

 कर्मचारी राज्य बीमा निगम (श्रम एवं रोजगार मंत्रालय, भारत सरकार) EMPLOYEES' STATE INSURANCE CORPORATION (Ministry of Labour & Employment, Govt of India)	 पंचदीप भवन, सी० आई० जी० मार्ग, नई दिल्ली Panchdeep Bhawan, CIG Marg, New Delhi-02 Email : jd-rectt@esic.nic.in Website : www.esic.gov.in Tel. No. 011-23219513
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RECRUITMENT OF DEAN ON REGULAR BASIS FOR ESIC MEDICAL TEACHING INSTITUTIONS – PGIMSRs/MEDICAL COLLEGES - 2025.

Employees' State Insurance Corporation is a statutory body constituted under an Act of Parliament (ESI Act, 1948) and works under the administrative control of Ministry of Labour and Employment, Government of India. Employees' State Insurance Corporation proposes to recruit **Deans** for ESIC PGIMSRs/Medical Colleges on Direct Recruitment regular basis, as under:

A. DETAIL OF VACANCIES:

S. No.	Name of the Post	Name of the Institution	No. of Vacancies
1.	Dean	ESIC Medical College & Hospital, Sanath Nagar, Hyderabad.	1
2.		ESIC Medical College, Andheri, Mumbai.	1
3.		ESIC Medical College, Beltola, Guwahati.	1
4.		ESIC Medical College, Indore, Madhya Pradesh.	1
5.		ESIC Medical College, Jaipur.	1
6.		ESIC Medical College, Noida.	1
7.		ESIC Medical College, Ludhiana.	1
8.		ESIC Medical College, Ranchi.	1
9.		ESIC Medical College, Varanasi.	1
10.		ESIC Medical College, Naroda-Bapunagar, Gujarat.	1
TOTAL			10

Category	UR	SC	ST	OBC	EWS	Total
No. of Vacancies	5	2	1	2	0	10*

* Out of the total 10 vacancies, 01 vacancy is reserved for Persons with Benchmark Disabilities (PwBD) of category (a)- blindness and low vision.

Note: The vacancies advertised above are subject to increase or decrease.

Identification for Persons with Disabilities (PWD)

Sl.No.	Designation	Minimum Functional Requirements	Suitable category of Benchmark disabilities	Nature of work performed
			(a) Blindness & Low Vision	
1	Dean (Medical)	S, ST, W, BN, RW, SE, H, C	B, LV	<p>Administrative and supervising of academic work.</p> <p>Responsible for official work as per the instructions from higher Authorities.</p> <p>Implement the statutory requirements of all the regulatory bodies.</p> <p>Work allotment to staff. Execution & maintenance of works, procurement of materials and machinery.</p> <p>To plan organize, coordinate and controls within authority, delegated, activities of Organisation, establishment etc., or one or more of its department/branches or sections, in running educational institutions.</p> <p>Directs acquisition, educational research, public service and development activities of institutions. Supervising and collecting and dissemination of information. Prepare reports. Update websites of the Institute.</p>

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

B. AGE LIMIT, PAY SCALES, EDUCATIONAL & OTHER QUALIFICATIONS FOR ESIC PGIMSRs & MEDICAL COLLEGES, ESIC PGIMSRs AND ESIC MEDICAL COLLEGES.

Name of the Post	Pay Band & Grade Pay	Age Limit	Educational & Other Qualifications
Dean	Pay Band-4 Rs.37400 – 67000/- with grade pay of Rs.10,000 plus non practicing allowance. (pre-revised)	Not exceeding 55 years as on 30.06.2025 (relaxable upto five years for employees of the Employees' State Insurance Corporation and the Government Servants, in accordance with the instructions or orders issued by the Central Government from time to time.	<p><u>For GENERAL DISCIPLINES:</u></p> <p><u>EDUCATIONAL QUALIFICATIONS</u></p> <p>(i) A recognized medical qualification included in the First or Second Schedule or Part-II of the Third Schedule to the Indian Medical Council Act, 1956. (Holders of educational qualifications included in Part-II of the Third Schedule should also fulfill the conditions stipulated in Section 13 (3) of the said Act,);and</p> <p>(ii) A postgraduate medical qualification i.e. Doctor of Medicine (MD) or Master of Surgery (MS) or a recognised qualification equivalent thereto in the respective subject or allied discipline.</p> <p>Note: The respective subject or allied discipline should be as in the Table-I of Schedule 1 of the Medical Council of India - “Minimum Qualifications for teachers in Medical Institutions Regulations, 1998”).</p> <p><u>EXPERIENCE:</u></p> <p>(i) Fourteen years of teaching experience and / or research experience in a recognised institution in the concerned specialty or subject, after obtaining the qualifying degree of Doctor of Medicine (MD) or Master of Surgery (MS) or qualification equivalent thereto.</p> <p>(ii) Minimum of ten years teaching experience as Professor or Associate Professor or Reader in a Medical College, out of which at least five years should be as Professor in a Department.</p> <p>Note 1 : Qualifications are relaxable at the discretion of the Selection Board in case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience is/ are relaxable at the discretion of the Selection Board in case of candidates belonging to the Scheduled Castes or Scheduled Tribes, and if at any stage of selection, the Selection Board is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill of the vacancies reserved for them.</p> <p>Note 3: The experience should be recognized by</p>

			<p>the Medical Council of India or the statutory body concerned with the system of medicine as valid teaching experience for teaching posts and certificate thereof or any other valid proof in support thereof should be submitted and a certificate to this effect is to be submitted.</p> <p>Note 4: Teaching experience in any other post like the post of General Duty Medical Officer shall not be considered for eligibility purpose for recruitment to teaching posts.</p>
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Note:

- 1. Relaxation in upper age limit shall be available to SC, ST, OBC, Persons with Benchmark Disabilities, Ex Servicemen and other categories of persons as per the instructions/orders issued by the Government of India from time to time.**
- 2. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India i.e 30.06.2025 and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.**

C. EMOLUMENTS & PERQUISITES:

In addition to Pay, they will also be eligible for DA, NPA, HRA and Transport Allowance as per rules in force from time to time.

PERQUISITES: Facilities for reimbursement of entertainment allowance, mobile, telephone, internet, newspapers etc. are available. Other facilities like Leave Travel Concession (LTC), Encashment of Earned Leave, advances for various purposes etc. are also available as per scheme of the Corporation or the instruction of the Govt. of India issued from time to time.

D. CAREER PROSPECTS AND OPPORTUNITIES:

- Will get tailor made forum for setting up a First-Rate Medical Education Institution which would fulfill the self-actualization needs of the individual and resultant institution would cater to the special need of Insured Persons of ESI Corporation.
- It would provide the individual with the opportunity to realize the complete spectrum of his/her academic research/potential ultimately translating Medical Benefits to Insured Persons of ESI Corporation on Pan India Basis.
- The opportunity will provide the individual to project ESIC as a premier academic healthcare institution providing unmatched Social Security Health Cover.
- Will provide a forum to the individual to realize his/her academic and research potential ultimately benefiting Insured Persons of ESI Corporation by providing quality Speciality healthcare services.

E. NOTES:

- (a) Before filling up the application form, candidates are requested to go through carefully the details of posts and instructions published in this notification.
- (b) The age limit shown in Para-B, under the column – **Age Limit** is the normal age limit for EWS/UR candidates. The upper age limit is relaxed upto five years for SC/ST candidates, upto three years for OBC candidates and upto ten years for PwBD candidates in respect of vacancies reserved for them. The SC/ST/OBC/PwBD candidates have to produce a certificate in prescribed proforma. For age concession applicable to other categories of applicants please see relevant paras of the "Instructions and Additional Information to Candidates.
- (c) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/EWS/General category but subsequently writes to the ESI Corporation to change his/her category, such request shall not be entertained by the ESI Corporation.
- (d) Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Persons with Benchmark Disabilities (PwBD) can avail benefit of:
 - (i) Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PwBD candidates.
 - (ii) Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.
- (e) Candidates are advised to fill in their preference of States for postings in the application form. The preference will be without prejudice to the choice and it cannot be claimed as a matter of right. However, preference will be considered subject to administrative requirements. **The selected candidates are liable to be posted anywhere in India.**
- (f) **PROBATION:** The persons selected will be appointed on probation as per rules.

F. INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES

(a) **CITIZENSHIP:**

A Candidate must be either:

- (i) a citizen of India, or
- (ii) a subject of Nepal, or
- (iii) a subject of Bhutan, or
- (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

NOTE: The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the ESI Corporation and, if recommended for appointment, the

candidate may also be provisionally appointed subject to the necessary certificate being issued in his/her favour by the Government of India.

- (b) **AGE LIMITS:** The age limit for the post has been given in Para-B above, under the column – Age Limit. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations.
- (c) **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the educational and other qualifications as mentioned in the para-B above. No enquiry asking for advice as to eligibility will be entertained.
- (d) **SELECTION PROCEDURE: Selection will be made on the basis of interview which will be conducted by a Selection Board.** The interview for the above posts will be held at a suitable place(s), as decided by ESIC. The category-wise minimum level of suitability in interviews will be UR/EWS-50 marks, OBC-45 marks, SC/ST/PwBD-40 marks, out of the total marks of interview being 100. In case of two or more candidates securing same marks in the interview:
- (i) the age will be considered the 1st tie-breaking principle i.e. the candidate elder in age will be considered for selection first, than the candidate younger in age, followed by:
 - (ii) the date of acquiring the essential degree by the candidate.
 - (iii) If both the above factors are also same then ESI Corporation will consider the date of completion of the internship, if any, by the candidates.

ESI Corporation may draw a Reserve List as per provisions followed by UPSC from time to time.

APPLICATION FEE & MODE OF PAYMENT: Candidates [except Female/SC/ST/Persons with Benchmark Disability/Departmental Candidates (ESIC Employees working on regular/permanent basis) and Ex Servicemen Candidates who are exempted from payment of fee] are required to pay a fee of Rs. 500/- (Rupees Five hundred only).

A Demand Draft/Banker's Cheque of Rs. 500/-in favour of '**ESI Fund Account No. II**', drawn on any scheduled bank payable at **Faridabad** has to be submitted along with the Application Form. It may be noted that :

- (i) Fee once paid shall not be refunded under any circumstances.
- (ii) **Only Demand Draft/ Banker's Cheque** drawn on any Scheduled Bank valid for at least three months will be accepted. **Application Fee paid by any other mode will not be accepted and the application will be summarily rejected.**
- (iii) The Demand Draft/ Banker's Cheque must be issued after the issuing date of this advertisement.
- (iv) No "fee exemption" is available to Gen/OBC/EWS male candidates and they are required to pay the full prescribed fee.
- (v) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

G. CONCESSIONS & RELAXATIONS:

- (a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs** shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation

is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the ESI Corporation.

NOTE: Ex Servicemen who have already secured regular employment under the Central Government. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex Servicemen for securing another employment in any higher post or service under the Central Government. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Government jobs.

(b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi.

Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.

Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay.

Air Force: Air Force Records, New Delhi.

(c) Age relaxation for Central Government employees:

The upper age limit is relaxable for Central/U.T. Government Servants up to 5 years as per instructions issued by the Government of India from time to time. (This implies that Scheduled Castes/Schedules Tribes category candidates would get maximum 10 years age relaxation including 5 years age relaxation meant for their respective categories. Similarly, OBC candidates would get maximum upto 8 years including 3 years age relaxation meant for OBC category). This relaxation will be admissible to Government servants with 3 years continuous service in Central Government and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with the ESI Corporation. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant (on permanent basis) and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

(d) Age relaxation to Persons with Benchmark Disabilities (PwBD):

(i) Age relaxation of 10 years (This implies that Scheduled Castes/Schedules Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly OBC candidates would get maximum upto 13 years including 3 years age relaxation meant for OBC category) in upper age limit shall be allowed to persons suffering from (a) blindness and low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, Leprosy Cured, Dwarfism, Acid Attack Victims & Muscular Dystrophy, (d) Autism, intellectual

disability, specific learning disability and mental illness, (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

- (ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.
- (iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in the Schedule {Clause (22) of Section 2} of the Act "The Rights of persons with Disabilities Act, 2016

H. HOW TO APPLY:

- (i) The duly filled and signed Application Form in the Performa appended below along with self-attested copies of certificates is to be sent in a cover super-scribed **"Application for the post of Dean in ESIC"** preferably by Speed Post so as to reach the following addresses by **30.06.2025**.

Address to which the applications are to be sent	Demand Draft/ Banker's Cheque of Rs. 500/- to be payable at
The Regional Director, ESI Corporation, Panchdeep Bhawan, Sector-16, (Near Laxmi Narayan Mandir) Faridabad-121002, Haryana	Faridabad

- (ii) The candidates are advised to submit the application well in advance without waiting for the closing date. Applications received after the last date by any mode will not be considered. ESI Corporation will not be responsible for postal delays.

I. DOCUMENTS/ CERTIFICATES TO BE SUBMITTED ALONGWITH APPLICATION FORM.

- (i) The Demand Draft/Banker's cheque should not be tagged or stapled but should be pinned or clipped at the top of the application form. The name and address of the candidates should be written on the reverse side of the Demand Draft/Banker's cheque.
- (ii) One copy of recent self-attested passport size photograph firmly pasted on the application form.
- (iii) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil

Nadu & Kerala). No other documents shall be accepted as proof of date of birth.

- (iv) Educational Qualification certificates along with mark sheets.
- (v) Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- (vi) Certificates and testimonials in support of Research Publications etc.
- (vii) Caste certificate by candidate seeking reservation as SC/ ST/ OBC/EWS, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC/EWS and the village/ town the candidate is ordinarily a resident of.
- (viii) A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of applications for the post is to be treated as crucial date.
- (ix) Certificate of Disability in prescribed proforma issued by the competent authority to Persons with Benchmark Disabilities (PwBD) persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- (x) Documentary support for any other claim(s) made.
Note: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted with the application form.
- (xi) **A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-**
 - (a) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - (b) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse, or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - (c) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
 - (d) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
- (xii) Certificate/ Document in respect of Age relaxation for:
 - (a) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.
 - (b) Central/UT Government Employees/Servants in prescribed proforma from

competent authority issued after the date of advertisement.

(c) Persons seeking age relaxation under special provision/ order.

(xiii) The candidates who are working in Armed Forces of India and wish to avail relaxations and concessions under the Ex-Servicemen category have to submit certificate of employment and Undertaking as per Annexure-‘VI’.

NOTE I: Date of birth mentioned in Application Form is final. No subsequent request for change of date of birth will be considered or granted.

J. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

K. OTHER INFORMATION/INSTRUCTIONS:

- (i) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications directly to the ESI Corporation. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- (ii) The date for determining the eligibility of all candidates in every respect viz. age limit, work experience and other criteria regarding eligibility for the post shall be the closing date of receipt of applications from candidates in India i.e. **30.06.2025** (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
- (iii) Mere submission of application does not confer any right to the candidate for being called for interview. The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the ESI Corporation.
- (iv) **Incomplete or Unsigned applications or the applications received without the self-attested copies of mark sheets/certificates in support of educational qualification, proof of age (Date of Birth), application fee, caste certificate, experience certificates, photographs and those received after the last date of receipt of applications are liable to be rejected without any communication to the candidate.**
- (v) ESI Corporation will not undertake detailed scrutiny of applications for eligibility and other aspects for calling candidates for interview and, therefore, the candidature is accepted only provisionally. The candidates fulfilling the eligibility criteria for the post will be called for interview on the basis of information furnished by them in the application form. Before applying, **candidates are advised to go through the requirements of essential qualification, age, experience etc. and satisfy themselves that they are eligible for the post.** At the time of verification/submission of documents on the day of interview,

if any claim made in the application is not found substantiated, or found that the candidate does not fulfil the eligibility criteria, the candidature of the candidate will be cancelled and the **decision of ESIC in this regard shall be final.**

(vi) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

(vii) Candidates will be informed of the final result in due course through ESIC website(www.esic.gov.in) and any interim enquiries about the result are therefore, unnecessary and will not be attended to.

(viii) Canvassing in any form will disqualify a candidate.

L. Last date of receipt of application is 30.06.2025. (Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, and the Union territories of Ladakh, Andaman and Nicobar Islands and Lakshadweep will be **01.07.2025**).

दिनांक : 04.06.2025

Jt. DIRECTOR (RECTT.)

APPLICATION FORM FOR THE POST OF DEAN IN ESI CORPORATION-2025

Affix self-attested
recent passport size
photograph here
(photograph should be
firmly pasted on this
space and not stapled)

1. Particulars of the Demand Draft/Banker's Cheque:
Amount Rs. _____
(a) Name & Branch of issuing bank _____
(b) DD/BC No. _____ dated _____
2. (a) Aadhar Number : _____
(b) Name (in full) (in block letters): _____
3. Father's/Husband's Name: _____
4. (a) Date of Birth (in figures): _____
(in words _____)
(b) Age as on closing date (**i.e.30.06.2025**): Years __, Months __, Days __
5. Nationality: _____
6. (a)Correspondence address: _____

(b) E-mail ID: _____
(c) Mobile No.: _____
7. Permanent Address: _____
(with telephone number)

8. Gender (Male / Female / Transgender): _____
9. (i) Are you a Person with Benchmark Disability (PwBD): (Yes /No): _____
(ii) If Yes, then Percentage of Disability: _____
10. (i) Are you an Ex-Serviceman: (Yes /No): _____
(ii) If Yes, then Date of discharge from Armed Forces: _____
11. (i) Are you an ESIC / Govt. Employee (Yes/No): _____
(ii) If yes, please mention whether ESIC or Govt. Employee: _____
(iii) Whether working on regular basis or contractual basis : _____
12. Community to which applicant belongs to: _____
(SC or ST or OBC or EWS or General)

13. ESSENTIAL EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS:
(Attach annexure, if necessary)

Degree/ Examination Passed	Subjects	Name & Address of Institution	Duration		University	Year of passing	Percentage of marks obtained
			From	To			

14. DETAILS OF EMPLOYMENT (IN CHRONOLOGICAL ORDER) (Attach annexure, if necessary).

Name of the Organization (please specify whether Central Govt./State Govt./Public Sector /Autonomous Body/Private Sector)	Position held	Period of service		Teaching Experience			Whether the Experience is recognized by MCI or Statutory Body concerned, as Teaching Experience.	Whether working on Regular Basis/ Contractual Basis/ Adhoc Basis/ Residency Scheme etc.
		From	To	Years	Months	Days		

Contd...

15. Registration No. and Date of Registration of MBBS and Post Graduate Qualification (MS/MS/DNB/Diploma etc.) with the National Medical Council/State Medical Council:

(a) MBBS Qualification:

Registration No.: _____: Date of Registration: _____

Name of the Medical Council (NMC/State Medical Council): _____

(b) Post Graduate Qualification (MS/MS/DNB etc.):

Registration No.: _____: Date of Registration: _____

Name of the Medical Council (NMC/State Medical Council): _____

16. Trainings (if any).

Institution	Period	Field of Training

17. Academic attainments and activities (Attach annexure, if necessary) _____

18. Details of Publications (Attach annexure, if necessary):

(i)
(ii)
(iii)
(iv)

21. List of enclosures:

(i)	(vi)
(ii)	(vii)
(iii)	(viii)
(iv)	(ix)
(v)	(x)

22. Preference of State/Institution for Posting:

(i)	(vi)
(ii)	(vii)
(iii)	(viii)
(iv)	(ix)
(v)	(x)

I hereby declare that all the statements made 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, my candidature/appointment shall be liable to be cancelled / terminated summarily without notice or any compensation in lieu thereof.

I also affirm that No Objection Certificate from the present employer for applying this post has been applied for/taken.

I hereby undertake that I fulfil the eligibility criteria in each and every respect as published in the advertisement for the post of Dean on the closing date of receipt of applications i.e. 30.06.2025.

If selected, I am willing to serve anywhere in India.

Place _____

Date _____

Signature of the Candidate: _____

ANNEXURE-I**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari _____ son/daughter
of _____ of village/town _____ in District/Division
_____ in the _____ State/Union Territory
_____ belongs to the _____ Community which is recognized 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 Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt.
(SCT,) dated 08.09.1993**. OM No. 36033/3/2004Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt.
(Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Date _____

District Magistrate/ Deputy
Commissioner etc.

Seal of Office

*-

The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

**-

As amended from time to time.

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 Certificate Certificates:

i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1 st 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 applicant and or his family normally resides.

Note-I 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 Certificate are indicated below:-

i. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy

Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

- ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tehsildar
- iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note-II The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

Note-III The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'B'** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

Form of declaration to be submitted by the candidate (in addition to the community certificate)

I.....son/daughter of Shri.....resident of village/town/city.....district
.....State.....hereby declare that I belong to thecommunity which is recognized as a backward
class by the Government of India for the purpose of reservation in services as per orders contained in Department of
Personnel and Training Office Memorandum No. 36102/22/93 Estt (SCT) dated 8.09.1993. It is also declared that I
have read and understood the instructions contained in the said DoP&T OM dated 8.09.1993, and OM No.
36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have reasons to declare that I do not fall under OBC (Creamy Layer)
category on the basis of income for the immediate preceding three financial years.

Signature.....

Full Name.....

Address.....

Government of _____

(Name & Address of the authority issuing the certificate)

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 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;

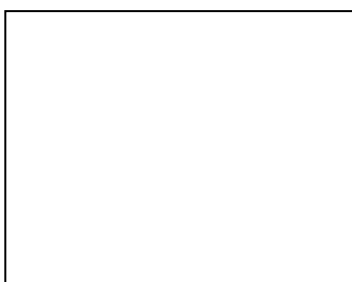
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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 _____



*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:The term 'Family" for this purpose 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 Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*.....
 son/daughter*
 of.....ofvillage/town*inDist
 rict/Division*of
 theState/UnionTerritory*belongstothe.....caste/t
 ribe*whichisrecognisedasaScheduledCaste/ScheduledTribe*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 List (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, the Scheduled Castes and Scheduled Tribes Order (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 and 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@The Constitution (Pondicherry) Scheduled Castes Order, 1964

@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@The Constitution (Nagaland)Scheduled Tribes Order, 1970

@The Constitution (Sikkim)Scheduled Castes Order, 1978

@The Constitution (Sikkim)Scheduled Tribes Order, 1978

@The Constitution (Jammu&Kashmir)Scheduled Tribes Order, 1989

@The Constitution (SC) Order (Amendment) Act, 1990

@The Constitution (ST) Order (Amendment) Act, 1991

@The Constitution (ST) Order (Second Amendment) Act, 1991

@The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati* 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 a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of

issued by the dated

% 3. Shri/Shrimati/Kumari* and/or* his/her* family

Ordinarily resides in village/town* of District/Division*

of the State/Union Territory* of

Place:

Signature.....

Date:

**Designation.....

(With Seal of Office)State/UnionTerritory*

*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 Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/DeputyCollector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent	Passport	Size
Attested	Photograph	
(Showing face only) of the		
person with disability		

Certificate No.....

Date:.....

This is to certify that I have carefully examined Shri /Smt / Kum

..... son/ wife/ daughter of
 Shri..... Date of Birth.....(DD/MM/YY) Age.....years,
 male/female.....Registration No.permanent resident of House
 No..... Ward/Village/StreetPost
 Office.....District.....Statewhose
 photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B)the diagnosis in his/her case is.....

(A) He/ She has.....% (in figure)percent (in words)
 permanent Locomotor Disability/dwarfism/blindness inrelation to
 his/her.....(part of body) as per guidelines (.....number and date
 of issue of the guidelines to be specified).

2.The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of
Notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour certificate of
disability certificate
is issued.

Form-VI

Certificate of Disability

(In case of multiple disabilities)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport size
Attested Photograph
(Showing face only)
of the person with
disability

Certificate No.....Date:

This is to certify that we have carefully examined
Shri/Smt/Kum.....son/wife/daughter of Shri.....

Date of Birth.....(DD)/(MM)/(YY).....Ageyears,

male/female.....RegistrationNo.....

permanent resident ofHouse
No..... Ward/Village/Street.....

..... Post Office.....District.....

State.....whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability(in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (.....Number and date of issue of the guidelines to be specified), is as follows:-

In figures:-.....percent

In words:- percent

2. This condition is progressive/non-progressive/likely to improve/ not likely to improve.
3. Reassessment of disability is:

(i) Not necessary,

Or

(ii) is recommended/ after yearsmonths, and therefore this certificate shall be valid till(DD)/(MM)/(YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb
impression of the
person in whose
favour certificate of
disability is issued.

Form-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

[See rule 18(1)]

Recent Passport size
Attested photograph
(Showing face only) of
the person with disability

Certificate No.....

Date:.....

This is to certify that I have carefully examined
Shri/Smt./Kum.....son/wife/daughter of Shri
.....Date of Birth.....(DD)/(MM)/(YY)
Age.....years, male/female.....Registration Nopermanent
resident of House No.....Ward/Village/StreetPost
Office.....District.....State.....

Whose photograph is affixed above, and am satisfied that he/she is a case of.....disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:-

S.No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of hearing	€		
9.	Speech and Language disability			
10.	Intellectual disability			
11.	Specific Learning disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive /non-progressive/ likely to improve /not likely to improve.

3. Reassessment of disability is :

(i) Not necessary

Or

(ii) Is recommended/after.....years.....

months, and there forth is certificate shall be valid till.....

.....(DD)/(MM)/(YY)

@-eg. Left/Right/both arms/legs
#-eg. Single eye/both eyes
€-eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned (Counter signature and seal of the Chief Medical Officer/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (withseal))

Signature/Thumb
Impression of the person
in whose favour
certificate of disability is
issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if counter signed by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

CERTIFICATE TO BE PRODUCED BY SERVING /RETIRED /RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT BY UNION PUBLIC SERVICE COMMISSION OTHERWISE THAN ON RESULTS OF AN OPEN COMPETITIVE EXAMINATION

A. Form of Certificate applicable for Released /Retired Personnel

It is certified that.No..... Rank.....
Name.....whose date of birth is..... has rendered service
from..... to Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

- (i) By way of dismissal, or
- (ii) By way of discharge on account of misconduct or inefficiency, or
- (iii) On his own request, but without earning his pension, or
- (iv) He has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service.

% c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place:.....

Date:.....

Signature, Name and Designation of the
Competent Authority**

SEAL

% Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No.....Rank.....Nameis serving in the
Army/Navy/Air Force from.....

2. He is due for release retirement on completion of his specific period of assignment on.....
3. No disciplinary case is pending against him.

Place:.....

Date:.....

Signature, Name and Designation of the
Competent Authority**

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

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 Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs /SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that

No.....Rank.....Name.....whose date of birth is.....is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on and is on extended assignment till
3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the

Competent Authority**

SEAL

****Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

- (a) In case of Commissioned Officers including ECOs/SSCOs.
Army - Military Secretary Branch,
Army Hqrs., New Delhi
Navy - Directorate of Personnel, Naval Hqrs., New Delhi

AirForce – Directorate of Personnel Officers, AirHqrs., New Delhi

- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army - By various Regimental Record Offices

Navy-BABS, Mumbai

AirForce – AirForce Records, New Delhi

The form of certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri.....is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

Certified that:

*(a) Shri/Smt./Kum. holds substantively a permanent post of.....in the Office/Department of.....with effect from.....

*(b) Shri/Smt./Kum has been continuously in temporary service on a regular basis under the Central Government in the post of.....in the Office/Department with effect from.....

Signature.....

Name.....

Designation.....

Ministry/Office.....

Address.....

Office Seal

Place:.....

Date:.....