



**NAINI AEROSPACE LIMITED  
NAINI, PRAYAGRAJ**

**RECRUITMENT FOR THE VARIOUS POSTS ON FIXED TERM TENURE BASIS  
Advertisement No. NAeL/Rectt./26/01**

**ABOUT COMPANY**

Naini Aerospace Limited (NAeL) was incorporated on 29th December 2016 as a wholly owned subsidiary of Hindustan Aeronautics Limited (HAL).

Naini Aerospace Ltd is situated in the Naini industrial area of Prayagraj developed by UP State Industrial Development Corporation. The factory is located on Prayagraj-Mirzapur highway, approximately 20 km from Prayagraj City Centre.

The Company is mainly into the Production of Aircraft/ Helicopter Loom (Wire Harnesses), Stub Wings for LCA, Structure of Helicopters and Drone. The company has also obtained DGCA approval for Remote Pilot Training.

NAeL invites applications from Qualified and experienced professionals, for the following positions, to be engaged on Contract in Fixed Term Employment (FTE), for a period of four years in the factory situated at UPSIDA Industrial Area, Naini, Prayagraj, UP:

| Sl. No. | Name of the Position               | Required No. |
|---------|------------------------------------|--------------|
| 1.      | Sr. Human Resource Officer (GR-II) | 01 (OBC)     |
| 2.      | Sr. Finance Officer (GR-II)        | 01 (UR)      |

The details regarding the desired qualification, age, job roles/ requirements, compensation, selection process, general instructions etc. in respect of the above-mentioned positions are mentioned in the subsequent pages.

**Candidates are advised to go through the subsequent pages (Page No. 2 to 18) carefully and apply for the position as per their eligibility.**

**1. POSITION: Sr. Human Resource Officer (GR-II)**

|     |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Position                                                    | <b>Sr. Human Resource Officer (01 Post)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| (b) | Qualification                                               | <p>Bachelor's Degree with PG Degree / PG Diploma / MBA /MSW/ MA with specialization in Human Resources/ Personnel Management/ Industrial Relations / Human Resource Development / etc., from Institutes / Universities recognized by appropriate statutory authorities.</p> <p>Minimum 60% of marks in aggregate in the qualifying examination.</p> <p>Degree in Law will be an added advantage (Desirable).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (c) | Minimum Experience<br>(Post Qualification as on 07.02.2026) | 03 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (d) | No of Posts                                                 | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (e) | Upper age limit                                             | 37 years as on 07.02.2026 (Relaxation applicable as per General Instruction para 4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| (f) | Tenure of appointment                                       | Four Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (g) | Job Role/ Requirements                                      | <ul style="list-style-type: none"><li>• Responsible for handling whole HR Generalist Activities and Functions (i.e. Recruitment, Performance Appraisal, IR &amp; Administration, Manpower Planning, Wage Administration, Training &amp; Development etc.).</li><li>• Compliance of all labour laws applicable to NAeL.</li><li>• All HR Administration related activities.</li><li>• Implementation of disciplinary procedures and maintenance of Industrial Peace and Disciplines.</li><li>• To support the skilling of new recruits, ITI Apprentices, Diploma/ Graduate Apprentices.</li><li>• Ensuring clear and effective interaction with all stakeholders.</li><li>• To carry out the assignments as may be assigned from time to time by the management of the company.</li><li>• May be made responsible to act as Head of HR as per organizational needs.</li></ul> |

**2. POSITION: Sr. Finance Officer (Gr-II)**

|     |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Position                                                    | <b>Sr. Finance Officer (01 Post)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (b) | Qualification                                               | <p>i. Cost &amp; Works Accounts (CWA)/Cost Management Accountant (CMA) from the Institute of Cost Accountant of India; [OR]</p> <p>ii. Chartered Accountant (CA) from the Institute of Chartered Accountants of India; [OR]</p> <p>iii. Two years Full Time MBA with specialization* in Finance / Accounts from a recognized University or Deemed University or Institute recognized by AICTE with 60% aggregate marks qualifying examination; [OR]</p> <p>iv. Full Time MMS with specialization* in Finance / Accounts from a recognized University or Deemed University or Institute recognized by AICTE with 60% aggregate marks qualifying examination; [OR]</p> <p>v. Two years Full Time Post Graduate Degree/ Diploma in Management (Finance*) from an Institute recognized by AICTE with 60% aggregate marks qualifying examination.</p> <p>*In case of dual specialization, Finance shall be the major one.</p> |
| (c) | Minimum Experience<br>(Post Qualification as on 07.02.2026) | 3 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| (d) | No of Posts                                                 | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (e) | Upper age limit                                             | 37 years as on 07.02.2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| (f) | Tenure of appointment                                       | Four Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (g) | Job Role/ Requirements                                      | <ul style="list-style-type: none"><li>• Responsible for handling finance, Taxes, Balance Sheet and other Functions etc.</li><li>• Reporting of Statutory Compliances to respective Authorities.</li><li>• Liaisoning with Internal Auditor, Statutory Auditor and CAG.</li><li>• Responsible for handling whole Finance related Activities and Functions (i.e. Chart of Accounts, Corporate Book Keeping, Taxation, Payroll etc. Receivable and Payable Management, Revenue Billing, Purchase Finance, Insurance matters, Tax Laws, TDS and GST issues with latest developments etc.)</li></ul>                                                                                                                                                                                                                                                                                                                          |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <ul style="list-style-type: none"> <li>• Responsible for dealing the matters related to General Accounting.</li> <li>• Responsible for Export/ Import and Customs related Activities.</li> <li>• Ensuring clear and effective interaction with all stakeholders.</li> <li>• To carry out the assignments as may be assigned from time to time by the management of the company.</li> <li>• May be made responsible to act as Head of Finance &amp; CFO as per organizational needs.</li> </ul> |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **COMPENSATION & BENEFITS**

Selected candidates, on their engagement, may get Basic & DA, as per company rule. In addition, they will also be entitled for PF, HRA, Meal Allowance, Conveyance Allowance, Medical Allowance, Mobile recharge reimbursement, Gratuity, Casual Leave, Earned Leave, Company Uniform, Stitching Charges, Shoes and other benefits as per Company Rules.

This will amount to a CTC of Rs. 10.65 lakh per annum. (including employer contribution to PF) in the level of Sr. HR Officer / Sr. Finance Officer, Group-II

Depending upon satisfactory performance, an annual increment may be provided as a Retaining Allowance after successfully completion of one year of service and so on.

### **SELECTION PROCESS**

1. Eligible candidates short-listed, based on the initial screening of their Application Forms and credentials etc., only will be called for personal interview.
2. Date & Time of the Interview will be intimated to the short-listed/eligible candidates via Email / NAeL Website.
3. Interviews for the shortlisted candidates will be conducted at NAeL, Naini, Prayagraj for which call letters will be sent on the individual's email ID.
4. Based on Interview performance, most suitable candidate will be selected by the duly approved Selection Committee of NAeL.
5. Candidates called for interview will be reimbursed to and fro Third AC train fare from the Mailing/ Present address or the starting station, whichever is nearer to the place of Interview by the shortest route, on production of proof of journey (Original onward journey ticket and photo copy of return journey ticket).

## GENERAL INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. The Upper age Limit will be reckoned as on 07.02.2026.
3. The Upper age limit is notified for each level of Posts and Candidates meeting the age criteria are only required to apply.
4. Relaxation up to 3 years is admissible for candidates belonging to OBC (NCL) for reserved posts under OBC (NCL) category only. The name of Caste and Community of the candidate must appear in the Central list of other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The Certificate must contain date of issue and the name of the caste should be spelled exactly in the same manner as appearing in the Central list;
5. Candidates belonging to OBC-NCL category must furnish an OBC (NCL) certificate prescribed by the Govt. of India (Not older than six months as on date of Notification) from the Competent Authority, at the time of Interview. Format is available as Annexure - D to this notification in page 12.
6. Candidates who fail to produce the relevant OBC-NCL Caste Certificate supporting their claim for reservation under OBC-NCL after having declared the same in the application form will not be treated under UR category at any later stage of recruitment process.
7. For Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 01-01-1980 to 31-12-1989, Upper Age Limit is relaxable by 5 years;
8. Relaxation up to 10 years is admissible for candidates belonging to PwBDs which will be over and above the relaxation admissible for candidates, if any. PwBDs suffering from not less than 40% of the identified disability shall only be eligible for the benefit of reservation. Candidates are required to produce Disability certificate issued by the Competent Authority at the time of document verification. The Format is available as annexure- E1, E2 & E3 to this notification in pages 14 to 19. Post-wise details of the identified suitable disabilities are as under.

| S. No | Name of Discipline                  | Type of Disabilities identified as suitable |
|-------|-------------------------------------|---------------------------------------------|
| 1.    | Sr. HR Officer /Sr. Finance Officer | HOH, OL, OA                                 |

**HoH:** Hearing Impairment – Hard of Hearing. **OL:** Locomotor Disability – One Leg Affected. **OA:** One Arm affected.

9. Relaxation in age limit in respect of Ex-servicemen will be extended as per rules. An ex-serviceman who has put in not less than six months of continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service by more than 3 years, he is deemed to satisfy the condition regarding the age limit.
10. Upper age limit with all the relaxations shall not exceed 50 Years as on date of Notification.
11. Candidates from OBC/ SC / ST/ EWS Categories applying for UR Post will be treated on par with UR Criteria and no Relaxation will be extended for Candidates applying for UR Posts. Candidates belonging to SC/ST/OBC or EWS Category are required to produce valid Caste Certificate or Income & Asset Certificate issued by the Competent Authority in the prescribed format at the time of Document Verification. The Format is available as annexure to this notification in pages 10 to 12.
12. A candidate is eligible to apply for one post only for which he/ she is most eligible. Candidates are allowed to apply only once and applications once submitted cannot be altered under any circumstances.
13. Candidates applying for the above-mentioned Posts should possess the qualification as mentioned against each Post. Candidates possessing Engineering Degree in any Disciplines /Branch of Engineering other than those mentioned above are not eligible to apply.
14. Candidates should have acquired Bachelor's Degree in concerned area or its equivalent from the Institutes / Universities recognized by appropriate statutory authorities in the country, in the requisite Disciplines with minimum 60% of aggregate Marks. Only full time/Regular courses will be considered for all the Qualification requirements indicated above.
15. Wherever CGPA, letter grade, etc in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University /Institute. Candidates are required to submit a Conversion Certificate to this effect from the University / Institute at the time of Interview, if shortlisted /called for;
16. **Candidates possessing Part Time/Correspondence/E-learning /Distance Education courses are not eligible to apply.**
17. Percentage rounding off is not allowed to arrive at aggregate percentage.
18. Experience will be calculated from the date of acquiring the requisite Professional Qualification. Experience prior to acquiring the requisite Professional Qualification will not be reckoned for calculation of Experience. **The requisite Post Qualification Experience will be reckoned as on date of Notification.**

19. Candidates employed in Central / State Government/ Public Sector Undertakings etc. (including candidates engaged on Contract basis therein) who are provisionally selected should produce "No Objection Certificate (NOC)" at the time of the document verification from their employer failing which their candidature will be cancelled.
20. Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete application will not be entertained.
21. Candidate must possess the required educational qualification on the last date of receipt of applications i.e. 19.02.2026. Candidate should have obtained the required education qualification from recognized university / institute. As and when asked by NAeL, candidate will be required to produce self-attested copies of mark sheets (of all years / semesters) and degree certificate obtained from recognized university.
22. Candidate's request to provisionally accept the educational qualification will not be entertained.
23. If the candidate claims to possess equivalent educational qualification, such candidates will be required to submit orders establishing equivalence / authenticity.
24. The posts are purely temporary in nature and offered on Fixed Term Employment basis for a period of Four Year. This post is not against any permanent vacancy. This engagement will not entitle the candidate for any regular employment in NAeL in future.
25. Eligible and interested candidates are required to print the Application Form from the NAeL's website. Duly filled application form to be forwarded only through Speed Post /Registered Post / Courier to the following Address along with relevant documents in a closed envelop super scribing "Name of the Post Applied For .....": to-

**HR Head,  
Naini Aerospace Limited,  
UPSIDA Industrial Area,  
P.O- TSL, Naini, Prayagraj, Uttar Pradesh – 211010.**

26. **Application Forms received through email/ FAX etc. shall not be entertained**
27. All candidates (except SC/ST/PwBD) are required to pay a Non-Refundable Processing Fee of Rs.500/- (Rupees Five Hundred only). Processing Fee has to be paid through Demand Draft in favour of "Naini Aerospace Limited" payable at **SBI SME Branch, Naini, Prayagraj or through Online payment into Account No. 36509020116, IFSC Code: SBIN0000139**. The Original Demand Draft/ Online payment proof to be attached with the Application Form. No application will be entertained in absence of the aforesaid Demand Draft/ Proof of Online Payment. Processing fee once received through DD/ Online mode by NAeL will not be refunded under any circumstances

28. The candidates should ensure that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the candidate does not meet the eligibility criteria and/or the candidate has furnished any incorrect/false information or has suppressed any material fact(s), the candidature of such a candidate is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable for suitable actions including termination and prosecution.
29. The candidature of applicants at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions. Mere issuance of Interview call letter to the candidate will not imply that his/her candidature has been finally cleared by NAeL.
30. It shall be the responsibility of candidate to read the detailed instructions on the NAeL website and adhere to application requirements. Candidates are advised to visit the NAeL website <https://nael.co.in> regularly for any updates. Any corrigendum/Addendum, if any, in this Notification (Advertisement) will be hosted/ published on NAeL website only.
31. Candidates should enclose self-attested copies of Date of Birth, Degree Certificate, Marks sheets of all semesters, experience certificates etc., along with the Application Form.
32. Mere conformity to the job role/ requirement will not entitle a candidate to be called for interview. NAeL Management reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview.
33. Candidates are advised to possess a valid e-mail ID, which is to be mentioned on the Application Form. They are also advised to retain this e-mail ID active for at least six months as any important intimation to the candidates shall be provided by NAeL.
34. Applicants should have sound health. The appointment, if selected, will be subjected to meeting the health standards prescribed by the Company. No relaxation in the health standards is allowed.
35. No correspondence will be entertained with the candidates not selected for interview / Appointment.
36. The recruitment process can be cancelled /suspended /terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained. In such case, Processing Fees shall be refunded back into the Bank account number of the candidates declared in the Application Form.
37. NAeL reserves the right to call/ not call any candidate for the interview. It also reserves the right to cancel the interview at any given point of time.

38. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto shall be subject to jurisdiction of the Court at Allahabad/Prayagraj.
39. Any sort of Canvassing or influencing of the Officials related to Recruitment / Selection Process would result in immediate disqualification of the candidates.
40. NAeL reserves the right to call/ not call any candidate for the interview. It also reserves the right to cancel the interview at any given point of time.

**LAST DATE OF RECEIPT OF APPLICATION AT NAeL IS 19/02/2026.**

**APPLICATIONS RECEIVED AT NAeL AFTER 19/02/2026 WILL NOT BE ENTERTAINED.**

**FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATES  
BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE**

This is to certify that Shri/ Shrimathi\*/ Kumari\* \_\_\_\_\_ Son/daughter\* of \_\_\_\_\_ 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) order 1950
- \*The Constitution (Scheduled Tribes) order 1950
- \*The Constitution (Scheduled Castes)(Union Territories) order 1950
- \*The Constitution (Scheduled Tribes) (Union Territories) order 1951

{As amended by the Scheduled Castes and Scheduled Tribes lists( Modification Order, 1956, the Bombay Reorganization act, 1960, the Punjab Reorganization Act, 1966, the state of Himachal Pradesh Act 1970, the North-Eastern areas ( Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act 1976}

- \*The 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 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 Castes order 1978

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

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(With seal of office)

Place \_\_\_\_\_

State / Union Territory

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 People Act 1950.

**Annexure D**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD  
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE  
GOVERNMENT OF INDIA**

This 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 and Training O.M.No.  
36012/22/93- Estt. (SCT), dated 8-9-1993\*\*.

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 candidate 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's Act, 1950

## Annexure H

Government of.....  
(Name & Address of the authority issuing the certificate)

### **INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. -----

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_.

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son / daughter/wife \_\_\_\_\_ 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

---

\*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.

**Disability Certificate (FORM –V)**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism  
and in case 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 / S mt. /Kum.  
\_\_\_\_\_ son /wife /daughter of Shri \_\_\_\_\_ Date  
of Birth (DD/MM/YYYY) \_\_\_\_\_ 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<br>certificate |
|--------------------|---------------|---------------------------------------------|
|                    |               |                                             |

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

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

**Disability Certificate (Form – VI)  
(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 I have carefully examined Shri/ Smt./ Kum.  
\_\_\_\_\_ son /wife /daughter of Shri \_\_\_\_\_ Date  
of Birth (DD/MM/YYYY) \_\_\_\_\_ 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 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 is shown against the relevant disability in the table below:

| Sl. 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 :

1) Not necessary, or

2) Is recommended /after..... year..... months and therefore this certificate shall be valid till -----  
(DD) (MM) (YYYY)

@ 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

**Disability Certificate (Form – VII)**

(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/YYYY) \_\_\_\_\_ 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 (.....number and date of issue of the guidelines to be specified) and  
is shown against the relevant disability in the table below:-

| Sl. 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/YYYY).

@ e.g. Left / Right / Both arms / Legs  
 # e.g. Single eye / Both eyes  
 £ e.g. Left / Right / Both ears
4. The applicant has submitted the following documents as proof of residence:

| Nature of Document | Date of issue | Details of authority issuing Certificate |
|--------------------|---------------|------------------------------------------|
|                    |               |                                          |

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

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

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)}

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.