification and experience. The prescribed essential qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for the Written/practical Test. The candidate who are willing to apply for more than one post are required to submit a separate application against each post in the prescribed format.

AGE RELAXATION FOR GOVERNMENT SERVANTS:

The upper age limit is relaxable for Government servants upto 10 years. The age relaxation will be admissible to such of the Government servants who are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. The above concession will be admissible only where an employee has rendered not less than three years continuous service under Government.

Age relaxation will be admissible to physically handicapped person and ex-servicemen as applicable in accordance with the orders issued by the central government.

SCHEME OF SELECTION

Selection of the aforesaid post will be on the basis of written and practical test which will be conducted by a duly constituted Selection Committee. However, if the number of applications received for the post is large, then the appointing authority reserves the right to lay down any criteria for the purpose of the short listing of the candidates for selection tests.

LAST DATE OF RECEIPT OF APPLICATIONS:

Application in the prescribed proforma (**Annexure-1**) must reach by speed post/Registered post along with self-attested photocopies of all certificates for age, educational qualification, experience and SC/ST/OBC if any etc. to the office of the “**Director (Institute) , Indian Institute of Handloom Technology, Fulia, Fulia Colony, Nadia(Dist.) West Bengal-741402** within 45 days (52 days in respect of the candidates residing in NE Region, Jammu & Kashmir, Lahaul and Spit district and Pungi sub- Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep) **from the date of publication of the advertisement of the above vacancies in the Employment News.** The serving employee must send application through their respective employer, otherwise, their applications shall be summarily rejected and no correspondence in this regard will be entertained. **Applications received after the last date and/or not in the prescribed format and/or Without self attested copies of relevant documents in the prescribed format, Shall be summarily rejected and no correspondence in this regard will be entertained. This office shall not be responsible for any postal delay.**

The decision of the Appointing Authority in all respect relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination/test etc. will be final and no enquiry/correspondence will be entertained in this regard.

Note:

- 1) The number of Vacancies of the posts mentioned above may be increase or decrease as on date of result declaration of result.
- 2) * The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh

division of J&K State, Lahaul and Spiti district and Rangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).

- 3) Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination certificate of an equivalent examination will be accepted and no subsequent request for its change will be considered or granted.
- 4) Candidates claiming to OBC status may note that certificate on non-creamy layer status in the prescribed format (Annexure-II) should have been obtained within 3 Years before the closing date.
- 5) Candidate claiming to belong to one of the Scheduled Caste or Scheduled Tribe should submit in support of his/her claim an attested/certificate copy in the prescribed formant (Annexure-III) from the District Officer or the Sub-Divisional Officer or any other officer as listed in the format.
- 6) Candidates claiming to belong to EWS should submit in support of his/her claim an attested /certificate copy in prescribed format issued by competent authority of the concerned Government.
- 7) Candidates are required to submit Experience certificates in the prescribed proforma (as par Sl. No. 13 of Annexure-1 of all periods of working experience claimed whether in Private/Cooperative or in Government sector. It is mandatory to furnish the experience in the prescribed Experience Certificate Format (as given below Sl. No. 13 of Annexure-1) on the Letter Head of concerned Firm/Organization failing which the application is liable to be rejected.
- 8) Incomplete, illegible, or unsigned applications, and those received without affixing a recent self-attested passport-size photograph, without duly self-attested copies of the required enclosures, or received after the prescribed last date, shall be summarily rejected. Enclosures not specified in the application form will not be taken into consideration. Only the details of qualifications, experience, community, etc., furnished in the application form and supported by duly self-attested documents shall be considered.
- 9) No. application seeking information under RTI Act shall be entertained till completion of selection process.
- 10) Any dispute in regards to this recruitment will be subject to courts/tribunal having jurisdiction in Kolkata.

PRAKASH C Digitally signed by
PRAKASH C
Date: 2025.11.10
10:32:41 +05'30'
Director(I)
IIHT Fulia

FORMAT OF APPLICATION

Paste your
recent passport
size photograph

Advertisement No......

- [illegible]

- [illegible]

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|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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| STREET | | | | | | | | | | | | | | | | | | | | | | | | | |
| CITY | | | | | | | | | | | | | | | | | | | | | | | | | |
| STATE | | | | | | | | | | | | | | | | | | | | | | | | | |
| ZIP | | | | | | | | | | | | | | | | | | | | | | | | | |
| COUNTRY | | | | | | | | | | | | | | | | | | | | | | | | | |

- [illegible]

7. Email ID
8. Nationality
9. Category (SC/ST/OBC/EWS/PH/Others).....
10. Whether physically handicapped YES / NO

11. Date of birth

a. In figures:

D	D	M	M	Y	Y	Y	Y

b. In words.....

12. Sex

13. Education/Professional Qualification possessed /examination passed (Duly supported by certificates)

Name of the examination	Name of the Institute/Board/University	Register no	Year of Passing	Percentage

14. Work Experience (if any) (in chronological order) dully supported by experience certificate in the prescribe format.

Sl.No	Name & full address of Institution/Establishments	Govt/Semi Govt/Private	Designation	Nature of duties performed	Pay Drawn	From	To	Duration of service		
								Y	M	D

DECLARATION

I hereby declare that all the information furnished above regarding my educational qualifications, experience, and other particulars in support of my candidature for the post of is true, complete, and correct to the best of my knowledge and belief. I understand that if any of the information provided by me is found to be false, incorrect, or misleading at any stage, my candidature shall be liable for cancellation and my employment terminated forthwith without any further notice.

Place:

Date:

Signature of the candidate

List of copies of documents enclosed

(1).....

(2).....

(3).....

(4).....

FOR OFFICIAL USE ONLY

1. Application received on: _____
2. Application accepted/rejected: _____
3. Reason of rejection: _____
4. Index No: _____

Signature

Annexure-II

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

[Govt. of India, Department of Per & Trg. OM No.36033/28/94-Estt(Res) dated 02.07.1997]

This is to certify that.....son/daughter
of.....Vill.....District/Division
.....in theState belongs to
the.....community which is recognized as a backward class under:-

- (i) Government of India, Min of Welfare, Resolution No. 12011/68/93-BCC© dated the 10 September 1993 published in the Gazette of India, Extraordinary, Part-I, Section-I, No.186 dated the 13th September 1993.
- (ii) Government of India, Min of Welfare, Resolution No.12011/9/94-BCC dated the 19th Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, Section No.163, dated the 20th October, 1994.
- (iii) Government of India, Min of Welfare, Resolution No.12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part-1, Section-1, No.88, dated the 25th May 1995.
- (iv) Government of India, Min of Welfare, Resolution No.12011/44/96-BCC dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-1, Section-1, No.210, dated the 11th December 1996.

Shri _____ and or his family ordinary resides in
the _____ District/Division _____ State. This is to also 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 and Training, OM
No.36012/22/93-Estt(SCT) dated 08.09.1993.

District
Magistrate,
Deputy
Commissioner, etc.

Dated:

Seal:

Note: (a) The term 'ordinarily' 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:-
District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/ Additional
Deputy Commissioner/ Deputy Collector/ 1 Class Stipendiary Magistrate/ Sub-Divisional Magistrate/
Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1 Class
Stipendiary Magistrate)

Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
Revenue Officer not below the rank of Tehsildar; and
Sub-Divisional Officer of the area where the candidate and/or his family resides.

Annexure-III

(FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Shrimati/Kumari* _____
son/daughter of _____ of village/town* on District/Division
* _____ of the State/Union Territory* _____ belongs to
the Caste/Tribes* _____ which is recognized as a Scheduled Caste/Scheduled Tribes*
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 Schedules 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 Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976.]

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment) Act, 1976*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962 @

The Constitution (Pondicherry) Scheduled Castes Order 1964 @

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order 1967 @

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

The Constitution (Goa, Daman & 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) Orders (Amendment) Act, 1990 @

The Constitution (ST) Orders (Amendment) Ordinance, 1991 @

The Constitution (ST) Orders (Second Amendment) Act, 1991 @

The Constitution (ST) Orders (Amendment) Ordinance, 1996 @

2. Application in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

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 recognized 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 _____.

Place:

Date:

Signature:

Designation:

(with seal of office)

Please delete the words which are not applicable.

Delete quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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**** List of authorities empowered to issue Caste/ Tribe Certificates:**

District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1stClass Stipendiary Magistrate).

Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

Revenue Officer not below the rank of Tehsildar.

Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

FORM-GEN-EWS

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

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

Certificate No. _____ Date _____

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 is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her **“family”**** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a 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 States/UTs.**

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

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

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

Experience Certificate

This is to certify that Shri/Smt./Kum. _____ son/daughter of _____, is an employee of this Organization/Department/Ministry and duties performed by him/her during the period (s) are as under:

Name of the post	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of appointment, Permanent, Regular, Temporary Part-time, Guest Honorary etc	Department/ Specialty/ field of
(1)	(2)	(3)	(4)	(5)	(6)
Pay Scale and last Salary Drawn	Duties performed /experience gained in brief in each post (please give details, if need be, in attached sheet) (in case of medical posts, please mention field of specialization)			Place of posting	Specialty in Weaving practical classes & research work etc.
(7)	(8)			(9)	(10)

It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry

Signature:

Name of competent authority
Stamp of competent authority

Annexure-VI

The form of certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri is a regularly appointed n employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

Certified that:

*(a) Shri/Shrimati/Kum. holds substantively a permanent post ofin the Office/Department ofwith effect from

*(b) Shri/Smt./Kum has been continuously in temporary service on a regular basis under the Central Government in the post ofin the Office/Department..... with effect from

Signature.....

Name.....

Designation

Ministry/Office.....

Address.....

Office SEAL.....

Place:

Date: