



भा.वा.अ.शि.प.-वन जैव विविधता संस्थान  
ICFRE-INSTITUTE OF FOREST BIODIVERSITY  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद



Indian Council of Forestry Research and Education

(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)

Dulapally, Kompally S.O., Hyderabad – 500 100

Phone: 040-66309500, Fax: 040-66309521, e-mail: director\_ifb@icfre.org, website: <http://ifb.icfre.gov.in>

No.1-156/IFB/Recruitment/2023-24/441

Dated: 19<sup>th</sup> June, 2023

## RECRUITMENT NOTIFICATION

Applications are invited from eligible candidates in the prescribed format for the following posts by **DIRECT RECRUITMENT** at Institute of Forest Biodiversity (IFB), Hyderabad as per the details given below:

S. No.	Name of the Post	7th CPC pay Level	Total No. of Vacancies	Eligibility Qualification	Age as on 31.07.2023 (i.e. last date of receipt of application)
1	Lower Division Clerk	Level-2 (Pay Scale 19900-63200)	OBC-01	(i) 12th class 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.	Not below 18 years or exceeding 27 years
2	Multi-Tasking Staff	Level-1 (Pay Scale 18000-56900)	OBC – 01 UR – 01 SC – 01 UR – 01* OBC – 01*	<b>Essential qualification:</b> 10 <sup>th</sup> standard pass certificate from recognized board/school Desirable: 3 years or more experience in Gardening/Electrical Services/Cleaning Services/Vehicle mechanic/Plumbing/Security duty/Handling office equipments.	

**\*Note: These posts are tentative. Their status will be updated soon.**

### Important Note:

1. The number of vacancies are subject to variation.
2. Essential qualifications are mandatory for all posts.

**Abbreviation:** UR=UNRESERVED, EWS=ECONOMICALLY WEAKER SECTION, OBC=OTHER BACKWARD CLASS (NON-CREAMY LAYER), SC=SCHEDULED CASTE, ST=SCHEDULED TRIBE.

**Age Limit:** Not below 18 years or exceeding 27 years. The upper age limit is relaxed by 5 years for SC/ST and 3 years for OBC. **No age relaxation will be allowed to SC/ST/OBC candidates applying against the unreserved posts. Five years relaxation will be allowed for departmental candidates working in ICFRE HQ or at any of its Institutes/Centres.**

OBC candidates whose caste is not listed in Central List (as available on National Commission for Backward Classes website [www.ncbc.nic.in](http://www.ncbc.nic.in)) and who are not covered under the provisions as applicable to OBC-Non Creamy Layer (NCL) candidates shall be treated as General Category candidates for all purposes. Accordingly, OBC Candidates not belonging to OBC Non-Creamy Layer shall indicate their category as 'UR'.

#### **Application fee:**

Non-refundable Demand Draft of Rs.300/- (Rupees Three Hundred only) drawn from any nationalized Bank in favour of the "**Director, Institute of Forest Biodiversity**" payable at **Hyderabad** should be enclosed along with application. No other mode of payment of application fee is acceptable. However, SC/ST/Women candidates are exempted from payment of application fee as per Govt. of India guidelines.

1. Relaxation of fees is not applicable to SC/ST/OBC candidates applying against unreserved posts.
2. **No TA/DA** will be admissible to the candidates for appearing in **written Examination/interview**. Fees once paid by the candidates will not be refunded in any circumstances.

#### **PLAN OF EXAMINATION**

A competitive written examination will be conducted. Typing proficiency/skill test for the post of LDC will be conducted for the candidates shortlisted in 1:5 ratios on the basis of merit of written examination.

**Written Examination:-** The written examination will be conducted for all the posts either on the same date or on different dates through OMR. The question paper will be in English. It will have a total of 100 multiple choice questions (MCQ) for Lower Division Clerk (LDC) & Multi Tasking Staff (MTS).

#### **Minimum qualifying marks required in written examination: -**

<b>Category of candidate</b>	<b>Minimum qualifying marks</b>
General (UR)/ General (EWS)	50%
OBC-NCL	45%
SC /ST	40%

#### **Date and Time of written examination:**

To be intimated later on the website [www.ifb.icfre.gov.in](http://www.ifb.icfre.gov.in)

## **SELECTION PROCEDURE**

- (i)** The candidates will be shortlisted on the basis of merit of written examination subject to minimum qualifying marks. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard. Skill test, typing proficiency test *etc.* for the relevant posts will be qualifying. The candidate will not be selected for the post if she/he fails to qualify the skill test even though he/she is in merit list created based on written examination.
- (ii)** The candidates shortlisted for skill/proficiency test will have to produce original as well as self-attested photocopies of their certificates related to age proof, caste, educational qualifications, EWS certificates *etc.* at the time of skill/proficiency test. In case the certificate is in a local vernacular language, its English translation duly attested by a Notary/Gazetted Officer should also be produced. All eligibility certificates must be issued by the competent authorities before the closing date of application.
- (iii)** Rules for Tie-Breaker Wherever two or more candidates have secured equal aggregate marks in written examination, the merit of the candidates shall be determined by applying the following Tie-Breaker Rules in order, till the tie is resolved: -
  - i. Date of Birth, with older candidate placed higher
  - ii. Alphabetical order in which the first names of the candidate appear.

### **iv) Other instructions**

- a) Under no circumstances candidates will be allowed the help of a scribe for the examination.
- b) There is no provision of re-evaluation of the answer script and therefore, no request for reevaluation of the answer script will be entertained. The Institute will not enter into any correspondence in this regard.
- c) Posts are temporary but likely to continue. Number of posts mentioned in the advertisement may decrease or increase.
- d) A candidate must be in good mental and bodily health and free from any physical defects likely to interfere with the discharge of his duties. IFB may prescribe necessary medical tests, if required.

**PLACE OF POSTING:** The candidates selected against the posts will be posted at ICFRE - IFB, Hyderabad or its centre ICFRE - CEC, Visakhapatnam. However, all posts carry liability to serve at any of the Institute/Centre under ICFRE within India.

## **GENERAL INSTRUCTIONS:**

1. Mere fulfilling of the minimum qualification and experience requirements shall not vest any right in the candidate for being called for written examination.
2. Candidates must attach photocopies of necessary certificates/documents (self-attested) with the application form regarding the necessary educational qualifications, age proof, claim of belonging to SC/ST/OBC/EWS etc. In absence of such documents the application shall be rejected straightaway.
3. All the applications received within due date in response to this advertisement shall be considered for short-listing by a Screening Committee and only the candidate recommended by the Screening committee will be called for, appearing in the written examination. The decision of the Director, IFB on short-listing will be final and no correspondence will be entertained in this regard.
4. **Application will be liable for rejection due to reasons such as:**
  - i. Incomplete or not submitted in prescribed format.
  - ii. Unsigned/undated/without photograph (including additional photos)
  - iii. Without valid certificate (prescribed by DoPT) in respect of SC/ST/OBC/EWS on the date of application.
  - iv. Under aged/over aged candidates.
  - v. Not possessing the requisite educational qualification at the time of submitting applications
  - vi. Educational qualification from non-recognized institutions.
  - vii. Application received after due date.
  - viii. Application without prescribed fee.
  - ix. Any other like mutilated or damaged applications/documents, etc.
  - x. Self-attested copies of necessary certificates not enclosed.
  - xi. Application for more than one post in single application.
5. The envelope containing the application should be superscripted as "**Application for the Post of \_\_\_\_\_**". The envelope without superscription of the post applied for will not be entertained for further scrutiny.
6. The candidates are required to send **TWO additional and identical photographs separately** along with application form, with their name written in capital letters, name of the post applied for on the reverse of the photographs.
7. The crucial date for determining the age limit shall be the last date for receipt of applications i.e. **31.07.2023**
8. Interested/eligible candidates may submit their applications to "**The Director, Institute of Forest Biodiversity, Dulapally, Kompally S.O., Hyderabad - 500 100' THROUGH POST ONLY** so as to reach on or before **31.07.2023**
9. This institute shall not be responsible for **any postal delay** or loss during the postal transit.
10. The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Govt. of India w.e.f. 01-01-2004.
11. Relaxation in upper age limit is applicable as per the norms of Govt. of India to the

employees already working in ICFRE & its institutes and centres.

12. No correspondence and interim enquiries will be entertained in any manner.
13. Canvassing in any form by the applicant will disqualify his/her candidature.
14. The Director, IFB, Hyderabad reserves the right to increase or decrease the posts or not to fill up any or all the advertised posts without assigning any reason.
15. Legal disputes if any shall be subject to the jurisdiction of the Competent Court at Hyderabad.
16. Decision of the Director, Institute of Forest Biodiversity, Hyderabad in all matters relating to recruitment eligibility, acceptance, rejection of applications, mode of selection, conduct of written examination and skill test and selection etc. and not to fill up all or any posts will be final and binding on all the candidates.. The Director, IFB reserves the right to cancel the recruitment process any time due to any administrative exigency.
17. 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, if they so desire. The forwarding authority should ensure that in the event of selection of the official, he/she should be in a position to relieve/spare the official within the time specified in the offer of appointment.
18. In case of Departmental candidate from ICFRE/its institutes/centres, it is mandatory to attach relevant service experience certificate (mentioning name, present designation, post, present pay level as per 7<sup>th</sup> CPC, present location/office address, etc.) on official letter head from the competent Authority in the application form.
19. 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 as described in selection procedure (section iii)
20. There will be negative marks for wrong answer in the written examination.
21. For availing reservation, SC/ST/OBC-NCL/EWS candidates should furnish original valid Caste/Category Certificate from Competent Authorities at the time of document verification.
22. Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for application. The candidate should ensure that he/she belongs to the OBC- Non Creamy Layer category while applying for the posts against this notification. Further, in addition to the Category Certificate (OBC-NCL), a declaration if required has to be furnished by the candidate during Document Verification, that he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such

candidates, if fulfilling all the eligibility conditions prescribed for General (Un-reserved) category, will be considered against General (UR) vacancy only.

23. As per DoPT OM No. 36039/1/2019-Estt (Res) dated 31.01.2019 Reservation for Economically Weaker Sections (EWS): Candidates who are not covered under the scheme of reservation for SC/ST/OBCNCL and whose family has gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
- 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.
24. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. 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.
25. The appointment against EWS category shall be provisional and is subject to the Income and Assets certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated 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 Income and Asset Certificate issued by any one of the authorities mentioned in prescribed format shall only be accepted as proof of candidates claim as belonging to EWS.
26. The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un-reserved) category, will be considered under General (UR) vacancies only.
27. Community/EWS status as on the closing date for receipt of application for this notice shall only be considered for availing reservation benefits if eligible and any request for change in the community/EWS status of the candidate thereafter shall not be entertained.
28. The mere fact that a candidate has been called for the written examination and/or skill/proficiency test does not imply that his/her candidature has been

finally cleared by IFB. The candidate must note that if/her ineligibility is detected at any stage before or after the written examination and/or skill/proficiency test or if the items prescribed in the Rules and instructions given in the advertisement or any other additional information/document called for at any stage are not complied with within the time specified therein, his/her candidature will be liable for cancellation. IFB will not be responsible for cancellation of candidature on this account.

29. If at any time, at the time of appointment or during the tenure of services the claim of candidate regarding Age, Educational Qualifications, Scheduled Caste (SC)/Scheduled tribe (ST)/Other Backward Class(OBC)/EWS etc. is found to be incorrect , the candidature will be cancelled /the services of the candidate shall be terminated forthwith .In addition, legal action may be initiated against such candidates/ employees as per law.

30. No person:-

a) Who has entered into a contracted marriage with a person having a spouse living

Or

b) Who, having a spouse living, has entered into a contracted marriage with any person shall be eligible for appointment to the service, provided that the IFB may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

### **Syllabus for Examination:**

**Lower Division Clerk (LDC):** There will be an objective type question paper comprising 100 multiple choice questions in total from different subjects for recruitment of Lower Division Clerk. Duration of examination will be 01 hours 30 Minutes. The details of each subject and carrying MCQ marks are as follows:

Quantitative Aptitude (Basic arithmetic skills) -	25 Marks
English Language (Basic Knowledge) -	25 Marks
General Awareness -	25 Marks
General Intelligence -	25 Marks
Total No. of Marks -	100 (1 mark for each question)

**Skill/Proficiency Test:** Candidates qualified in written examination for the post of Lower Division Clerk, will be called for the skill test on the basis of merit of written examination in a ratio of 1:5.

**Multi-Tasking Staff:** There will be an objective type question paper comprising 100 multiple choice questions in total from different subject for recruitment of Multi-Tasking Staff. Duration of examination will be 01 hours 30 Minutes. The details of each subject and carrying MCQ marks are as follows:

Reasoning Ability	-	25 Marks
Numerical Aptitude	-	25 Marks
General English	-	25 Marks
General Awareness	-	25 Marks
Total No. of Marks	-	100 Marks (1 mark for each question)

**Note: (For all two exams)**

1. Each correct answer will carry one mark. 1/4th mark will be deducted for each incorrect/ wrong answer.
2. In case of equal marks/ tie up marks in the written examination, general rules will be followed to finalize the merit list.

**Candidates are requested to visit official websites [www.icfre.gov.in](http://www.icfre.gov.in) or [www.ifb.icfre.gov.in](http://www.ifb.icfre.gov.in) and tab- recruitment for details of the advertisement and downloading of Application form. Further notices/information/instructions will be posted on this site from time to time.**

Sd/-  
Director  
IFB, Hyderabad





भा.वा.अ.शि.प.-वन जैव विविधता संस्थान  
ICFRE-INSTITUTE OF FOREST BIODIVERSITY  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद  
Indian Council of Forestry Research and Education  
(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)  
Dulapally, Kompally S.O., Hyderabad - 500 100

**FORMAT OF THE APPLICATION FORM**

Application for the post of \_\_\_\_\_

Advertisement No. \_\_\_\_\_

1. Amount of Application Fee: Rs. \_\_\_\_\_ DD No. \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Bank \_\_\_\_\_

2. Name of the Applicant (in Block Letters): \_\_\_\_\_

3. Fathers/Husband Name : \_\_\_\_\_

4. Date of Birth :

5. Age as on **31.07.2023** : Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

6. Nationality : \_\_\_\_\_

7. Whether SC/ST/OBC/PWD (Specify) : \_\_\_\_\_

8. Sex (Male/Female) : \_\_\_\_\_

9. Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_

10. Mobile No./e-mail address : \_\_\_\_\_

11. Aadhar No. : \_\_\_\_\_

12. Educational Qualifications :

Exam Passed	Year	Board/University

13. Experience if any : \_\_\_\_\_

14. I hereby declare that the above information is correct to the best of knowledge and belief that nothing has been concealed or distorted. If any time, I am found to have concealed/distorted any material information, my appointment shall be liable for termination.

Place:

Date:

Signature of the Candidate

Name:

Affix self-attested passport size photograph

**(in the case of Govt. employees)**

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

- i. The particulars furnished by Shri/Kum./Smt. \_\_\_\_\_ are correct.
- ii. There is no vigilance/ disciplinary case either pending or contemplated against him/her.
- iii. Integrity of the applicant is certified.

Date: \_\_\_\_\_ (Signature of the Head of Department/Forwarding Authority)

Department/Office with seal

Telephone No.

**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 certificate MUST have been issued on or after 1<sup>st</sup> April 2018.”

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.

(b) The 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 I<sup>st</sup> 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.

**SC/ST CERTIFICATE FORMAT FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_  
Son/Daughter of Shri \_\_\_\_\_ of village/Town\_\_\_\_\_ in District/  
Division \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_  
belongs to the \_\_\_\_\_ caste/Tribe, which is recognized as a Schedule Caste/Scheduled  
Tribe under.

\* The Constitution (Scheduled Castes) order, 1950. \* The Constitution (Scheduled Tribes) order, 1950.

\* The Constitution (Scheduled Tribes) (Union Territory) order, 1951.

\* The Constitution (Scheduled Castes)(Union Territory ) order, 1951. (As amended by the Scheduled Castes and Scheduled Tribes (Modification) Order 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization Act, 1971) and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act, 1976.), the state of Mizoram Act, 1986, the state of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.)

\* The constitution (Jammu & Kashmir) Scheduled Caste Order, 1956;

\* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes, 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 & Nagar Haveli) Scheduled Tribes Order, 1962;

\* The Constitution (Pondichery) Scheduled Castes Order, 1964;

\* The Constitution (Uttar Pradesh) Scheduled Tribes 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 (Scheduled Castes) Orders (Amendment) Act, 1990;

\* The Constitution (Scheduled Tribes) Order, (Amendment) Ordinance, 1991;

\* The Constitution (Scheduled Tribes) Order, (Second Amendment) Act, 1991;

\* The Constitution (Scheduled Tribes) Ordinance, 1996;

\* The Constitution (Scheduled Castes) order (Amendment) Act 2002;

\* The Constitution (Scheduled Castes) order (Second Amendment) Act 2002;

\* The Scheduled Castes and Scheduled Tribes orders (Amendment) Act 2002;

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 Shri/Srimati/Kumari\* \_\_\_\_\_ 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 \_\_\_\_\_ 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)

NOTE: - The terms ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. SC Certificate issued from Maharashtra State must be validated by Social Welfare Department and ST Caste certificate must be validated by Tribal Development Department of Maharashtra Government.

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE:**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner /Additional Deputy Commissioner/Dy. Collector/ 1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tahsildar.
4. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.