

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
INSTRUCTION SHEET NO. 1
General Instructions to the Applicants for the posts notified by the University

The candidates must comply with the following conditions:

1. Shall be of good character

A conduct Certificate obtained not earlier than 6 months from the date of notification of the post applied for from one of the persons in the list given below should be attached in original with the application:

- a) Mayor of Corporation / Chairman of Municipality / President of Panchayat.
- b) Member of Legislative Assembly / Member of Parliament.
- c) Gazetted Officers of the Central Government / State Government / University.

2. Shall remit the required Registration fee, as mentioned in the Notification

Registration fee shall be remitted either by cash at the University Cash Counter or by Demand Draft drawn in favour of the Registrar, Cochin University of Science and Technology payable at the State Bank of Travancore, Cochin University Campus Branch - [Code 70235], MICR Code: 682009023 IFSC Code: SBTR0000235. Details of remittance of Registration Fee should be clearly mentioned in the column provided in the application form and the Cash Receipt (Original) / Demand Draft should be attached to application form. No other form of remittance will be accepted. Name and Registration number must be written on the back of the cash receipt / DD.

3. Those who are in service should forward their application through proper channel / NOC of the employer should be attached along with the application.
4. Completed application along with all necessary documents should reach the Registrar, Cochin University of Science and Technology, Cochin 682 022 on or before the last date fixed in the notification of the post applied for.
5. Applicants will have to appear for written test / interview, if any, at their own cost.
6. Shall be within the age range prescribed in the University Notification.

Age will be calculated as on 1st January of the year in which the post is notified

- i. The upper age limit prescribed shall be raised by five years in the case of candidates belonging to any of the Scheduled Castes or adult members of such Caste and their children when such adult members are converted to other religion or scheduled Tribes and by three years in the case of candidates belonging to any of the Other Backward Classes.
- ii. The maximum age limit prescribed for appointment to a post will be relaxed in the case of Ex-Servicemen, to the extent of the period of service put in by them in the Defense Forces and the period of unemployment on discharge up to a maximum of five years. The relaxation on upper age limit allowed to Ex- servicemen will be extended to Ex-GREF personnel reservists, retired defense service personnel, disembodied Territorial Army personnel, disembodied Territorial Army personnel, those who have rendered service in the erstwhile Travancore Cochin Labour Units, N.C.C. Cadet Instructors who have been retrenched after a specified period of service and the retrenched whole time N.C.C. Instructors who have put in a minimum period of service of six months before retrenchment. Copies of discharge certificate and the certificate obtained from the Secretary, D.S.C & A board shall be produced in proof of service in the defense forces and the period of unemployment respectively.
- iii. Physically handicapped persons (the blind, the deaf and dumb and the orthopaedically handicapped) may also apply if they satisfy all the prescribed qualifications except age, The case of each such applicant will be considered on merit if he is found to be otherwise suitable and provided he can discharge the duties attached to the posts satisfactorily. Age concession will be granted as per rules. They shall produce a Certificate from a Medical Officer in Government Service not below the rank of a Civil Surgeon, Grade II to prove that they are physically handicapped. This term physically handicapped includes the following categories:-

- i. **THE BLIND:** The blind are those who suffer from any of the following conditions
 - a) Total absence of sight.
 - b) Visual acuity not exceeding 6/60 of 20/200 (snellen) in the better eye with correcting lenses.
 - c) Limitation of the field of vision subtending an angle of 20 degrees or worse”
 - ii. **THE DEAF:** The deaf are those in whom the sense of hearing is full nonfunctional for the ordinary purpose of life.
 - iii. **THE DUMB:** The term dumb means one in whom the power of speech is non-functional for the ordinary purpose of life.
 - iv. Age limit prescribed is not applicable to employees already in the permanent service of the Cochin University of Science and Technology.
7. The following documents shall be sent along with the applications:

A. PROOF OF AGE:

Only the following will be accepted as proof of age in the case of candidates who have studied in School or college or any other educational institution under Government.

- i. True copy of the relevant page of S.S.L.C Book or equivalent
- ii. True copy of the relevant extract of the School Admission Register.
- iii. True copy of the Transfer certificate

In the case of Ex-servicemen, the relevant entries in the discharge certificates will be accepted as proof of age, if they are unable to produce any of the certificates mentioned above.

B. PROOF OF EDUCATIONAL QUALIFICATIONS:

Only the following will be accepted as proof of educational qualifications:

- a) Either the Degree or Provisional Certificate obtained from a University (Mark List will not be accepted unless it shows the Class or Division in which the candidate has been placed in passing the Degree Examination) In the case of Diploma or Certificate holders either Diplomas or Certificates or in their absence Provisional Certificates issued by the competent authority. (Mark List will not be accepted in lieu of the above)
- b) In the case of candidates who have passed S.S.L.C. or equivalent examination, the relevant page of S.S.L.C. or equivalent containing the necessary endorsement of eligibility for College Admission/Public service.
- c) In the case of candidates with educational qualifications lower than those mentioned above, the extract of the relevant portion of the School record issued under the Signature of the Head of the Institution.

NOTE : 1 Those who have appeared for the S.S.L.C. Examination as Private Over aged candidates and failed in the Examination will not be considered to be possessing any General Educational qualification on that ground alone. If such candidates have attended any regular school course and passed any Standard / Form previously, they will be treated to have acquired only a pass in that particular Standard / Form as their qualification

C. PROOF OF COMMUNITY:

Only the following will be accepted as proof of community in the case of candidates who claim the benefit of reservation or relaxation from upper age limit on the basis of Caste / Tribe or Community.

- a) Relevant extract of the S.S.L.C Book or equivalent or the School Admission Register containing the entry regarding Community .

OR

- b) A Certificate from the Tahsildar or the Commissioner of the Municipal Corporation/ Municipal Towns if the candidate resides within the limits of such corporation or town.
- c) School records of other state Government will not be accepted as proof of Community. Such candidates shall produce community certificate obtained from the Tahsildar of the concerned Taluk where they reside.

NOTE: 2 “If a candidate belonging to a reservation Group of Community either does not fill up the column relating to community or mentions there in a community not included in the list of approved communities he / she will forfeit the benefit of community”

Scheduled Caste and Scheduled Tribe candidates shall produce along with their applications attested copy of Caste certificate obtained from competent authority in the form given below, in case the name of caste or Tribe is not specifically stated in the S.S.L.C Book or School Admission Register as the case may be

D. PROOF OF INCOME:

The authority to issue the certificate to candidates who do not belong to the creamy layer will be the Revenue Officer not below the rank of Tahsildar or any officers mentioned in G.O.(P)36/

200G/SCSTDD dated 27.05.2000 or any subsequent orders regarding Creamy Layer as amended from time to time.

THE FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri / Smt./Kumari... Son/daughter of ...
..... ofHouse.
..... Village/Town in
.....Taluk.. District of Kerala State belongs to the
..... Caste/Tribe which is recognised as a
Scheduled Caste / Scheduled Tribe under the Constitution (Scheduled Castes) Order 1950/ The
Constitution (Scheduled Tribes) Order, 1950 as amended by the Scheduled Castes and Scheduled Tribes
Orders amendment Act, 1976. Shri/Smt./Kumari and his/her *
family ordinarily reside(s) in village / Town of ..
..... District of Kerala State.

Signature

Place :

Date :

Name and Designation (with seal of office).

Note:- The term ordinarily resides used above will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

Candidates belonging to Malai Arayan Community (Scheduled Tribes) convert to Christianity shall produce copy of Caste Certificate obtained from competent authority in the form given below.

FORM OF CASTE CERTIFICATE FOR MALAI ARAYAN CHRISTIAN

(Vide G.O. (Ms.) No:57/84/HWD dated 4-8-1984)

Certified that Shri/Smt./Kumari... (Name of person)
.....s/o or d/o.....
..... Village Taluk .
..... District .
..... is a member of Malai Arayan Christian family converted to Christianity from Hindu Malai Arayan Community which is included in the list of Scheduled Tribes.

Signature

Place :

Date

Name and Designation (with seal of office).

Candidates belonging to Other Backward Communities shall produce copy of Caste Certificate obtained from competent authority in the form given below in case the name of community is not specifically stated in the S.S.L.C. Book or School Admission Register as the case may be.

FORM OF COMMUNITY CERTIFICATE FOR OTHER BACKWARD CLASSES

(Vide G.O.(Ms.) 131/81/GAD dated 15-4-1981)

This is to certify that Shri/Smt./Kumari Son/daughter
..... of House
..... Village/Town in. Taluk
..... District of Kerala State belongs to the Cast which is
included in the list of Other Backward Classes in the Schedule to Part I, Kerala State and Subordinate
Service Rules, 1958.

(2) Shri/Smt./Kumari... and his/her family
ordinarily reside(s) in Village/Town
of District of Kerala State.

Signature

Place :

Date ;

Name and Designation (with seal of office).

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

E. CONVERSION CERTIFICATE

Candidates who have embraced the Hindu Faith by conversion from Christian Communities shall produce as and when required self-attested copies of the conversion certificates issued under the hand and seal of the Secretary of any of the following Institutions, the original of which shall be produced at the time of interview.

- 1) Kerala Hindu Mission, Thiruvananthapuram.
- 2) All India Dayananda Salvation Mission (Arya Samaja) Kerala Branch, Thiruvananthapuram.
- 3) Akhila Bharatha Ayyappa Seva Sangham (Registered as No:22 of 1964 under the Charitable Societies Act, 12 of 1955).
- 4) Shri Ramadasa Mission Universal Society, Sree Neelakantapuram. Thiruvananthapuram- 695581.
- 5) Calicut Arya Samaj, Aryasamaj Mandir, Puthiyara.P G., Calicut-673004.

Note:- (1) A candidate who is converted or reconverted to Hinduism through the organisations authorised for the purpose shall publish a notification to that effect in the Gazette indicating the change of name or signature to render him eligible for the concession granted to various Hindu Communities. A copy of the said notification shall also be produced as and when required. Candidates who fail to produce copy of the notification will not be entitled to the benefit of reservation or relaxation from upper age limit.

(2) The Scheduled Castes reconvert to Hinduism or his descendent will become entitled to be regarded as a member of Scheduled Caste converted to Hinduism only if such a convert has been accepted by the Members of the Caste claimed as one among themselves and has thus become a Member of that Caste. Therefore the candidate who claims to have been reconverted to Hinduism shall in addition to the Conversion Certificate mentioned above, produce as and when required a certificate to prove the above fact obtained from the Revenue Authority competent to issue Community Certificates as per the directions laid down in Government Circular No: 18421/E2/87/SC/ST/DD dated 15-12-1987. It should be clearly stated by the Revenue Authority in the certificate that it is issued in accordance with the directions stipulated in the Government Circular No. 18421/ E2/87/SC/ST/DD dated 15-12-1987

(3) If there is change of name and caste due to conversion, that change will be published in the Gazette and the copy of the Gazette Notification attached with the School Records. In such cases correction in the School Records is not necessary.

F. Non-Creamy Layer Certificate

- 1) Candidates belonging to backward classes entitled to the benefit of reservation in appointment shall produce Non-Creamy Layer Certificate (NCLC) issued by competent authorities as laid down in G.C).(P)36/2000/SCSTDD dated 27.05.2000, in the prescribed form given below.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF KERALA AND ITS ORGANISATIONS AND INSTITUTIONS

This is to certify that Shri./Smt..son/daughter of.
..... ofvillage.
.....District/Division in the State of Kerala belongs to
..... community which is designated as a Backward Class in the State of Kerala.

2. This is also to certify that the above Shri/Smt
..... does not belong to the category of 'Creamy Layer' in the light of the guidelines issued in G.O.(P)36/2000/SCSTDD dated 27.05.2000 and the schedule prescribed there under to identify the 'Creamy Layer' among the designated "Other Backward Classes" in the State of Kerala.

Signature

Place :

Date :

Name and Designation (with seal of office).

- 2) Candidates of the backward classes who belong to the group of persons with hereditary occupation and sub castes of fishermen community as enumerated in Annexure B & C of the G-0.(P)No.36/2000/SCSTDD dated 27/05/2000 are excluded from the Creamy layer and therefore they need not produce Non-creamy layer Certificate. However such candidates will have to produce Community Certificate which clearly indicates that they belong either to the group of persons with hereditary occupations or sub castes of fishermen community.
8. Qualifications prescribed including experience for a post shall be one acquired by the candidate before the date of application, candidates possessing qualifications equivalent to those prescribed for a post shall produce sufficient proof obtained from a University or any other competent authority to the effect that the qualifications possessed by him are recognised as equivalent to those prescribed for the post.

In the case of the examination conducted by the University or any other competent authority, the candidates will be deemed to have passed the examination only with effect from the date of official publication of the results of the Examination by the University or the concerned authority.

Failure to produce the proof of equivalency of qualification will entail rejection of application.

9. The application forms shall be filled up in ink or type written /online and signed by the candidate. All the columns in the application shall be filled up fully. No column shall be left blank or filled up

- by dots or hyphen or by any other mark. If any of the columns are irrelevant in the case of a candidate such columns shall be filled up by the entry "N A" ie, Not Applicable.
10. In the case of Faculty Recruitment hard copy of the Application (Part A) and Information Data Sheet (Part B) shall be signed and forwarded to the University within the time limit fixed for the same. All pages in the Application form (Part A), Information Data Sheet (Part B) and other attachment shall bear the signature of the candidate.
 11. The application having one or more of the following defects will be summarily rejected.
 1. Not qualified
 2. Under-aged
 3. Over-aged
 4. Unsigned
 5. Undated
 6. Insufficient Registration Fee.
 7. Application received not in response to a University Notification and not in the prescribed form.
 8. Late Application
 12. Appointments are for posts vacant and vacancies anticipated
 13. Appointments will be subject to the rules for communal reservation and rotation as provided in the Cochin University of Science and Technology Act 1986 and Statutes.
 14. The income limit as prescribed for backward classes by Government in G.O.(P)36/2000/ SCSTDD dated 27.05.2000 and subsequent G.Os in this regard, if any, will be applicable to CUSAT appointments.
 15. Candidates should note that their candidature is provisional. The mere fact that an admission card has been issued to a candidate will not imply that the University has finally accepted his/ her candidature. Candidate may note that their candidature will be deemed final upon verification of eligibility conditions with reference to the documents enclosed with their application as may be called for.
 16. Affix a recent passport size photograph in the space provided in the application, signed across by the candidate and get it attested by a Gazetted officer,

University Buildings
Thrikakara

REGISTRAR