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

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

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/OB/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.व.प्र.मं - कोयम्बतूर /IFGTB-COIMBATORE.
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.: 
8) E-mail ID: 
9) Aadhar No.: 
10) Category (Please put tick mark)
   - UR
   - UR-Ex
   - 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)
14) Details of Demand Draft:

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>NAME OF BANK&amp;BRANCH</th>
<th>D.D. No.</th>
<th>D.D. Date</th>
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15) Educational Qualification:
(attach self attested copy of certificates):

<table>
<thead>
<tr>
<th>S N</th>
<th>Examination Passed (SSLC onwards)</th>
<th>Name of Board/University</th>
<th>Month&amp;Year of Passing</th>
<th>Subjects (Major)</th>
<th>Marks obtained/Total Marks</th>
<th>% of Marks</th>
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</table>

16) Experience, if any

<table>
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<tr>
<th>S N</th>
<th>Post Held</th>
<th>Name of the employer</th>
<th>Period</th>
<th>Pay Scale</th>
<th>Remarks</th>
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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: ____________________________
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. : 

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

   Indicate the category (attach copy of Certificate) 

(Continued...2)
14) Details of Demand Draft:

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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* belongs to the State/Union Territory* Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe*under:


2. This certificate is issued on 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________.

Signature ____________________________

Designation __________________________

(With seal of office) State/Union Territory ______

Place ____________________________

Date ____________________________
FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPL YING 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

Dated: __________________________

District Magistrate,
Deputy Commissioner etc.

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

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Year</th>
<th>Institution</th>
<th>Civil Equivalent</th>
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<tbody>
<tr>
<td>(a) Civil (Education)</td>
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<tr>
<td>(b) Military (Education)</td>
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<tr>
<td>(c) Military (Profession)</td>
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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: ..................................................
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.

Date: ____________________________

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

Department/Office with seal

Telephone No. ____________________________
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 ___________________________________________ is permanent resident of ____________________________ Village /
Street ____________________________ Post Office ____________________________ District: ____________________________
in the 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.
**Note 2: 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.
***Note 3: 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/ 1st 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.