

## **ODISHA ADARSHA VIDYALAYA, KUSUMDIHI, KOIRA, DIST-SUNDARGARH**

Advertisement No- 01/2023, date- 05-07-2023

### **WALK-IN INTERVIEW**

A walk-in interview will be conducted in the Vidyalaya premises on dt 12-07-2023 (Wednesday) at 11.00 am for the following post in OAV Kusumdihi, Koira on purely contractual basis for the academic session 2023-24 till the vacancies are filled-up with regular appointment which ever earlier.

SL. NO	NAME OF THE POST	TOTAL NO. OF POST	ESSENTIAL QUALIFICATION	MAXIMUM SALARY PER MONTH
1	PGT MATH	1	PG in concerned subject aggregate with B.Ed	30000/- per month
2	TGT SANSKRIT	1	Graduate in concerned subject/ combination of subject aggregate with B.Ed	25000/- per month
3	TGT ENGLISH	1	Graduate in concerned subject/ combination of subject aggregate with B.Ed	25000/- per month

Interested candidates below 65 years of age can attend the interview with all original certificates and self attested photo copies of the same. Application form and guidelines are available in the district website [www.sundargarh.nic.in](http://www.sundargarh.nic.in) . **No TA/DA will be allowed for attending the interview.**

For any query contact: 7008680320, 7978695014

Principal  
OAV Kusumdihi, Koira



The following must be ensured, while making contractual appointment:

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a OAV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in OAVs.

**3. Tenure of engagement:**

Till such time regular Principal/teachers joins or the end of the academic session whichever is earlier.

**4. Documents to be produced by the retired employee:**

- a) Self attested copies of all certificates/mark sheets.
- b) Proof of retirement from service.(for retired candidates)
- c) Awards/certificates of merit received during service career.
- d) Two self attested photographs(passport size)
- e) Other relevant documents
- f) Undertaking to be effect that:
  - I. No proceeding is pending against him/her at any level
  - II. He/she has never been convicted by any court of law.
  - III. He is not a member of any political party.
- g) One Identity proof
- h) A declaration to the effect that he/she is receiving full pension. In case of provisional pension, reason to be cited.(for retired candidates)

**5. Mode of application:**

- a) One advertisement will be floated in the local dailies inviting application from the candidates. The candidates who can conveniently attend the schools in such locations need to apply for empanelment.
- b) The candidate will submit application to the concerned DEO of the district in the prescribed format along with documents by Registered



**ODISHA ADARSHA VIDYALAYA SANGATHAN**  
**N-1/9, NAYAPALLI, PO-SAINIK SCHOOL, BHUBANESWAR-751005**

**REVISED GUIDELINES FOR EMPANELMENT OF TEACHERS TO MEET  
URGENCIES FOR ODISHA ADARSHA VIDYALAYAS (OAVs)**

**1. OBJECTIVES:**

It has been decided to establish Odisha Adarsha Vidyalaya (OAVs) in all blocks of the state. It is decided to raise a panel of retired teachers/freshers at district/school point for various posts to meet the urgencies. The scheme has been envisaged keeping in view the exigencies of non-availability of teachers for regular engagement, leave vacancies and such situations arising from times to time.

**2. ELIGIBILITY**

**(A) POST OF PRINCIPAL:**

Educational Qualifications and age limit:

Retired Principal of Kendriya vidyalaya/Jawahar Navodaya Vidyalaya within the maximum age limit of 65 years are eligible.

OR

Retired Joint Director/District Education Officer/Inspector of Schools/ Deputy Director/ Officers of equal status within age limit of 65 years having masters Degree from recognized University with at least 45% marks in aggregate & BED (a course prescribed by NCTE) from an institution recognized by NCTE and affiliated to a recognized University are eligible.

OR

Retired Readers/Sr. Lectures of Govt. colleges within age limit of 65 years having master degree from a recognized University with a least 45% marks in aggregate and BED( a course prescribed by NCTE) from an institution recognized by NCTE and affiliated to a recognized University are eligible.

**(B) POST OF PGTs/TGTs:**

The posts of TGTs, PGTs can be filled up on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Odisha Adarsha Vidyalaya Sangathan



- c) Interview should be conducted on 15<sup>th</sup> march of every year for all districts.

6. Selection Procedure:

- I. The candidate will be required to appear before the selection board for empanelment. The Board will ascertain the suitability of the candidate by personal interview.
- II. The Board will consider the career mark and Interview performance for empanelment.
- III. Computation of marks for empanelment of principals and Teachers will be as follows:
  - a) The computation of marks will be made taking 10% of the percentage of marks secured in HSC(without extra optional), Bachelor degree and BED level taken together for TGTs and HSC(without extra optional), Bachelor degree, Master Degree, M.phil & PhD and BED level taken together for principals & PGTs. For example: if one candidate has secured 67% in HSC examination, 6.7 marks will be taken into consideration and similarly in bachelor Degree level. If one candidate has secured 67%, 62% and 70% in HSC, Bachelor degree and BED examination respectively, his computation of marks will be  $6.7+6.2+7.0=19.9$ . Since M.Phil & PhD degree are extra qualification, 5 marks extra for each may be added in computation of marks. There will be interview for 10 marks. The panel will be prepared taking into account marks computed as above and marks secured in interview taken together.
- iv) The selection committee will finalize the list of selected teachers to be engaged as per the vacancies available in the OAVs in the district. The District Education Officer indicating the name of the OAV in which he/she is to be engaged will be intimated to the principal & Principal will issue engagement order.
- v) The engagement of a teachers will automatically come to an end once a regular teacher is appointed/ engaged against the vacant post in OAV. The concerned teacher may be allotted by the District Education Officer in any other OAV preferably in the concerned block area as per the available vacancy against sanctioned vacant post.
- vi) The Retired teacher, who has been awarded punishment in a vigilance case or Departmental proceeding or criminal Prosecution shall not be considered.



member of any political party after his/her retirement shall also not be eligible for engagement under the scheme.

- vii) The Maximum age limit of such retired teachers shall not exceed 65(sixty five) years. In exceptional cases the selection committee may relax the upper age limit maximum by one more year specifying the reason of such relaxation.
- viii) **Delegation to the principals of OAVs:** In case of non reporting by applicants from the panel within 2 months from starting of Academic year and the post lies vacant, the Principals of OAVs are authorized to fill up the posts of PGTs/TGTs in following manner.
- a) The Principal of OAV will draw the list of non-reported teachers and the temporary requirement to be filled up on contract basis through Walk-in-interview.
  - b) Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya and school website.
  - c) The selection Committee should consist of Nominee of Chairman, BEO/BEO(I/C), Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs identified by Principal.
  - d) The Principals of all OAVs will mandatorily take approval of the Chairman , VMDC for constitution of selection committee within 7 days of starting of Academic Year. The selection should be strictly merit based on Interview and practical classroom observation.

#### **7. Execution of agreement -**

An Agreement needs to be signed by the selected candidate and OAVs. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of OAVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

#### **8. Duties and responsibilities of Contractual teachers:**

Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- b) invigilation duty/Evaluation work.
- c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
- d) Any other works assigned by the principal

14 -



**9. Payment and remuneration to contractual teacher.**

Consolidated payment on monthly basis shall be made to the contractual teachers. If regular incumbent joins before completion of one month of the contractual teacher, then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

**Fund** – The payment to all categories i.e. TGT/PGT engaged against the regular vacancy will be met out of School Fund. The Principals to make advance requestion of fund to OAVS for this purpose as per their requirement.

Sl No	Designation	Station	Consolidated pay
1.	Principal	Any	45,000/-
2.	PGT of all subjects	Normal	25,000/-
		Hard/ Very Hard	30,000/- ✓
3.	TGT of all Subjects	Normal	20,000/-
		Hard/ Very Hard	25,000/- ✓

\* The list of Hard/ Very Hard station is mentioned in Annexure- "A".

**10. Terms and Conditions:**

- I. Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Odisha Adarsha Vidyalayas.
- II. Teacher appointed on contractual basis will not be entitled for vacation pay during Summer/Autumn/Winter Break. Payment shall be calculated on pro rata basis.
- III. Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- IV. Working hours shall be same as regular teacher
- V. The engagement of these contractual teachers will automatically come to an end once a regular/contractual teacher is appointed/ engaged against the vacant post in OAV. The concerned teacher may be allotted by the District Education Officer in any other OAV preferably in the concerned block area as per the available vacancy against sanctioned vacant post.



- VI. The retired Principal/PGT/TGT will be paid a consolidated remuneration at the rate mentioned above per month and there shall not be any upper limit in taking number of classes. But he or she render service minimum for 20 days in a month excluding public holidays.
- VII. The teachers engaged should not be allowed to take class on holiday and vacations and they shall not also be engaged in any examination duty except internal examinations of the school.
- VIII. The teacher so engaged shall also be entrusted with correction and valuation work of the concerned subject in the OAV and he/she shall not be entitled for extra remuneration for such works.
- IX. The performance of the teacher will be reviewed on regular basis. If any teacher is found to be non-performing or engaged in activities amounting to misconduct he/she shall be disengaged forthwith by principal under intimation to District Education Officer.
- X. The retired teacher engaged under the scheme shall be treated as disengaged on attaining the age of sixty five unless there is an extension order from the District Education Officer.
- XI. In terms of Finance Department OM NO. 23689 dated 23.06.2012 contractual employees shall be eligible (subject to exigencies of Public service) for special leave of 10 days at the time maximum during the period of engagement for one year. The leave will not be carried over to the next year and will lapse on completion of each year of service.
- XII. Unauthorized absence for a continuous period of 15 days or more will automatically terminate his/her engagement.
- XIII. The temporarily engaged personnel shall be entitled to travelling allowance and daily allowance @ of the corresponding rank in regular Govt. Service When he/she discharge official duty/responsibility.

#### **11. Selection Board:**

The selection board will be constituted under the chairmanship of collector.

- |                              |                   |
|------------------------------|-------------------|
| I. Collector                 | - Chairman        |
| II. DEO                      | - Member Convenor |
| III. One Principal of OAV    | - Member          |
| IV. Any Principal of NVS/KVS | - Member          |
| V. DPC (SSA) of the district | - Member          |

#### **12. Validity Of Panel:**

The Panel will be valid for one year. The district selection board can revalidate the panel on exigencies.

The engagement of retired teachers does not confer any right of engagement.

**13. Special Provision:**

- I) Relaxation of B.Ed. qualification - In the absence of suitable candidates with B.Ed. Degrees in Hard/Very Hard station candidates with following qualifications may be considered in different categories without B. Ed qualification-
  - a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.
  - b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- II) Relaxation in CTET - In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible.

4



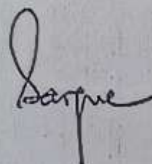
### 3 ELIGIBILITY CRITERIA:

In order to be eligible for appointment, a candidate must satisfy the following conditions:

- (a) Must be a Citizen of India
- (b) Must be of sound mind
- (c) Must not be having more than one spouse living.

#### 3.1 EDUCATIONAL QUALIFICATIONS (GENERAL):

- 3.1.1 The candidate must have passed MIL Odia up to ME standard.
- 3.1.2 The candidates who have not passed Odia up to M.E Standard can apply, but they have to pass the examination (Odia up to M.E Standard) conducted by BSE, Odisha, Cuttack within three years from the date of joining.
- 3.1.3 Candidates must have Master Degree/Bachelor Degree in Arts/ Science with Bachelor Degree in Education from any University of the State as applicable for different posts.
- 3.1.4 All candidates for the post of TGTs (TGT English, TGT Odia, TGT Math, TGT Science, TGT SST) must have passed OSSTET /OTET-Paper-II conducted by BSE/CTET -Paper-II conducted by CBSE in accordance with the guidelines framed by the NCTE.
- 3.1.5 Regarding Universities/Institutions of outside State, the candidates shall only be eligible for appointment after verification of genuineness of their educational/training qualification from concerned University/Institutions from which they have obtained the degree. Candidates from such outside University/Institutions shall have to produce the authenticated proof of equivalency from any University of the state of Odisha and NCTE recognition in support of their qualification at the time of document verification, failing which they will not be eligible in the selection process.
- 3.1.6 A candidate furnishing certificates, mark-sheets with grades and grade point shall also furnish numerical equivalence of grades/grade points from the examining bodies.
- 3.1.7 Candidates must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of University, besides indicating the CGPA/OGPA in the application. Candidates will have to produce the certificate/document issued by the University evidencing conversion formula of university & percentage of marks, when called for document verification.
- 3.1.8 Round off of %age of marks will not be acceptable under any circumstances for consideration for appointment i.e. 49.99% will be treated as less than 50%, likewise 44.99% will be treated as less than 45%.
- 3.1.9 The date of declaration of result / Issuance of Mark Sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.



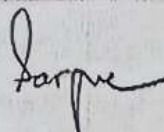


3.1.10 The candidates should have competence to teach both in English & Odia medium for all the above teaching posts. The knowledge of computer application is desirable for all teaching posts.

3.1.11 The candidates not having the prescribed academic/professional qualification, experience and not passed OSSTET/CTET -Paper-II/OTET-Paper-II as applicable for the respective posts as per the advertisement need not apply. OAVS will not be held responsible if the candidature of such candidate is cancelled at any stage of the recruitment process.

#### 4 ESSENTIAL ACADEMIC QUALIFICATIONS & EXPERIENCE

SL No	POST NAME	MINIMUM ACADEMIC QUALIFICATION AND EXPERIENCE
1	PRINCIPAL	<p>(i) Master Degree from a recognized University with at least 45% marks in aggregate.</p> <p>(ii) B.Ed. (a course prescribed by NCTE) from an institution recognized by NCTE and affiliated to a recognized University</p> <p>(iii) Experience:</p> <p>(a) Persons holding analogous post or Post of Principal in Central/ State Govt. / Autonomous Organization of the Central/State Govt. in the pay band of Rs. 15600-39100 with GP of Rs.5400/- / current pay level -12 of ORSP Rules, 2017.</p> <p>OR</p> <p>Vice-Principal/Asst. Education Officers in the Central/State Govt. / Autonomous Organizations of the Central/ State Govt. in the pay band of Rs. 15600-39100 with Grade Pay of Rs.5400/- / current Pay level 12- of ORSP Rules, 2017 with combined services of 03 years as PGT and 02 years as Vice – Principal.</p> <p>OR</p> <p>Persons holding posts of PGTs or Lecturer in Central/ State Govt./ Autonomous Organizations of Central/ State Govt. in the pay band Rs. 9300-34800 with Grade Pay Rs. 4800/- /current Pay level 11- of ORSP Rules, 2017, with at least 05 years' regular service in the aforesaid grade.</p> <p>OR</p> <p>10 years combined regular services as TGT in the Pay Band of Rs.9300-34800/- with Grade Pay of Rs. 4600/- /current Pay level 10- of OSRP Rules, 2017 and PGT in the Pay Band of Rs.9300-34800/- with Grade Pay of Rs. 4800/- /current Pay level-11 of OSRP Rules, 2017 In Central/State Govt/ Autonomous organizations of the Central/State Govt. out of which 03 years as PGT.</p> <p>OR</p> <p>The candidates working and having two (02) years of experience as Principal in Aided / Semi Government / Private Institution having conducted at least two (02) batches of 10<sup>th</sup> Standard Board Examination affiliated to CBSE / ICSE.</p>





		(b) The length of service for experience purpose of PGT Computer Science shall be considered from the date of passing the B.Ed. if he has not passed B.Ed. prior to joining as PGT Computer Science.
2	FOR ALL PGTs	<p>(i) Two years Integrated post Graduate Course with at least 50% marks in aggregate (45% for SC/ST/PH/ SEBC candidates) in any of the following subjects;</p> <p style="text-align: center;">OR</p> <p>Master Degree from a recognized University with at least 50% marks in aggregate (45% for SC/ST/ SEBC/PH candidates) in any of the following subjects;</p> <p style="text-align: center;">AND</p> <p>(ii) Bachelor Degree in Education (a course prescribed by NCTE) from an institution recognized by NCTE and affiliated to a recognized University.</p>
2.1	PGT English	English
2.2	PGT Physics	Physics/ Electronics/ Applied Physics/ Nuclear Physics
2.3	PGT Chemistry	Chemistry/ Bio. Chemistry
2.4	PGT Biology	Botany/ Zoology/ Life Sciences/ Bio Science/ Genetics/ Micro Biology/ Bio-Technology/Molecular Bio/ Plant Physiology provided they have studied Botany and Zoology at Graduation Level.
2.5	PGT Mathematics	Mathematics/ Applied Mathematics
2.6	PGT Commerce	Commerce. (However, the holder of degree in M.Com.in Applied / Business Economics shall not be eligible.)
2.7	PGT Economics	Economics/Applied Economics/Business Economics.
3	For all TGTS	<p>(i) Four years integrated Degree course in the concerned subject from any Institution recognized by NCTE with at least 50% marks in aggregate (45% for SC/ST/PH/SEBC candidates);</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree in Arts &amp; Science in the concerned subjects with 50% in aggregate (45% for SC/ST/PH/SEBC candidates) along with degree in Bachelor in Education/ 3 years integrated B.A B.Ed (a course prescribed by the NCTE) with 50% in aggregate (45% for SC/ST/PH/SEBC candidates) from an Institution recognized by the NCTE and affiliated to a recognized University.</p> <p>(ii) Proficiency in teaching both in Odia and English medium.</p> <p>(iii) Desirable: Knowledge of Computer Application.</p> <p>The subjects and combination of subjects are as under:</p>
3.1	TGT English	English as an Honours/ Pass/ Elective/Major/ Special Subject at graduation level.

*Saraju*



3.2	TGT Odia	Odia as an Honours/Pass/ Elective/ Major/ Special Subject at graduation level.
3.3	TGT Mathematics	<p>Bachelor Degree In Science with at least 200 marks in Math as a Subject with any two of the following subjects: Physics, Chemistry, Computer Science, Computer Application, Statistics and Electronics.</p> <p>OR</p> <p>B.Tech/B.E. Degree with 200 marks in Math and any two of the following subjects: Physics, Chemistry, Computer Science, Computer Application, Statistics and Electronics.</p>



# APPLICATION FORMET FOR EMPANELMENT OF TEACHERS AT ODISHA ADARSHA VIDYALAYAS OF SUNDARGARH DISTRICT

Fill the application form in block letters.

1. Post applied for : \_\_\_\_\_

2. Name of the applicant in (Block letters)

First Name

Middle Name

Last Name

3. Father's / Husband Name : \_\_\_\_\_

4. (a) Present Address:-House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

(b) Permanent Address House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

5. Date of Birth : In Figures:  
(DD/MM/YYYY)




In words .....

Age as on the date of advertisement ..... Years.....Months.....days.

6. Aadhar Card No.....

7. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC					
02.	+2					
03.	Bachelor Degree					
04.	Masters Degree (Physics / Mathematics / Biology / Chemistry)					
05.	B.Ed.					
06.						
07.						



# APPLICATION FORMET FOR EMPANELMENT OF TEACHERS AT ODISHA ADARSHA VIDYALAYAS OF SUNDARGARH DISTRICT

Fill the application form in block letters.

1. Post applied for : \_\_\_\_\_

2. Name of the applicant in (Block letters)

.....  
First Name

.....  
Middle Name

.....  
Last Name

3. Father's / Husband Name : .....

4. (a) Present Address:-House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

(b) Permanent Address House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

5. Date of Birth : In Figures:  
(DD/MM/YYYY)




In words .....  
Age as on the date of advertisement ..... Years.....Months.....days.

6. Aadhar Card No.....

7. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	IISC					
02.	+2					
03.	Bachelor Degree					
04.	Masters Degree (Physics / Mathematics / Biology / Chemistry)					
05.	B.Ed.					
06.						
07.						



# APPLICATION FORMET FOR EMPANELMENT OF TEACHERS AT ODISHA ADARSHA VIDYALAYAS OF ~~SUNDARGARH~~ DISTRICT

Fill the application form in block letters.

1. Post applied for : \_\_\_\_\_

2. Name of the applicant in (Block letters)

First Name

Middle Name

Last Name

3. Father's / Husband Name : \_\_\_\_\_

4. (a) Present Address:-House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

(b) Permanent Address House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

5. Date of Birth : In Figures:  
(DD/MM/YYYY)




In words .....  
Age as on the date of advertisement ..... Years.....Months.....days.

6. Aadhar Card No.....

7. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC					
02.	+2					
03.	Bachelor Degree					
04.	Masters Degree (Physics / Mathematics / Biology / Chemistry)					
05.	B.Ed.					
06.						
07.						



8. Contact No..... E-Mail ID.....

9. Whether qualified in CTET ( YES / NO) \_\_\_\_\_

10. Copy of certificates enclosed (self-attested) (Please tick the certificate which is enclosed)

- i. HSC Certificate and mark sheet.
- ii. +2 Certificate and mark sheet.
- iii. Bachelor Degree Certificate and mark sheet.
- iv. Masters Degree Certificate and Mark Sheet.
- v. B.Ed. Certificate and Mark Sheet.
- vi. Aadhar Card.
- vii. Self-attested passport size photograph.

**For Retired Employees.**

**Documents to be produced by the retired employee:**

- a) Self attested copies of all certificates/mark sheets.
- b) Proof of retirement from service.(for retired candidates)
- c) Awards/certificates of merit received during service career.
- d) Two self attested photographs(passport size)
- e) Other relevant documents
- f) Undertaking to be effect that:
  - I. No proceeding is pending against him/her at any level
  - II. He/she has never been convicted by any court of law.
  - III. He is not a member of any political party.
- g) One Identity proof
- h) A declaration to the effect that he/she is receiving full pension. In case of provisional pension, reason to be cited.(for retired candidates)

**Declaration:**

- (1) I declare that I have gone through the advertisement and I am eligible for the post. I am fully aware of the terms of recruitment and agree to abide by them.
- (2) The above information furnished by me is true to the best of my knowledge and belief. If at any stage any information furnished by me is found to be false then my candidature may be cancelled/ rejected without assigning any reason thereof.

Date:-.....

Place:-.....

Signature of the Applicant.