



## Film and Television Institute of India, Pune

An Autonomous Institute under Ministry of Information & Broadcasting, Govt. of India  
(A Society Registered under the Societies' Registration Act 1860)

### Advt. no. 01/ 2022

Film & Television Institute of India (FTII), Pune, invites applications for direct recruitment (regular posts) from Indian Citizens (and such other candidates declared eligible by the Ministry of Home Affairs, Government of India) for the following Group 'A' posts.

Sr. No.	Name of the Post	Pay Matrix Level	Total	No. of vacancies					Upper Age Limit
				Gen	OBC	SC	ST	EWS	
1	Dean (Television)	Level 12	01	01					50 years
2	Professor, Screenplay Writing	Level 12	01		01				50 years
3	Professor, Editing	Level 12	01	01					50 years
4	Professor, Cinematography	Level 12	01			01			50 years
5	Professor, Music	Level 12	01		01				50 years
6	Professor, Sound Engineering	Level 12	01	01					50 years
7	Associate Professor, Film Direction	Level 11	02	01			01		45 years
8	Associate Professor, Cinematography	Level 11	01	01					45 years
9	Associate Professor, Film Production	Level 11	01		01				45 years
10	Associate Professor, ETV Film Production	Level 11	01		01				45 years
11	Associate Professor, TV Engineering (Recording)	Level 11	01	01					45 years
12	Associate Professor, ETV Production	Level 11	01	01					45 years
13	Associate Professor, TV Technical Management	Level 11	01	01					45 years
14	Associate Professor, TV Engineering (Electronics)	Level 11	01					01	45 years
15	Assistant Professor, Cinematography	Level 10	02				01	01	40 years
16	Assistant Professor, Editing	Level 10	01			01			40 years
17	Assistant Professor, Sound Engineering	Level 10	01	01					40 years
18	Assistant Professor, TV Engineering	Level 10	02		01	01			40 years
19	Assistant Professor, TV Technical Operations	Level 10	02			02			40 years
20	Assistant Professor, TV Production	Level 10	02		02				40 years
21	Maintenance Engineer	Level 10	02		01	01			30 years
22	Vision Mixer Engineer	Level 10	01			01			30 years
23	Chief Librarian	Level 10	01		01				30 years
24	Film Research Officer (for PwD category – A i.e Blindness and Low Vision)	Level 10	01	01					30 years

**Note:**

1. Mode of recruitment is Interview.
2. Age of retirement at FTII is 60 years.
3. The number of vacancies advertised may vary. They may increase or decrease.
4. Influencing in any form will disqualify the candidature of the applicant.
5. Faculty recruited in either of the Wing can be deployed in other Wing as well. The decision of FTII authorities would be binding in this regard.
6. Preference will be given to those candidates who have qualification and/ or experience in other fields of Film and Television in addition to the essential qualification and experience prescribed.
7. Last date of submission of complete online application in all respect is 14.02.2023, 6 pm.
8. For any query, please contact Shri S. K. Dekate, Administrative Officer on 020-25580014/ recruitment@ftii.ac.in between 10.00 am to 4.00 pm on working days.

**REGISTRAR  
FTII, PUNE**

## 1. Qualifications and Experience:

Post at Sr. No.1: **Dean (Television)**

**(a) Essential:**

(i) Degree of a recognized University or equivalent;

**AND**

(ii) Diploma from FTII or equivalent in Film or Television direction/ production

(iii) At least eight years' professional experience in a responsible capacity in television production/ training including two years of administrative or managerial experience in an organization or institution of repute.

**OR**

(i) Certificate of completion of Television course conducted by FTII or equivalent

(ii) At least ten years' experience in a responsible capacity in television production/ training including two years of administrative/ managerial experience in an organization or institution of repute.

Candidates are required to produce evidence of professional work done.

**(b) Desirable**

(i) Teaching Experience

(ii) Good knowledge of Indian and International Television.

Post at Sr. No.2: **Professor Screenplay Writing**

**(a) Essential:**

(i) Degree of a recognised University

(ii) Degree or Diploma or equivalent in Film Direction/ Screenplay Writing from a recognized University or Institution;

(iii) At least six years' professional experience as a Script Writer for films including teaching in an organisation or institution of repute;

**OR**

(i) Master's Degree of a recognised University;

(ii) At least eight years' professional experience as a Script Writer for films including teaching in an organisation or institution of repute;

**OR**

(i) Degree of a recognised University or equivalent;

(ii) At least 10 years' professional experience as a Script Writer for films including teaching in an organization or institution of repute;

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.3: **Professor Editing**

**(a) Essential:**

(i) Degree of a recognised University;

(ii) Degree or Diploma or equivalent in Film Editing from a recognized University or Institute

(iii) At least six years' professional experience including teaching in Film Editing in an organization or Institution of repute.

**OR**

(i) Master's Degree of a recognised University;

(ii) At least eight years' professional experience including teaching in Film Editing in an organization or Institution of repute.

**OR**

(i) Degree of a recognized University or equivalent;

(ii) At least ten years' professional experience including teaching in Film Editing in an organization or Institution of repute.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.4: **Professor Cinematography**

**(a) Essential:**

(i) Degree of a recognised University;

(ii) Degree or Diploma or equivalent in Motion Picture Photography or Cinematography from a recognised University or Institute.

(iii) At least six years' professional experience including teaching experience in the field of motion picture photography in an organisation or institution of repute.

**OR**

(i) Master's Degree of a recognised University;

(ii) At least eight years' professional experience including teaching experience in motion picture photography in an organisation or institution of repute.

**OR**

(i) Degree of a recognised University or equivalent;

(ii) At least ten years' professional experience in Motion Picture Photography including teaching experience in an organization or institution of repute.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.5: **Professor Music**

**(a) Essential:**

(i) Degree of a recognised University

(ii) Degree or Diploma or equivalent in Music of a recognised University or Institution

(iii) At least six years' professional experience as a Music Director for films in an institution or organisation of repute;

**OR**

(i) Master's Degree of a recognised University

(ii) At least eight years' professional experience as a Music Director for films in an institution or organisation of repute;

**OR**

(i) Degree of a recognised University or equivalent

(ii) At least 10 years' professional experience as a Music Director for films in an Institution or organization of repute

**(b) Desirable:**

- (i) Teaching Experience
- (ii) Administrative Experience
- (iii) Good Knowledge of Indian Art and Culture
- (iv) Familiarity with Western Music
- (v) Good knowledge of Indian and International Cinema

Post at Sr. No.6: **Professor Sound Engineering**

**(a) Essential:**

- (i) Degree of a recognised University
- (ii) Degree or Diploma or equivalent in Sound Recording and Sound Engineering from a recognised University or Institute;
- (iii) At least six years' professional experience including teaching in the field of Sound Recording and/ or Sound Engineering in an organization or institution of repute;

**OR**

- (i) Master's Degree of a recognised University;
- (ii) At least eight years' professional experience including teaching in Sound Recording and Sound Engineering in an organization or institution of repute;

**OR**

- (i) Degree of a recognized University or equivalent;
- (ii) At least ten years' professional experience including teaching in Sound Recording and Sound Engineering in an organization or institution of repute.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.7: **Associate Professor Film Direction**

**(a) Essential:**

- (i) Degree of a recognised University;
- (ii) Degree or Diploma or equivalent in Film Direction or Film Production from a recognised University or Institute;

(iii) At least four years' professional experience including teaching as a Motion Picture Production or Direction Executive in an organisation or Institution of repute.

**OR**

(i) Master's Degree of a recognised University

(ii) At least six years' professional experience including teaching as a Motion Picture Production or Direction Executive in an organisation or Institution of repute.

**OR**

(i) Degree of a recognised University or equivalent;

(ii) At least eight years' professional experience including teaching as a Motion Picture production or Direction Executive in an organization or institution of repute.

**(b) Desirable:**

Good knowledge of Film & TV medium in India and abroad.

Post at Sr. No.8: **Associate Professor Cinematography**

**(a) Essential:**

(i) Degree of a recognized University;

(ii) Degree or Diploma or equivalent in Motion Picture Photography or Cinematography from a recognized University or Institute

(iii) At least four years' professional experience including teaching of Motion Picture Photography in an organization or institution of repute.

**OR**

(i) Master's Degree of a recognized University;

(ii) At least six years' professional experience including teaching of Motion Picture Photography in an organization or institution of repute

**OR**

(i) Degree of a recognized University or equivalent;

(ii) At least eight years' professional experience including teaching of Motion Picture Photography in an organization or institution of repute.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.9: **Associate Professor Film Production**

**(a) Essential:**

- (i) Degree of a recognized University;
- (ii) Degree or Diploma or equivalent in Film Direction or Film Production from a recognized University or Institution
- (iii) At least four years' professional experience including teaching as a Motion Picture Production or Direction Executive in an Institution or organization of repute.

**OR**

- (i) Master's Degree of a recognized University;
- (ii) At least six years' professional experience including teaching as a Motion Picture Production or Direction Executive in an Institution or organization of repute.

**OR**

- (i) Degree of a recognized University or equivalent
- (ii) At least eight years' professional experience including teaching as a Motion Picture Production or Direction Executive in an Institution or organization of repute.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad

Post at Sr. No.10: **Associate Professor ETV Film Production**

**(a) Essential:**

- (i) Degree of a recognized University;
- (ii) Degree or Diploma or equivalent in Film or Television Direction/ Production from a recognized University or Institute;
- (iii) At least four years' professional experience including teaching of ETV Production or Film Production in an organization or institution of repute;

**OR**

- (i) Master's Degree of a recognized University;
- (ii) At least six years' professional experience including teaching of ETV Production or Film Production in an organization or institution of repute;



**OR**

- (i) Degree of a recognized University or equivalent;
- (ii) At least eight years' professional experience including teaching of ETV Production or Film Production in an organization or institution of repute.

(b) Desirable:

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.11: **Associate Professor TV Engineering (Recording)**

(a) Essential:

- (i) Degree of a recognized University;
- (ii) Degree or Diploma or equivalent in Engineering in Telecommunication/ Electronics from a recognized University or Institute;
- (iii) At least four years' professional experience including teaching of Technical Operations and Maintenance in an organization or Institution connected with TV Broadcasting/ Training or TV Industry;

**OR**

- (i) Master's Degree of a recognized University with Physics with Electronics or Wireless as a special subject;
- (ii) At least six years' professional experience including teaching of Technical Operations and Maintenance in an organization or Institution connected with TV Broadcasting/ Training or TV Industry;

**OR**

- (i) Degree of a recognized University or equivalent;
- (ii) At least eight years' professional experience including teaching of Technical Operations and Maintenance in an organization or institution connected with TV Broadcasting/ Training or TV Industry.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.12: **Associate Professor ETV Production**

**(a) Essential:**

- (i) Degree of a recognized University;
- (ii) Degree or Diploma or equivalent in Film or Television Direction/ Production from a recognized University or Institute;
- (iii) At least four years' professional experience including teaching of ETV Production in an organization or institution of repute.

**OR**

- (I) Master's Degree of a recognized University;
- (ii) At least six years' professional experience including teaching of ETV production in an organization or institution of repute.

**OR**

- (i) Degree of a recognized University or equivalent;
- (ii) At least eight years' professional experience including teaching of ETV Production in an organization or institution of repute.

**(b) Desirable:**

Good knowledge of Film & TV medium in India and abroad.

Post at Sr. No.13: **Associate Professor TV Technical Management**

**(a) Essential:**

- (i) Degree of a recognized University;
- (ii) Degree or Diploma or equivalent in Engineering in Telecommunications/ Electronics from a recognized University or Institute;
- (iii) At least four years' professional experience including teaching of Technical Operations and Maintenance in an organization or institution connected with TV Broadcasting/ Training or TV Industry.

**OR**

- (i) Master's Degree of a recognized University with Physics with Electronics or Wireless as a special subject;

(ii) At least six years' professional experience including teaching of Technical Operations and Maintenance in an organization or institution connected with TV Broadcasting/ Training or TV Industry.

**OR**

(I) Degree of a recognized University or equivalent;

(ii) At least eight years' professional experience including teaching of Technical Operations and Maintenance in an organization or institution connected with TV Broadcasting/ Training or TV Industry;

**(b) Desirable:**

Good knowledge of Film & TV medium in India and abroad.

Post at Sr. No.14: Associate Professor TV Engineering (Electronics)

**(a) Essential:**

(i) Degree of a recognized University;

(ii) Degree or Diploma or equivalent in Engineering in Telecommunication/ Electronics from a recognized University or Institute;

(iii) At least four years' professional experience including teaching of Technical Operations and Maintenance in an organization or Institution connected with TV Broadcasting/ Training or TV Industry.

**OR**

(i) Master's Degree of a recognized University with Physics with Electronics or Wireless as a Special subject;

(ii) At least six years' professional experience including teaching of Technical Operations and Maintenance in an organization or institution connected with TV Broadcasting/ Training or TV Industry.

**OR**

(i) Degree of a recognized University or equivalent;

(ii) At least eight years' professional experience including teaching of Technical Operations and Maintenance in an organization or Institution connected with TV Broadcasting/ Training or TV Industry.

**(b) Desirable:**

Good knowledge of Film & TV medium in India and abroad.

Post at Sr. No.15: **Assistant Professor Cinematography**

**(a) Essential:**

- (i) Degree of a recognized University;
- (ii) Degree or Diploma or equivalent in Motion Picture Photography/ Cinematography from a recognized University or Institute;
- (iii) At least Two years' professional experience including teaching in Motion Picture Photography or Cinematography in an organization or institution of repute.

**OR**

- (i) Master's Degree of a recognized University;
- (ii) At least four years' professional experience including teaching in Motion Picture Photography or Cinematography in an organization or institution of repute.

**OR**

- (i) Degree of a recognized University or equivalent;
- (ii) At least five years' professional experience including teaching in Motion Picture Photography or Cinematography in an organization or institution of repute.

**(b) Desirable:**

Good knowledge of Film and TV media in India and abroad.

Post at Sr. No.16: **Assistant Professor Editing**

**(a) Essential:**

- (i) Degree of a recognized University;
- (ii) Degree or Diploma or equivalent in Film Editing from a recognized University or Institute;
- (iii) At least two years' professional experience including teaching in Film Editing in an organization or Institution of repute.

**OR**

- (i) Master's Degree of a recognized University;

(ii) At least four years' professional experience including teaching in Film Editing in an organization or Institution of repute.

**OR**

(i) Degree of a recognized University or equivalent;

(ii) At least 5 years' professional experience including teaching in Film Editing in an organization or Institution of repute.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.17: **Assistant Professor Sound Engineering**

**(a) Essential:**

(i) Degree of a recognized University;

(ii) Degree or Diploma or equivalent in Sound Engineering from a recognized University or Institute;

(iii) At least two years' professional experience including teaching in Sound Recording/ Sound Engineering in an organization or institution of repute engaged in Film/TV Production or training.

**OR**

(i) Master's Degree of a recognized University in Telecommunication Engineering;

(ii) At least 4 years' professional experience including teaching in Sound Recording/ Sound Engineering in an organization or institution of repute engaged in Film/TV Production or training.

**OR**

(i) Degree of a recognized University or equivalent;

(ii) At least 5 years' professional experience including teaching in Sound Recording/ Sound Engineering in an organization or institution of repute engaged in Film/TV Production or training.

**(b) Desirable:**

Good knowledge of Film & TV medium in India and abroad.

Post at Sr. No.18: **Assistant Professor TV Engineering**

**(a) Essential:**

- (i) Degree in Engineering of a recognized University;
- (ii) Degree or Diploma or equivalent in Telecommunication/ Electronics from a recognized University or Institute;
- (iii) At least two years' professional experience including teaching in technical operations and maintenance in a responsible capacity in an organization or Institution of repute.

**OR**

- (i) Master's Degree of a recognized University in Telecommunication/ Electronics
- (ii) At least four years' professional experience including teaching in technical operations and maintenance in a responsible capacity in an institution or organization of repute.

**OR**

- (i) Degree of a recognized University or equivalent;
- (ii) At least five years' professional experience including teaching in technical operations and maintenance in a responsible capacity in an institution or organization of repute.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.19: **Assistant Professor TV Technical Operations**

**(a) Essential:**

- (i) Degree in Engineering of a recognized University;
- (ii) Degree or Diploma or equivalent in Telecommunication/Electronics from a recognized University or Institute;
- (iii) At least two years' professional experience including teaching in technical operations and maintenance in a responsible capacity in an organization or Institution of repute.

**OR**

- (i) Master's Degree of a recognized University in Telecommunication Engineering;
- (ii) At least four years' professional experience including teaching in technical operations and maintenance in a responsible capacity in an organization or institution of repute.

**OR**

- (i) Degree of a recognized University or equivalent;
- (ii) At least 5 years' professional experience including teaching in technical operations and maintenance in a responsible capacity in an organization or institution of repute.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.20: **Assistant Professor TV Production**

**(a) Essential:**

- (i) Degree of a recognized University;
- (ii) Degree or Diploma or equivalent in Film or Television Direction/ Production.
- (iii) At least two years' professional experience including teaching in a responsible capacity in an organization or institution of repute connected with TV Production/ Training.

**OR**

- (i) Master's Degree of a recognized University;
- (ii) At least four years' professional experience including teaching in an organization or institution of repute connected with TV Production/ Training.

**OR**

- (i) Degree of a recognized University or equivalent;
- (ii) At least five years' professional experience including teaching in a responsible capacity in an institution or organization of repute connected with TV Production/ Training.

**(b) Desirable:**

Good knowledge of Film and TV medium in India and abroad.

Post at Sr. No.21.: **Maintenance Engineer**

**(a) Essential:**

(i) Degree in Engineering of a recognized University in Telecommunications/ Electronics or equivalent.

**OR**

(i) M.Sc. with Physics with Electronics or Wireless as a special subject or equivalent.

(ii) At least four years' experience of maintenance of Electronics equipment in Radio or Television Broadcasting set up.

Candidates are required to produce evidence of professional work done.

**(b) Desirable:**

(i) Teaching Experience

(ii) Certificate of completion of course conducted by FTII or equivalent.

Post at Sr. No.22.: **Vision Mixer Engineer**

**(a) Essential:**

(i) Degree in Engineering of a recognized University in Telecommunications/ Electronics or equivalent.

**OR**

(i) M.Sc. with Physics with Electronics/ Wireless as a special subject or equivalent.

(ii) About two years' practical experience in Editing in an organization or institution connected with TV Broadcasting/ Training or TV Industry or closed Circuit Television.

**(b) Desirable:**

Teaching experience

Post at Sr. No.23.: **Chief Librarian**

**(a) Essential:**

(i) Degree of a recognized University or equivalent.

(ii) Degree or equivalent in Library Science or a recognized University or Institute.

**(b) Experience:**



(ii) At least five years' experience in a responsible capacity in a large public Library or University Library.

**(b) Desirable:**

(i) Post-Graduate Degree in Library Science.

(ii) Experience of handling film library, tape or discs library, documentation work in a large book library or University Library.

Post at Sr. No.24.: **Film Research Officer**

**(a) Essential:**

(i) Master's Degree in Arts, Social Sciences or Humanities of a recognized University;

(ii) Knowledge of Indian and foreign Cinema.

**(b) Desirable:**

Research and/ or writing experience in the field of Cinema.

1.1 As regards to educational qualification, the required degree from a recognized University or equivalent must have been acquired before closing date of application.

1.2 As per notification of Ministry of Human Resource Development (Ministry of Education) dated 10.06.2015 published in the Gazette of India, all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification. In case of the candidates

possessing such degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education, such candidates shall also produce approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period at the time of Document Verification.

- 1.3 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11.03.2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.
- 1.4 All the candidates who are called for interview will be required to produce the relevant Certificates such as Mark sheets for all years/semesters of Graduation/ Provisional Certificate/ Degree of Graduation in original as proof of having acquired the minimum educational qualification on or before the cut-off date, failing which the candidature of such candidates will be cancelled by the FTII.
- 1.5 Experience for each post will be counted post the required educational qualification (degree/ diploma/ certificate).
- 1.6 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 at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
- 1.7 The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The candidate should, therefore mention all his/ her qualifications and experience in the relevant field over & above the minimum qualifications.

## 2. Application Fees

- 2.1 Application fee is Rs 1,000/- for each post which is to be submitted through SB Collect portal against **“Application fee for Gr. A posts at FTII (01/2022)”**.
- 2.2 Remittance in cash, demand draft, postal order, cheque etc. will not be accepted.
- 2.3 Candidates desirous of applying for more than one post(s), should pay fee separately for each post.
- 2.4 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Persons with Benchmark Disabilities (PwBD) are exempted from payment of application fee.
- 2.5 No "fee exemption" is available to male candidates of Gen (UR)/ OBC – NCL/ EWS and they are required to pay the full prescribed fee.
- 2.6 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with FTII. Applications without the prescribed fee OR fee received after due date would not be considered and summarily rejected. No request for consideration or any representation against such rejection would be entertained.
- 2.7 Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other selection or course etc.

## 3. How to pay application fee?

- 3.1 Click on the link <https://www.onlinesbi.com/sbcollect/icollecthome.htm> OR visit [www.onlinesbi.com](http://www.onlinesbi.com) and further click on “SB Collect” which is at the top left, vertically 06<sup>th</sup> from left to right.
- 3.2 Read the “Terms Used”, then tick/ click on the ‘check box’ and further click on “Proceed”.
- 3.3 Select **All India** in State of Corporate/ Institution, then select **Educational Institutions** in Type of Corporate/ Institution and **click Go**.

- 3.4 Search/ Find **FTII Fees Account** in Educational institutions name and click submit.
- 3.5 In the payment category select **“Application fee for Gr. A posts at FTII (01/2022)”**.
- 3.6 Fill-up the application form with requisite details and proceed for payment.
- 3.7 Make necessary payment of Rs 1,000/-.
- 3.8 Once payment is done, please note "SBcollect Reference Number i.e DU number" (mentioned in payment confirmation receipt). This may be required for future reference as well as required while filling the online application form.
- 3.9 Digitally store the receipt of payment. This can be carried out in one of the following ways;
  - (i) by taking printout of receipt of payment, scan & save it
  - (ii) by taking screenshot of payment (if using mobile) or print screen (if using computer)
  - (iii) by simply taking a photograph from mobile
- 3.10 **Terms & conditions:** By agreeing to the terms & conditions in the application form, applicants are confirming that they have read & understood the contents of advertisement on the website and they are eligible to apply and fulfill all the requirements as stated in the advt. for the post applied for.

#### **4. Reservation:**

- 4.1 SC/ ST/ OBC – NCL/ EWS candidates who applied against reservation category are required to submit a valid certificate regarding their caste status in the prescribed proforma.
- 4.2 PwBD candidates who applied against post reserved for the said benchmark disability are required to submit a valid disability certificate in the prescribed proforma.
- 4.3 OBC – NCL candidates are required to submit a valid certificate regarding his/ her having Non-Creamy Layer status issued by the Competent Authority.

Reservation will be applicable to such OBC candidates who do not fall under the Creamy Layer status.

- 4.4 Candidates claiming SC/ ST, OBC – NCL, EWS and Differently Abled Persons (PwD) reservation(s) as the case may be must submit respective certificate(s) in the prescribed format failing which said claim would not be considered.
- 4.5 A signed self declaration in the prescribed format by candidate seeking reservation as OBC, that he/ she does not belong to the creamy layer on the closing date, in addition to the community certificate (OBC) is also required.
- 4.6 Persons with disabilities (PwD), as indicated in the VACANCY DETAILS, can apply to the respective reserved post as well as to the other post(s) which is/ are not reserved for PwD. However, such candidates will be considered for selection to such post(s) by general standard of merit. 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.

## **5. Concessions & Relaxations**

- 5.1 The age limit shown against all posts is the normal age limit and the age is relaxable for SC/ ST candidates upto 5 years and upto 3 years for OBC – NCL candidates in respect of vacancies reserved for them.
- 5.2 For Persons with Benchmark Disabilities (PwBD), age relaxation of 10 years (15 years for SC/ ST and 13 years for OBC) shall be admissible irrespective of whether the post is reserved for PwD or not, provided the post is identified suitable for the relevant category of disability and age of applicant shall not exceed 56 years.
- 5.3 The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/ SSCOs shall be relaxed by five years' subject to other terms & conditions as prescribed by Govt. of India.
- 5.4 The upper age limit is relaxable for Central 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 FTII. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation would be required to produce a Certificate dated 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 and not on casual/ adhoc/ daily wages/ hourly paid/ contract basis employee.

- 5.5 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
- 5.6 The upper age limit is relaxable to employees of Central Government Autonomous Bodies/ Undertakings or Societies of Central Government and regular employees of FTII as per rules.

## **6. Travelling Allowance**

No TA/ DA or any other expenditure will be paid or reimbursed for attending Interview. However, SC/ ST candidates called for interview will be paid single Second Class Railway fare by the shortest route to place of interview from the Railway Station nearest to the normal place of residence of candidate or from which he actually performs the journey, whichever, is nearer to the place of interview, and back to the same station or the amount of Railway fare actually incurred by the candidate

whichever is less, on production of proof of their belonging to the SC/ ST and production of photocopies of journey tickets.

## 7. How to Apply

- 7.1 Application will be received online only. Candidates should fill the online application form at <https://forms.gle/LsmKRDqLGPW3uVm68>. Other means of application or offline application will be rejected.
- 7.2 The applicants should fill up the application form after ensuring that they fulfil all the essential qualifications, professional experience and other requirements for the post they are applying for.
- 7.3 Candidates must carefully fill all the required details in the online application form and wherever asked/ required, upload scanned copies of necessary documents.
- 7.4 Candidates must upload;
  - 7.4.1. Documents/ certificates in support of all the claims made by them in the application like, Date of Birth, Required Qualification(s), Experience etc. or any other information, separately against each claim in pdf file in such a way that the file size does not exceed 1 MB per document and is legible when a printout taken. For that purpose, the applicant may scan the documents/ certificates in 200 dpi grey scale.
  - 7.4.2 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 claim of age.
  - 7.4.3 Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

- 7.4.4 Experience Certificate(s) for the entire experience claimed, clearly mentioning post held, duration of employment/ engagement (date, month & year), nature of duties performed/ experience obtained in the post(s) with duration(s).
- 7.4.5 Caste certificate by candidate seeking reservation as SC/ ST/ OBC – NCL, 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 - NCL and the village/ town the candidate is ordinarily a resident of.
- 7.4.6 EWS certificate by candidate seeking EWS reservation, in the prescribed proforma as per Govt. of India guidelines.
- 7.4.7 A signed self-declaration in the prescribed format by candidate seeking reservation as OBC – NCL, 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 Online Application for the post is to be treated as crucial date.
- 7.4.8 Certificate of Disability in prescribed proforma issued by the competent authority to Persons with Benchmark Disabilities (PwBD) eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Certificate of Disability shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.
- 7.4.9 Documentary support for any other claim(s) made.
- 7.5 In the online Application Form, candidates are also required to upload the scanned colour passport size photograph and signature in JPG/ JPEG format. The photograph should not be more than three months old from the closing date of application form. Image dimension of the photograph should be about 3.5 cm



(width) x 4.5 cm (height). The photograph should be without cap, spectacles and the frontal view of the face should be clearly visible. If the proper photograph is not uploaded by a candidate, his/ her candidature will be cancelled. As regards to the signature, the applicant has to sign on white paper with blue or black colour Ink/ jel pen. Image dimension of the signature should be about 6 cm (width) x 2 cm (height).

- 7.6 Applicants who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner, as applicable.
- 7.7 Applicants are advised to submit only single Online Application form for each post. However, for some justified reasons, if multiple Online Application forms are submitted for the same post, the last submitted Application Form only will be taken into consideration for that post and all previous Application Forms submitted for that post will be ignored.
- 7.8 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 uploaded.
- 7.9 Last date & time for submission of online application is 14<sup>th</sup> Feb. 2023, 6 pm.
- 7.10 Applicants are advised in their own interest to make payment and submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability to process on account of heavy load on the website during the closing days.
- 7.11 FTII will not be responsible for applicants not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of FTII.

## **8. General Instructions:**

- 8.1 Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.

- 8.2 Applicants applying should ensure that they fulfil all the eligibility conditions and their status at all stages will be purely provisional, subject to their satisfying the prescribed eligibility conditions. At any time before or after interview, it is found that they do not fulfil any of the eligibility conditions, their candidature will be cancelled by the FTII.
- 8.3 Applicants working in Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies should apply through proper channel.
- 8.4 Applicants seeking reservation/ concession/ relaxation benefits available for SC/ ST/ OBC – NCL/ EWS/ PwBD/ ESM etc. must ensure that they are entitled to such reservation/ concession/ relaxation etc. as per eligibility prescribed in the advt. and necessary certificates from the competent authority, in the prescribed format are submitted at the time of online application. Failing to do so, their claim for SC/ ST/ OBC – NCL/ EWS/ PwBD/ ESM etc. category and or claimed concession/ relaxation etc. will not be entertained. The formats of the certificates are annexed with this advt. Similarly, applicants must attach supporting documents for educational qualification/ experience etc.
- 8.5 The normal minimum age (in completed years) for recruitment in FTII is of '18 years'.
- 8.6 Date of Birth filled by the applicant in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the FTII for determining the age and no subsequent request for change will be considered or granted.
- 8.7 Applicants must write their name, date of birth, father's/ mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of FTII.
- 8.8 Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
- 8.9 Closing date for submission of online application in all respect will be 18 hrs on 14.02.2023.

- 8.10 The crucial date for determining the eligibility of all applicants in every respect shall be the prescribed closing date for submission of online application.
- 8.11 The crucial date as stated above will be same for OBC – NCL certificate. Thus, applicants claiming reservation under OBC – NCL must possess a valid OBC – NCL certificate as on the crucial date and the said certificate needs to be attached along with online application form. Further, original of said attached certificate needs to be produced at the time of document verification. Failing to comply the above conditions, the applicant will lose his/ her claim against OBC – NCL reservation.
- 8.12 Applicants may also note that their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Applicants are cautioned that legal and or disciplinary action will be initiated in case they fraudulently claim SC/ ST/ OBC – NCL/ EWS/ PwBD/ ESM status or avail any other benefit.
- 8.13 Candidature will be cancelled if any information or claim is not found substantiated/ not as per requirement when the scrutiny of documents is undertaken at the time of document verification. FTII 's decision shall be final in this regard.
- 8.14 The decision of FTII in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information and all other matters related with conduct of recruitment process will be final and binding on the applicants and no enquiry or correspondence will be entertained in this regard.
- 8.15 In the event of number of applications being large for a post(s), FTII may adopt short listing criteria to restrict the number of applicants to be called for interview to a reasonable number by any or more of the following methods:
- 8.15.1 On the basis of Desirable Qualification (DQ) or any one or all of the DQs if than one DQ is prescribed;
- 8.15.2 On the basis of higher educational qualifications than the minimum prescribed in the advertisement.

- 8.15.3 On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- 8.15.4 By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
- 8.16 The applicant should, therefore, mention all his/ her qualifications and experience in the relevant field over and above the minimum qualifications.
- 8.17 Date for the interview shall be intimated separately. No correspondence will be entertained with candidates who are not called for Interview.
- 8.18 Candidates will be short-listed for interview only on the basis of information provided by them in their online application form and attached documents in support of the claim. The online application will be examined only if the candidate is prima facie eligible to be shortlisted on the basis of information regarding qualifications and experience claimed in the online application, terms of the advertisement and modalities & criteria adopted for shortlisting. Applicants must ensure that submitted information is true. If at the time of document verification/ interview or at any subsequent stage, any information given by them or any claim made by them in their online applications is found to be false/ misleading, their candidature will be liable to be rejected.
- 8.19 An applicant who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted: -
- 8.19.1 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;
- 8.19.2 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.

8.19.3 In case of divorce of women - Certified copy of Divorce Decree and Deed /Affidavit duly sworn before the Oath Commissioner.

8.19.4 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 newspapers in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

8.20 After applying all applicable relaxations/ concessions etc., maximum age limit of applicant should not exceed 56 years as on crucial date (closing date of submitting online application).

8.21 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 total marks of interview being 100. However, SC/ ST/ OBC/ EWS/ PwBD/ ESM candidates who are applying against General (UR) post, the minimum level suitability in such case will be 50 marks, out of total marks of interview being 100.

8.22 The advt. may be published both in English and Hindi. In case of any dispute, the English version will prevail.

8.23 FTII reserves the right to fill or not to fill the post advertised without assigning any reasons thereof.

8.24 Candidates are advised to check the website of the Institute i.e. ftii.ac.in for any communication/ corrigendum regarding the recruitment. Also, should check their registered email to ensure that no communication regarding the recruitment is missed.

8.25 Any dispute in regard to any matter related to this recruitment or otherwise will be subject to the jurisdiction of Courts in Pune alone or Bombay High Court.

**9. Broadly, candidates will have to submit copies of following documents/ images:**

9.1 Matriculation/ Secondary Certificate.

- 9.2 Educational Qualification Certificate.
- 9.3 Experience certificate, if applicable
- 9.4 Caste/ Category Certificate, in prescribed format, if belongs to reserved categories.
- 9.5 Self declaration by OBC – NCL applicant.
- 9.6 Persons with Benchmark Disabilities Certificate in the required format, if applicable.
- 9.7 Relevant Certificates if seeking any age relaxation, if applicable.
- 9.8 Supporting documents by a candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc.
- 9.9 SBI – Collect payment portal receipt (application fee), if applicable
- 9.10 Recent colour passport size photograph
- 9.11 Image of signature
- 9.12 Applicants may please read this detailed advertisement carefully for requirement of any other additional document(s).

**REGISTRAR**

## FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimati\*/Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_  
village/ town\* \_\_\_\_\_ in \_\_\_\_\_ District/ Division\* of the  
\_\_\_\_\_ State/ Union Territory\* belongs to the Caste/Tribe which is recognized as  
a Scheduled Caste/Scheduled Tribe\* under:

\*The Constitution (Scheduled Castes) Orders, 1950:

\*The Constitution (Scheduled Tribes) Order, 1950;

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

\*The Constitution (Jammu and Kashmir) Scheduled Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

\* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

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

\* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;

\* The Constitution (Goa, Daman 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 Tribes Order, 1978.

2. Shri/Shrimati\*/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/  
town\* of \_\_\_\_\_ Territory\* of \_\_\_\_\_ District/Division\* of the \_\_\_\_\_ State/Union.

Signature  
Designation  
(with seal of office)  
State/Union Territory

Place

Date

\* Please delete the words which are not applicable.

**Note:** The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

*(Above format is as per the brochure published by DoPT on its website, chapter 08)*

**FORM 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 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 Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 - Estt.(SCT) Dated 08.9.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the applicant is mentioned as OBC.

\*\* - As amended from time to time.

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

*(Above format is as per OM No. 36036/2/2013- Estt.(Res.)dated 30.05.14 issued by DoPT )*



**Form of declaration to be submitted by the OBC – NCL 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 the \_\_\_\_\_ community 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 08.09.1993. It is also declared that I do not belong to persons/ sections / sections (Creamy  
Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated  
08.09.1993, O.M No. 36033/ 3/ 20040-0 Estt (Res.) dated 09<sup>th</sup> March 2004 and O.M. No. 36033/ 3/  
2004 – Estt. (Res.) dated 14<sup>th</sup> Oct. 2008.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

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/Street  
..... Post Office ..... District  
..... State ..... whose  
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 in relation 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 size Photograph (Showing face only) of the person with disability	Passport Attested
---	----------------------

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) ..... Age .....years,  
male/female..... Registration No.....  
permanent                      resident                      of                      House  
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 ..... years..... months, 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 size photograph (Showing only) person disability	Passport Attested face of the with
---	--

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/Street .....  
Post 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 therefore this 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

(Countersignature 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 (with seal))

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 countersigned 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.

**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/ Shrimati/ 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: \_\_\_\_\_

**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.....

Recent  
passport size  
attested  
photograph of  
the applicant

**\*Note 1:** 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.

\*\*\*\*\*