



वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान
INSTITUTE OF FOREST GENETICS & TREE BREEDING

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)

स्वायत्त निकाय/ An Autonomous Body of

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार

Ministry of Environment, Forests and Climate Change, Govt. of India

फॉरेस्ट कैम्पस, काउली ब्राउन रोड, आर.एस.पुरम, कोयंबटूर – 641002 (T.N)

Forest Campus, Cowly Brown Road, R.S. Puram, Coimbatore – 641002 (T.N)

PH: 0422-2484100, FAX: 2430549, www.ifgtb.icfre.gov



RECRUITMENT ADVERTISEMENT No.01/2019

Applications are invited from the eligible candidates for the following regular posts in the prescribed format:

SN	Name of Post	Pay Level in 7 th CPC Pay Matrix	No. of Posts	UR	UR-Ex service man	EWS	OBC	SC
1	Multi Tasking Staff (MTS)	Level-1 (B.P.Rs.18,000/-)	14	6	2	3	1	2
2	Lower Division Clerk (LDC)	Level-2 (B.P.Rs.19,900/-)	01	-	-	1	-	-
Total Posts			15	6	2	4	1	2

UR= UNRESERVED, UR-ESM = Un- Reserved Ex-serviceman, EWS=Economically Weaker Section, OBC=OTHER BACKWARD CLASS (NON-CREAMY LAYER), SC=SCHEDULED CASTE

The Director, IFGTB, Coimbatore reserves the right to increase or decrease the number of posts or not to fill any or all the advertised posts without assigning any reason.

Educational Qualification for Multi Tasking Staff (MTS): (a) 10th Standard Pass Certificate from recognized Board/School Desirable: (b) 3 years or more experience in relevant trade.

Educational Qualification for Lower Division Clerk (LDC) (i) 12th Standard Pass Certificate from recognized Board (ii) A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter (OR) Typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.

Age Limit for MTS & LDC: Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instruction or orders issued by the Government of India time to time. **Age relaxation up to 5 years will be allowed for SC and 3 years will be allowed for OBC. No Age relaxation for EWS.**

Relaxation in upper age limit is applicable as per the norms of Government of India to the employees already working in Central Government Departments. Age relaxation is permissible to Ex-serviceman as per Govt. of India's orders in force. There will be no age limit for the permanent employees working in ICFRE/ its Institutes/Centres.

IMPORTANT NOTE: The crucial date for determining the age limit shall be last date of receipt of application (i.e 25/11/2019) . Relaxation in age is not applicable to SC/ST/OBC candidates applying against Un-reserved (UR) posts.

GENERAL INSTRUCTION

- 1) Only Indian citizens are eligible to apply.
- 2) If a candidate wishes to apply for more than one post, he/she should submit separate application with required fee, copy of testimonial, etc. Application for more than one post in a single application will not be entertained.
- 3) Mere fulfilling of the Minimum qualification and experience requirements shall not vest any right in the candidate for being called for written examination. The mere fact that a candidate has been called for written examination does not imply that his/her candidature has been finally cleared by IFGTB, Coimbatore. The candidate must note that if his/her ineligibility is detected at any stage before or after the written and other examinations or if the conditions prescribed in the Rules and instruction given in the Advertisement or any other additional information/documents called for at any stage are not complied with, within the time specified therein, his/her candidature will be liable for cancellation. This Institute will not be responsible for cancellation of candidature on this account.
- 4) All the applications received within due date in response to this advertisement shall be considered for short-listing by the Screening Committee and only the candidate recommended by the Screening Committee will be called for, for appearing in the Written examination. The decision of the Director, IFGTB, Coimbatore on short-listing will be final and no correspondence will be entertained in this regard.
- 5) Candidates are requested to keep three same identical passport size photographs for further correspondence for this recruitment.
- 6) The Envelope containing the application should be superscribed as “ **Application for the post of Multi Tasking Staff / Lower Division Clerk (whichever is applicable)** . The envelope without superscription of the post applied for will not be entertained for further scrutiny.
- 7) Govt. servants applying for the above posts should forward their applications through proper channel and should enclose ‘**No Objection Certificate**’ obtained from their appointing authority. They may send an advance copy of the application by the due date with prescribed fee, if they so desire. The forwarding authority should ensure that in the event of selection of the official, he should be in a position to relieve/spare the official within the time specified in the offer of appointment.
- 8) SC/OBC/EWS Certificates in prescribed format issued by the Competent Authority should be submitted in support of claim belonging to their category. In case the certificate is in a local vernacular language, its English translation duly attested by a Gazetted officer should be submitted.
- 9) Candidates belonging to General (UR)/ EWS and OBC categories are required to pay a non-refundable application fee and processing fee (Rs.200+100) of **Rs.300/-** (Rs. Three Hundred Only) through Demand Draft from any nationalized bank drawn in favour of ‘ **DIRECTOR, IFGTB**’ payable at Coimbatore. No other mode of payment is acceptable .

10) SC/ST/Women/ESM candidates are exempted from payment of application fee of Rs.200/- However they have to submit Rs.100/- (Rs. One Hundred Only) towards Processing fee only through Demand Draft from any nationalized bank drawn in favour of 'DIRECTOR, IFGTB' payable at Coimbatore.

11) In case of Departmental candidate, it is mandatory to attach relevant service experience certificate (mentioning name, present designation/post, present pay level as per 7th CPC, present location/office address, etc) on official letter head from the Competent Authority in the application form.

12) Candidates will be called for written examination, whose application will be found in order after the necessary screening/scrutiny.

13) No interview will be conducted for advertised posts. Merit list will be prepared on the basis of marks secured by the candidate in the written examination. In case of tie, general rules will be followed to finalize merit list.

14) There will be an objective type/ multiple choice questions (MCQ) with General Awareness including General Science, Mental Ability & Reasoning, Arithmetic and General English. There will be negative marks for wrong answers in the written examination. Skill Test on Typewriter/Computer will be conducted for the shortlisted candidates for the post of Lower Division Clerk.

15) The Date, Time and Venue for Written examination will be intimated later or after scrutiny of application.

16) Candidates must attach photocopies of certificates/documents (self-attested) with the application form regarding the necessary educational qualifications, age proof, claim of belonging to SC/OBC/EWS/ESM. In absence of such documents, the application shall be rejected straightaway. Ex-serviceman candidates should submit the Prescribed Application Form for MTS in addition to Format of Annexure-I .

17) Apart from affixing one photograph on the application form, the candidates are required to send ONE additional and identical photograph separately along with each application form, duly stapled on the first page of the filled in application form, with their name & post written in capital letters on the back side of the photographs. They are further requested to keep the same identical two photographs for future correspondence.

18) Wrong information, false/forged copy of certificates/documents may lead to the application getting rejected altogether.

19) Legal disputes, if any, shall be subject to the jurisdiction of the Competent Court in Tamil Nadu.

20) NO CORRESPONDENCE AND INTERIM ENQUIRIES WILL BE ENTERTAINED IN ANY MANNER.

21) CANVASSING IN ANY FORM FOR /BY THE APPLICANT SHALL NOT BE ENTERTAINED AND WILL DISQUALIFY HIS/HER CANDIDATURE.

22) All posts are temporary in nature but likely to be made permanent. The candidates selected on direct recruitment will be governed by the provision of the New Pension Scheme (NPS) introduced by the Govt. of India w.e.f 01.01.2004.

23) IMPORTANT : Applications will be liable for rejection due to reasons such as:

- i) Incomplete or illegible or not in the prescribed format .
- ii) Unsigned/undated/without photographs (including additional photos)
- iii) Without proper Certificates (Prescribed by Govt. of India) in respect of SC/OBC/EWS
- iv) Under aged/Over aged candidates.
- v) Not possessing the requisite educational qualification at the time of submitting the application.
- vi) Educational qualification from non-recognized Institutions.
- vii) Application received after due date.
- viii) Application without prescribed fees.
- ix) Any other irregularity like mutilated or damaged applications/documents etc.,
- x) Applications for more than one post in single envelope.

Interested/eligible candidates may send the application to '*The Director, Institute of Forest Genetics & Tree Breeding (IFGTB), Forest Campus, Cowly Brown Road, R.S. Puram, Coimbatore-641002 (T.N)* so as to reach on or before 25/11/2019 by POST ONLY. Candidates residing in Andaman & Nicobar and Lakshadweep Islands, North East States, Ladakh Division of J&K State, Lahaul and Spiti District and Pangi Sub division of HP can submit their application on or before 16/12/2019.

This Institute shall not be responsible for any Postal Delay or loss during the postal transit. Applications / testimonials received after closing date will not be entertained under any circumstances.


निदेशक/DIRECTOR

व.आ.वृ.प्र.सं - कोयम्बतूर /IFGTB-COIMBATORE.



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Application for the post of Multi Tasking Staff : Advt. No.01/2019

1) Full Name (In Block Letters) :

2) Father's/Husband's Name :

3) Nationality :

4) Gender (Please put tick mark) :

Male

Female

5) Permanent Address
(In Block Letters) :

State: _____ Pincode: _____

6) Address for Communication
(In Block Letters) :

State: _____ Pincode: _____

7) Mobile No. :

1) _____

2) _____

8) E-mail ID :

9) Aadhar No. :

10) Category (Please put tick mark) :

UR	UR- Ex- SM	EWS	OBC	SC
----	------------------	-----	-----	----

11) Date of Birth :

12) Age as on closing date (25/11/2019) : _____ Years _____ Months _____ Days

13) Whether age relaxation claimed, if so _____

Indicate the category (attach copy of Certificate)

(Continued...2)

Paste Recent
Passport size
Self attested
Photograph

14) Details of Demand Draft:

AMOUNT	NAME OF BANK&BRANCH	D.D. No.	D.D. Date

15) Educational Qualification :

(attach self attested copy of certificates):

S N	Exami- nation Passed (SSLC onwards)	Name of Board/ University	Month& Year of Passing	Subjects (Major)	Marks obtained /Total Marks	% of Marks
1						
2						
3						
4						
5						
6						

16) Experience , if any

S N	Post Held	Name of the employer	Period		Pay Scale	Remarks
			From	To		
1						
2						

17) Whether the candidate is under any contractual obligation to serve Central/State Govt./Any other Public Sector Undertakings or Autonomous Body and if so, give details (attach No objection Certificate):

18) List of Documents Attached (self-attested):

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____ (6) _____

DECLARATION

I hereby declare that all the facts mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to the cancelled/terminated.

Place: _____

(Signature of the applicant)

Date: _____

Name of the Applicant: _____



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Application for the post of Lower Division Clerk : Advt. No.01/2019

- 1) Full Name (In Block Letters) : _____
- 2) Father's/Husband's Name : _____
- 3) Nationality : _____
- 4) Gender (Please put tick mark) :

Male	Female
------	--------
- 5) Permanent Address (In Block Letters) : _____

State: _____ Pincode: _____
- 6) Address for Communication (In Block Letters) : _____

State: _____ Pincode: _____
- 7) Mobile No. : 1) _____
2) _____
- 8) E-mail ID : _____
- 9) Aadhar No. : _____
- 10) Category (Attach Proof) : _____
- 11) Date of Birth : _____
- 12) Age as on closing date (25/11/2019) : _____ Years _____ Months _____ Days
- 13) Whether age relaxation claimed, if so : _____

Paste Recent
Passport size
Self attested
Photograph

Indicate the category (attach copy of Certificate)

(Continued...2)

14) Details of Demand Draft:

AMOUNT	NAME OF BANK&BRANCH	D.D. No.	D.D. Date

15) Educational Qualification :

(attach self attested copy of certificates):

S N	Exami- nation Passed (SSLC onwards)	Name of Board/ University	Month& Year of Passing	Subjects (Major)	Marks obtained /Total Marks	% of Marks
1						
2						
3						
4						
5						
6						

16) Experience , if any

S N	Post Held	Name of the employer	Period		Pay Scale	Remarks
			From	To		
1						
2						

17) Whether the candidate is under any contractual obligation to serve Central/State Govt./Any other Public Sector Undertakings or Autonomous Body and if so, give details (attach No objection Certificate):

18) List of Documents Attached (self-attested):

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____ (6) _____

DECLARATION

I hereby declare that all the facts mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to the cancelled/terminated.

Place: _____

(Signature of the applicant)

Date: _____

Name of the Applicant: _____

(In the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority

Certified that:

- i) The particulars furnished by Shri / Smt. _____ are correct.
- ii) There is no vigilance/disciplinary case either pending or contemplated against him/her.
- iii) Integrity of the applicant is certified.
- iv) Photocopies of the up-to-date ACRs attested by an officer not below the rank of an Under Secretary to the Govt. of India are enclosed.
- v) In the event of his/her selection, there is no objection to relieve / spare him/her within the time specified in the offer of appointment.

Date:

(Signature of the Head of the Department/Forwarding Authority)

Department / Office with seal

Telephone No. _____

FORM OF SCHEDULED CASTE / TRIBE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari* _____ son/daughter*
of _____ village/town* _____ in District/Division*
_____ of the State/Union Territory*
_____ belongstothe _____ Caste/Tribe which is recognized as a
Scheduled Caste/Scheduled Tribe*under:

*The Constitution (Scheduled Castes) Orders, 1950; *The Constitution (Scheduled Tribes) Order, 1950; *The Constitution (Scheduled Tribes) (Union Territories) Order, 1950; *The Constitution (Scheduled Tribes) (Union Territories) Order, 1951: {as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976} *The Constitution (Jammu and Kashmir) Scheduled Order, 1956; *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (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 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 Tribes Order, 1978. *The constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
*The constitution (Scheduled Castes) Orders (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Orders, amendment Act, 1991. *The Constitution (Scheduled Tribes) order Second Amendment Act, 1991.

2. This certificate is issued o the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to

Shri/Shrimati*/Kumari* _____ 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 Scheduled Caste/Scheduled Tribe in the State/Union Territory
_____ issued by the _____ dated _____.

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

Signature _____
Designation _____

(With seal of office) State/Union
Territory)

Place _____

Date _____

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

This is to certify that Shri/Smt./Kumar _____
son/daughter of _____ of village/town
_____ in District/division
_____ in the State/Union Territory
_____ belongs to the _____
community which is recognised as a backward class under the Government of India, Ministry of
Social Justice and Empowerment's Resolution
No. _____ dated _____.

Shri/Smt./Kumari _____ and /or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does not belong
to the persons/sections (Creamy layer) mentioned in Column 3 of the Scheduled to the
Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt(SCT)
dated 08.09.1993.

Dated:

District Magistrate,
Deputy
Commissioner etc.

Seal

Appendix-1

APPLICATION FORM FOR GROUP 'C'
(Retired Defence Service Personnel)

Please paste
your passport
size
photograph
(in uniform)

1. Personnel number, Rank and Name :
2. Arm/ Service :
3. Father's Name :
4. Dates of — :
 (a) Birth :
 (b) Enrolment :
 (c) Retirement / Discharge :
5. Reasons for Release / Discharge :
6. Medical Category :
7. Award or Decoration :
8. Home, District and State :
9. Present Address/ Mailing Address :
10. Permanent Address :
11. Present profession employment :
12. Qualification: (Please attach attested copies of mark sheets)

Course	Year	Institution	Civil Equivalent
(a) Civil (Education)			
(b) Military (Education)			
(c) Military (Profession)			

13. *Languages known - Read/Write/Speak
 (a) Indian :
 (b) Foreign :

*Applicable where applications are not made directly.

14. * Character as assessed by Military authorities
15. Extra-curricular activities-

(a) Sports :

(b) Literary :

(c) Cultural/Art :

16. Details of pay/pension/gratuity-

(a) Last basic pay drawn :

(b) Total emoluments :

(c) Details of pension/gratuity :

17. Zilla Sainik Board/Employment Exchanges:

(Registration No.)

18. Job applied for

Date (.....)

Signature

Name

Address

*Countersigned

* Applicable where applications are not made directly.

PRO FORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS

G.I., Dept. of Per. & Trg., O.M. No.36034/2/91-Estt.(SCT), Dated 03-04-1991

I hereby, with the information available, certify that Shri(Name)

No..... (Rank) would complete prescribed period of appointment on

.....(Date)

Place:

Signature

Dated:

Commanding Officer

Office Seal

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL
POSTS UNDER EX-SERVICEMEN CATEGORY**

G.I., Dept. of Per. & Trg., O.M. No.36034/2/91-Estt.(SCT), Dated 03-04-1991

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

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Signature of Candidate

Date:

(in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority certified that :

- (i) The particulars furnished by Shri/Smt. _____ are correct.
- (ii) There is no vigilance / disciplinary case either pending or contemplated against him/here.
- (iii) Integrity of the applicant is certified.
- (iv) Photocopies of the up-to-date ACRs, attested by an officer not below the rank of an Under Secretary to the Govt. of India are enclosed.

Date :

(Signature of the Head of the Department / Forwarding Authority)

Department/Office with seal

Telephone No. _____

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No: _____

Date: _____

VALID FOR THE YEAR _____THIS is to certify that Shri/Smt/Kumari _____
son/daughter/wife of_____ is permanent resident of _____ Village/
Street _____ Post Office _____ District : _____
inthe State/Union Territory PIN CODE _____ whose photograph is attested below 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 acres other than the notified municipalities

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

Signature with seal of office.....

Name:.....

Designation:.....

Recent Passport size
Attested photograph of
applicant

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

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

***Note3: The property held by a 'Family' in different locations or different place/cities have been clubbed while applying the land or property holding test to determine EWS status.

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE

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

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1s* Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) "Revenue Officer not below the rank of Tehsildar and,

(iv) Sub-Divisional Officer or the area where the candidate and/ or his family normally resides.

2. The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/ UT.

3. The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for admission i.e.30.09.2019, except in cases where crucial date is fixed otherwise.

4. The admission authorities should, in the offer of admission to the candidates claiming to the belonging to EWS, include the following clause :-

"The admission is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the admission will be cancelled forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

The admission authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

5. Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure admission on the basis of a false claim and if any person gets an admission on the basis of such false claim, his/her admission shall be cancelled invoking the conditions contained in the offer of admission.