



(An Institute of National importance established by Government of India)

Melakottaiyur, Vandalur-Kelambakkam Road, Chennai-600127

मेलक्कोट्टैयुर, वंडलूर-केलमपाक्कम राड, चेन्नई-600127

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No. IITDM/R/01/2021

Dated: 26 February 2021

**Advertisement for Recruitment of Non-Teaching Posts**

**Advt. No. IITDM/R/01/2021**

Indian Institute of Information Technology, Design and Manufacturing, Kanchipuram at Chennai (IIITDM Kanchipuram) is an Institute of National Importance established in 2007 by the Ministry of Human Resource Development, Government of India. The Institute is located at the outskirts of Chennai (approximately 25 Km from Chennai Airport) in the close proximity of the IT corridor, Industrial and Educational Institutions. IIITDM Kanchipuram invites **online application** for Non- Teaching positions from qualified candidates for the following regular posts:

Sl. No	Post	Pay Matrix	No. of Post(s)
(1)	Assistant Executive Engineer (Civil)	Level - 10 Initial Pay - Rs 56100	01(UR)
(2)	Junior Engineer (Civil)	Level - 06 Initial Pay - Rs 35400	01 (UR)
(3)	Junior Superintendent	Level - 06 Initial Pay - Rs 35400	03 (UR-02; SC-01)
(4)	Junior Assistant	Level - 03 Initial Pay - Rs 21700	07(UR-02, OBC-02, SC-01, EWS-01, ESM-01)
(5)	Junior Technician (CSE/Mechanical/ Physics)	Level - 03 Initial Pay - Rs 21700	06(UR-01, OBC-01, SC-01, ST-01, EWS-01, ESM-01)

## Details of Qualification, Experience, Requirements of the posts

<b>1. Assistant Executive Engineer (Civil) – 01 (UR-01)</b>	
Essential Qualification	First Class BE/B Tech in relevant Field with 8 years' experience OR First Class ME / M Tech with 5 Years' experience
Desirable	<ul style="list-style-type: none"> <li>➤ Good Supervisory skill with ample technical knowledge in Civil maintenance of large building complexes.</li> <li>➤ Knowledge of CPWD Norms and Procedures for preparation, tendering and execution of work.</li> <li>➤ Proficiency in Computer applications related to civil engineering.</li> </ul>
Upper Age Limit	45 Years (Age relaxation as per Govt of India norms)

<b>2. Junior Engineer (Civil) - 01 (UR-01)</b>	
Essential Qualification	Degree in Engineering in relevant field with 2 years' experience OR Diploma in Engineering with 5 years' experience
Desirable	<ul style="list-style-type: none"> <li>➤ Good knowledge and technical skill in Civil maintenance of large building complexes</li> <li>➤ Proficiency in Computer applications related to civil engineering.</li> </ul>
Upper Age Limit	32 Years (Age relaxation as per Govt of India norms)

<b>3. Junior Superintendent – 03 (UR-02, SC-01)</b>				
Stream	No. of Post	Qualification and Experience	Desirable	Upper Age Limit
Administration	02 (UR-01, SC-01)	First Class bachelor's Degree with 6 years experience in relevant area	<ul style="list-style-type: none"> <li>➤ Experience in handling Academic/ Administrative/ Legal/ Establishment/ Stores &amp; Purchase matters etc. in Government/Autonomous Institutions.</li> <li>➤ Well versed in Govt. of India rules and regulations</li> <li>➤ Proficiency in computer applications</li> </ul>	32 Years (Age relaxation as per Govt. of India norms)
Accounts	01 (UR-01)	First Class bachelor's Degree with 6 years experience in relevant area	<ul style="list-style-type: none"> <li>➤ Experience in Finance and Accounts area in Government/Autonomous Institutions.</li> <li>➤ Well versed in Govt. of India rules and regulations.</li> <li>➤ Knowledge of Tally accounting system, GST, TDS etc.</li> <li>➤ Proficiency in computer applications</li> </ul>	

<b>4. Junior Assistant – 07 (UR-02, OBC-02, SC-01, EWS-01, ESM-01)</b>	
Essential Qualification	Bachelor's degree with knowledge of computer operations.
Desirable Qualification	<ul style="list-style-type: none"> <li>➤ Post qualification experience in handling Administrative/Academic/ Finance &amp; Accounts/ Purchase &amp;Stores.</li> <li>➤ Proficiency in Computer Applications in day to day office management</li> </ul>
Upper Age Limit	27 Years (Age relaxation as per Govt. of India norms)

<b>5. Junior Technician – 06 (UR-01, OBC-01, SC-01, ST-01, EWS-01, ESM-01)</b>				
Stream	No. of Post	Qualification and Experience	Desirable	Upper Age Limit
Computer Science and Engineering	03 (UR-01, SC-01, ESM- 01)	Diploma in Computer Engineering /IT Engineering or ITI (computer) with 2 years experience	Experience in automation, computer applications, hardware maintenance, networking etc.	27 Years (Age relaxation as per Govt. of India norms)
Mechanical	02 (OBC-01, ST-01)	Diploma in Mechanical Engineering (or) ITI (Fitter/Machinist) with 2 years experience	Experience in Mechanical workshop/ CAD design etc.	
Physics	01 (EWS-01)	BSc. (Physics) or Equivalent	Experience in handling lab equipment for physics lab and conducting laboratory experiments	

### GENERAL INSTRUCTIONS

1. Applicants are required to submit the **on-line application (available in the Institute website [www.iitdm.ac.in](http://www.iitdm.ac.in) and follow the instructions given thereon)** and the candidates applying for more than one post are required to submit the application/fees for each post separately. Enclosures, if any, in support of application are to be uploaded as separate documents (pdf) along with the application form.
2. The applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment including written test/interview will be purely provisional and the final selection is subject to fulfilling the eligibility conditions and valid community and other certificates. Candidates who have appeared in the qualifying degree/diploma examination etc. and whose results have not been declared and not in possession of degree/provisional certificate are not eligible.
3. Candidates should carefully fill up and upload all the required details in the online application form including date of birth, educational qualification, details of valid Community certificate, PwD certificate, Ex-serviceman, Experience and the details of the online payment etc., as no correspondence regarding the change of details will be entertained later. If any of their claims is found to be incorrect at any stage, it will lead to rejection of their candidature.
4. The crucial date for determining the age limit, experience and all related matter shall be the closing date of application.
5. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test / Interview, further only post qualification experience will be taken into the consideration.

6. Age is relaxable in case of SC / ST / OBC / Ex-servicemen / PwD candidates / Departmental candidates as per Government of India norms. Candidate who indicates their community as SC/ST/OBC/EWS in their application form but do not enclose/upload the valid community certificate in the prescribed format will not be considered against the reserved post. No age relaxation is available to SC/ST/OBC candidates applying against UR vacancies. The age relaxation permissible beyond the upper age limit specified in respect of specified category is as under:

S.No.	Category	Age Relaxation permissible beyond the upper age limit
1.	SC/ST	5 years
2.	OBC (NCL)	3 years
3.	PwD (UR)	10 years
4.	PwD + OBC (NCL)	13 years
5.	PwD + SC/ST	15 years
6.	Ex-Servicemen	For Ex-serviceman up to the extent of service rendered in defence forces (Army, Navy & Air Force) plus 3 years.

7. IIITDM Kancheepuram strives to have a workforce which reflects gender balance and hence, the eligible female applicants are encouraged to apply.
8. Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs and STs. The Institute reserves the right to relax any of the qualifications / experience in exceptional cases of meritorious candidates.
9. **Incomplete applications or application without relevant enclosures will be out rightly rejected and the candidates are required to upload the necessary documents in support of their candidature along with the submission of online application. The candidates may note that in this regard no Interim correspondence will be entertained and replied to.**
10. For the post at Sl.No.01, the candidates shortlisted and qualified for the interview will be paid 2<sup>nd</sup> AC train fare by the shortest route either from their residence or place of work. No TA is applicable for other posts.
11. The institute will shortlist the candidates based on shortlisting criteria adopted by the screening committee. The Institute reserves the right to restrict the number of candidates for written test / Skill test / Interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements.
12. The decision of the committee involved in the shortlisting process shall be final. No interim correspondence / enquiry will be entertained from the candidate in connection with shortlisting process.
13. Name of the Shortlisted candidates will be displayed in the Institute website. No separate Individual intimation will be sent. Besides, all information regarding Selection Test and/or Skill test and / or Interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. The candidates are requested to regularly visit the Institute website i.e., [www.iiitdm.ac.in](http://www.iiitdm.ac.in) for updated information regarding the recruitment.

14. In case of any inadvertent mistake in the process of Screening/ Selection, which may be detected at any stage even after the issue of Offer of Appointment, the Institute reserves the right to withdraw/ cancel/ modify any communication made to the Applicants.
15. All appointment shall be done by the Board of Governors (BoG) / Director of the Institute as the case may be on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final. The pay will be fixed at the initial pay level of the post advertised. No request for protection of pay will be entertained. New Pension Scheme (NPS) will be applicable to all permanent employees of the Institute who join the regular post after 01.01.2004, subject to the rules governing the scheme.
16. The candidates willing to avail OBC(NCL) benefit should upload the valid OBC(NCL) certificate as on the date of application. The certificate should not be more than one year old as on the date of notification. **[Refer Annexure A]**
17. The SC/ST candidates are required to upload their community certificate in prescribed format. **[Refer Annexure B]**
18. The candidates willing to avail EWS certificate should upload the valid EWS certificate as on date of application. The certificate should not be more than one year old as on the date of notification. **[Refer Annexure C]**
19. The persons with disability (PwD) shall be required to upload the Disability/Medical Certificate in the prescribed form issued by the competent medical authorities for the purpose of availing age relaxation as per Government of India norms. **[Refer Annexure D]**
20. ESM who have already secured employment in civil side under Central/State Govt/Autonomous bodies/Banks etc. in Group 'C' posts on regular basis after availing of the benefits of reservation given to ESM for their re-employment are not eligible for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation.
21. All Ex-servicemen who wish to avail ESM benefit are required to obtain a certificate in the prescribed format **[Refer Annexure E]**. The serving military personal are required to submit an undertaking **[Refer Annexure F]**.
22. Persons serving in Govt./ Semi-Govt./ Autonomous Institutions/PSUs shall apply online and upload their "NO OBJECTION CERTIFICATE" (NOC) **[Refer Annexure G]** along with their application OR alternatively they shall furnish the NOC at the time of Initial Screening Test, failing which they will not be allowed to participate in the exam.
23. If any document/Certificate furnished in a language other than Hindi/English, a transcript of the same duly attested by a gazette officer is to be uploaded along with that certificate.
24. **Mode of Selection:**
  - a) Post No. 1 (Group A): The shortlisted candidates are required to appear for written test and only the candidate scoring the minimum cut-off set by the institute shall be qualified to appear for the interview before the selection panel.
  - b) Post No. 2 to 5 (Group B and C): The shortlisted candidates will be required to appear for screening test and the candidates scoring the minimum cut off set by the Institute shall have to appear for written test, Trade test/ Computer proficiency test as decided by the institute.
  - c) The syllabus and the detailed scheme for the screening test, written test, Trade test/ Computer proficiency test will be uploaded in the institute website.
25. **Action against applicants found guilty of misconduct:** Applicants are warned not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or

otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. Without prejudice to criminal action, wherever necessary, their candidature will be summarily cancelled / debarred at any stage of the recruitment.

26. Canvassing in any form will be treated as a disqualification for the post.
27. No person, (i) who had entered into or contracted a marriage with a person having a spouse living; or (ii) who is having a spouse alive, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.
28. Applicants should not have been convicted by any court of case.
29. Any dispute with regard to the selection / recruitment process will be subject to Courts /Tribunals having jurisdiction over courts of District of Chengalpattu.
30. **APPLICATION FEE:** Applicants are required to pay a non-refundable application fee of Rs.500/- through **SBI collect online portal** (details are available along with the online application form in the Institute website). No application fee is required for Women, SC/ST, and PwD candidates. Application fee will not be refunded or re-adjusted under any circumstances. No other mode of payment will be accepted. Online application submitted without requisite fee will be rejected forthright and the payment made shall stand forfeited.
31. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and the decision in this regard by the Institute shall be final.
32. The Institute reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
33. The Institute will not be responsible for any delay due to applicant not being able to submit his/her online application within the last date on account of system error or any other reasons.
34. **Last date of Closing of Online Application** : **30.03.2021**

**No hard copy of application needs to be forwarded.**

**NOTE**

**One set of application along with all annexures and original documents, original community certificates etc. proving the eligibility are mandatorily to be produced during document verification at the time of written test failing which the candidate will not be allowed to appear in the examination. Their candidature is liable to be rejected. Therefore, all the candidates are advised to take the print of the application form submitted along with annexures and bring along with original certificates at the time of reporting to the written examination.**

**Sd/-  
Registrar**

**OBC Certificate Format**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL  
EDUCATIONAL INSTITUTES (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. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 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. 12016/9/2000-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. 12015/2/2007-BCC dated 18/08/2010.
- (xvii) Resolution No. 12015/2/2007-BCC dated 11/10/2010.
- (xviii) Resolution No. 12015/13/2010-BC-II dated 08/12/2011.
- (xix) Resolution No. 12015/05/2011-BC-II dated 17/02/2014.
- (xx) Resolution No. 12011/6/2014-BC-II dated 07/12/2016.

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. 36 012/22/93-ESTT.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated:

District Magistrate/ Deputy  
Commissioner, etc.

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. The
- (b) authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist 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.

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under 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/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/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 Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.  
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.  
The Constitution (Pondicherry) Scheduled Castes Order 1964@  
The Constitution (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  
The Scheduled Caste and Scheduled Tribe Orders(Amendment ) Act 2002.  
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.  
The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.  
The Constitution (Scheduled Caste) Order (Amendment) Act 2007.  
%2. Applicable 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 \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ 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)

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 Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) 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.

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

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

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

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, \_\_\_\_\_ village/street \_\_\_\_\_ Post Office \_\_\_\_\_

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.8.00 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_.

His/her family does not own or possess any of the following assets\*\*\* :

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

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

Signature with Seal of office  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent  
passport  
size  
photograp  
h

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

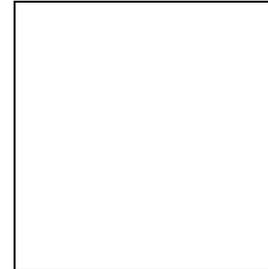
\*\* Note 2: The term'Family" for thispurpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

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

**The form of certificate to be produced by PwD candidates applying for  
appointment to posts under the Government of India**

1. NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No Date:



**DISABILITY CERTIFICATE**

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

This is to certify that Shri/Smt/Kumari\* \_\_\_\_\_ son/daughter\* of  
\_\_\_\_\_ Age \_\_\_\_\_ years, Registration No.

\_\_\_\_\_ is a case of Locomotor disability/ Cerebral Palsy/ Blindness/  
Low vision/ Hearing impairment/ Other disability\* and has been suffering from degree of  
disability not less than \_\_\_\_\_ % ( \_\_\_\_\_ ).

**A. Locomotors or Cerebral Palsy:**

- (i) BL—Both legs affected but not arms
- (ii) BA—Both arms affected (a) Impaired reach  
(b) Weakness of grip
- (iii) BLA—Both legs and both arms affected
- (iv) OL—One leg affected (right or left) (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic
- (v) QA—One arm affected (right or left) (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic
- (vi) BH—Stiff back and hips (cannot sit or stoop)
- (vii) MW—Muscular weakness and limited physical endurance. B. Blindness or Low

**B. Vision:**

- (i) B—Blind
  - (ii) PB—Partially blind
- C. Hearing impairment: (i) D—Deaf  
(ii) PD—Partially deaf  
(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.  
Reassessment of this case is not recommended/is recommended after a period of years' months. \*

3. Percentage of disability in his/her case is Percent.

4. Shri/Smt./Kum meets the following physical requirements for discharge of his/her duties: —

- (i) F—Can perform work by manipulating with fingers. Yes/No
- (ii) PP—Can perform work by pulling and pushing. Yes/No
- (iii) L—Can perform work by lifting. Yes/No
- (iv) KC—Can perform work by kneeling and crouching. Yes/No
- (v) B—Can perform work by bending. Yes/No
- (vi) S—Can perform work by sitting. Yes/No
- (vii) ST—Can perform work by standing. Yes/No
- (viii) W—Can perform work by walking. Yes/No
- (ix) SE—Can perform work by seeing. Yes/No
- (x) H—Can perform work by hearing/speaking. Yes/No
- (xi) RW—Can perform work by reading and writing. Yes/No

(Dr)  
**Member Medical Board**

(Dr)  
**Member Medical Board**

(Dr)  
**Member Medical Board**

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)  
Strike out whichever is not applicable

**Form of Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me, No. \_\_\_\_\_ Rank \_\_\_\_\_, Name: \_\_\_\_\_ is due to complete the specified term of his engagement with the Armed Forces on \_\_\_\_\_ (date).

Place:

Signature of the commanding officer

Date:

Office Seal:

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I .....bearing Roll No.....,appearing for the  
IIITDM Kancheepuram, Non-teaching recruitment of the..... Examination,  
20.....,do hereby undertake that:

- (a) 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, asamended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group „C“ and „D“ posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on... ..... in the office of ..... Therefore, I am eligible for age- relaxation only;

I hereby declare that the above statements are true, complete and correct to the bestof my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....

**Endorsement by the Present Employer**

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Forwarded to **INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY, DESIGN AND MANUFACTURING,  
KANCHEEPURAM, CHENNAI – 600 127**

The applicant Dr./Mr./Mrs/Ms....., who  
has submitted this application for the post of .....  
in the Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram has  
been working in this organization namely  
..... as  
.....(name of the post), in a temporary/ contract/ permanent capacity with  
effect from ..... in the Scale of Pay/ Pay Band of Rs..... .He/She is  
drawing a basic pay of Rs. .... .

Also, on his/her selection, he/she will be relieved from the present position of .....

..... Further, it is certified that no court case/disciplinary/vigilance case has ever  
been held or contemplated or is pending against the said applicant. There is no objection for his/ her  
application being considered by the Indian Institute of Information Technology, Design and  
Manufacturing, Kancheepuram, Tamilnadu.

Date:

Place:

Signature of the forwarding Authority

Seal: