



CSIR-CENTRAL BUILDING RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
ROORKEE - 247 667
(Website : www.cbri.res.in)



Advertisement No: CSIR-CBRI -7 /2025

Start Date for uploading online Application: 19.04.2025 2025(1730 hours)
Last Date for Registration & Submission of Online application: 18.05.2025 (1730 hours)

<http://cbri.res.in/notifications/recruitments>

The Central Building Research Institute (CBRI), Roorkee, is a constituent unit of Council of Scientific and Industrial Research (CSIR), New Delhi is a premiere Institute in the area of Building Science & Technology and has been vested with the responsibility of generating, cultivating and promoting building science and technology.

CSIR-CBRI invites applications from eligible suitably qualified candidates, Indian citizens for the following posts to be filled up at local level as per CSIR Administrative Services (Recruitment and Promotions) Rules 2020:-

| Designation | No. of Posts | Pay level | Upper Age Limit not exceeding [on the last date of submission of online application] |
|-------------------------|--------------------------|---|--|
| Junior Hindi Translator | 02 [01-UR & 01-OBC(NCL)] | Pay Matrix Level- 6 (Rs.35400-Rs.112400/-) | 30 years* |
| Hindi Officer | 01-UR | Pay Matrix Level-10 (Rs.56100-Rs.177500/-) | 35 years* |

* Please see age relaxation under Age Limit and Relaxation Column.

I. Essential Qualification, Experience etc.:

Post Code: JHT 2025

**1. For Jr. Hindi Translator (Pay Matrix Level-6 (Rs.35400-112400):
02 posts [01-UR & 01-OBC(NCL)]**

| Essential Qualification & Experience | Desirable Qualification | Job Requirements |
|--|---|---|
| <p>(1) Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p align="center">OR</p> <p>Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p align="center">OR</p> <p>Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;</p> <p align="center">AND</p> <p>(2) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.</p> | <p>i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.</p> | <ol style="list-style-type: none"> To assist in the implementation of the Official Language policy of Government of India. To translate official correspondences/ Scientific literatures/ documents/ records etc. from English to Hindi and vice-versa. To assist in preparation of/ submit reports & returns. Any other work as may be assigned by Higher Authorities from time to time. |

**2. For Hindi Officer (Pay Matrix Level-10 (Rs.56100-177500):
01 post (UR)**

| Essential Qualification & Experience | Desirable Qualification | Job Requirements |
|---|---|--|
| <p>(i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>(ii) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central Government or State Governments' or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.</p> <p style="text-align: center;">OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or Union Territories or autonomous bodies or statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.</p> | <p>a) Studied one of the languages other than Hindi included in the EIGHTH SCHEDULE of the constitution at 10th Level from a recognized board.</p> <p>b) Administrative experience.</p> <p>c) Experience of organizing Hindi classes or Workshops for noting drafting.</p> | <p>The Hindi Officer will be responsible for ensuring compliance of the Official Language Policy of the Central Government in CSIR in accordance with the Official Language Act 1963 as amended up-to-date and rules & orders issued by the Central Government in this regard. Further, any other work as may be assigned by Higher Authorities from time to time.</p> |

II. Selection Process:

A. Selection Procedure for Jr. Hindi Translator: Selection to this positions is to be made on the basis of open written competitive examination.

For the post of Jr. Hindi Translator, there will be two papers (Paper-I and Paper-II). Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the selection committee) in Paper-I. **The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II.**

Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Examination, while Paper-II will be descriptive type.

| | |
|----------------------------|--|
| Medium of Questions | The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi |
| Standard of exam | Graduation Level |

Paper-I (Time Allotted- 1hour)

| Subject | No. of questions | Maximum Marks | Negative Marks |
|-----------------------|-------------------------|--|--|
| General Intelligence | 50 | 150 (three marks for every correct answer) | One negative mark for every wrong answer |
| Quantitative Aptitude | 25 | 75 (three marks for every correct answer) | One negative mark for every wrong answer |
| General Awareness | 25 | 75 (three marks for every correct answer) | One negative mark for every wrong answer |

Paper-II (Time Allotted-2 hours)

This paper is to assess the writing and translation skills of the candidates which are necessary for this job. The paper would comprise writing of a paragraph in English and Hindi separately; Precis writing in English and Hindi and translation from English to Hindi and Hindi to English. The total marks in the Paper-II exam would be 300 and time allotted for this exam would be 2 hours.

B. Selection Procedure for Hindi Officer:

Selection to the post of Hindi Officer will be on the basis of Written Examination followed by interview to be conducted by the duly constituted Selection Committee. Written Test and the interview shall carry a 75:25 weightages.

1. Maximum time for written exam will be 2 hour and maximum marks will be 300.
2. Maximum marks for interview will be 100.
3. The questions will be MCQ type in written examination.
4. The medium for exam will be HINDI.
5. There will be negative marks for every wrong answer. Total 1/3 marks will be deducted for every wrong answer from the total marks. If no option is chosen for any question, then no marks will be deducted for the same.
6. For one UR post of Hindi Officer, upto 10-15 candidates, scoring the highest marks and meeting the threshold marks in the written examination, will be called for interview.

Syllabus for the Exam:

1. संघ की राजभाषा नीति, संवैधानिक प्रावधान, राष्ट्रपति के आदेश –1960, राजभाषा संकल्प–1968 (राजभाषा अधिनियम, नियम एवं वार्षिक राजभाषा कार्यक्रम)
2. राजभाषा हिंदी के संवर्धन हेतु कार्यरत सरकारी संस्थाएँ समितियाँ एवं योजनाएँ
3. राष्ट्रभाषा और राजभाषा
4. हिंदी भाषा एवं साहित्य का विकास
5. हिंदी के प्रमुख साहित्यकार एवं कृतियाँ
6. हिंदी साहित्य की आधुनिक प्रवृत्तियाँ / विमर्श
7. देवनागरी लिपि का इतिहास एवं विकास
8. हिंदी भाषा एवं साहित्य के विकास में देवनागरी लिपि एवं अनुवाद का योगदान
9. वाक्य संरचना, व्याकरण एवं वर्तनी
10. हिंदी से अंग्रेजी एवं अंग्रेजी से हिंदी में अनुवाद, वाक्यांश/पारिभाषिक शब्दावली
11. वैज्ञानिक एवं तकनीकी प्रकृति के अनुवाद और शब्दावली
12. हिंदी से संबंधित आईटी टूल्स
13. ई गवर्नेंस में हिंदी
14. हिंदी संबंधी सामान्य ज्ञान

Centre of Written Examination: The written examination will be held at Roorkee. The date, time and venue of the written examination will be intimated well in time to the candidates, through CSIR-CBRI website as well as through Email Id/ SMS, as provided by them in their application form.

III. BENEFITS: -

1. The post carry Pay and Allowances, such as HRA and Traveling allowance etc. at Central Government rates as applicable to the employees of Council at the place of posting. In addition, other benefits such as Leave Travel Concession and Reimbursement of Medical expenses and Children's Education Allowances etc. are also available, as per CSIR rules. Accommodation will be provided as per CSIR Residence Allotment Rules depending on availability in which case HRA will not be admissible
2. All New Entrants will be governed by the "National Pension System" based on defined Contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 2021, as per rules.
3. CSIR provides excellent opportunities to deserving candidates for career advancement under CSIR Rajbhasha Staff (Isolated category) instructions as amended from time to time.
4. The appointment to the post shall be governed by the provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time and other service Rules to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final.

IV. AGE LIMIT AND RELAXATION: -

1. Upper age limit is relaxable by 5 years in the case of SC/ST and by 3 years in the case of OBC(NCL) candidates for the posts which are reserved for the respective categories. Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI rules. SC/ST/OBC(NCL) candidates applying against Unreserved (UR)/EWS posts will not be eligible for age relaxation. Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI rules.
2. Age relaxation to Persons with Benchmark Disabilities [PwBD]: Age relaxation of 10 years is allowed [total 15 years for SCs/STs and 13 years for OBC (NCL) in respect of the posts reserved for them] to persons suffering from a. blindness and low vision; b. deaf and hard of hearing; c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; d. autism, intellectual disability, specific learning disability and mental illness; e. multiple disabilities from amongst persons under clauses [a] to [d] including deaf-blindness. The persons claiming age relaxation under this sub- para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual posts to be filled by Direct Recruitment.
3. The upper age limit is relaxable **up to 05 years** for the regular employees working in Council/ Government Departments/Autonomous Bodies/Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time.
4. Persons with Benchmark Disability is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a 'persons with benchmark disability' or as a 'Central Government Employee' whichever may be more beneficial to him/her.
5. SC/ST/OBC(NCL)/PwBD/EWS candidates shall produce the required certificate in the prescribed format duly signed by the appropriate issuing authority at the time of written test. OBC(NCL)/EWS candidate shall produce the certificate valid for appointment to the posts under the Central Government in the proforma prescribed by Govt. of India only.
6. As per GOI provisions, age relaxation to Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable upto the age of 35 years [upto 40 years for members of Scheduled Castes/Scheduled tribes in respect of the posts reserved for them] for Widows, divorced Women and Women judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
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- i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be with an Affidavit in respect of divorced women and they have not remarried since.
7. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered /granted.
 8. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by specified authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
 9. Candidates seeking reservation benefits available for EWS must ensure that they are entitled to such reservation as per eligibility prescribed in the notice.
 10. The posts of Hindi Officer and Jr. Hindi Translator have been identified as suitable for persons with benchmark disabilities. Functional requirements and suitable categories of disabilities are given below:

| Post Identified to be Reserved for Persons with Benchmark Disabilities in Group - A & B | | |
|--|---------------------------------|--|
| Designation | *Functional Requirements | **Suitable categories Benchmarks Disabilities |
| Hindi Officer | S, RW, SE, H, C, MF | a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above |
| Jr. Hindi Translator | S, ST, W, MF, RW, SE, H | a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above. |

***Functional Abbreviations:** S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

****Category Abbreviations:** B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY=Muscular Dystrophy, AAV=Acid Attack Victims, ASD=Autism Spectrum Disorder (M=Mild, MoD=Moderate), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

V. GENERAL CONDITIONS:

1. The prescribed educational qualifications should have been obtained from recognized Board/Institutions/Universities.
2. The date of determining the age limit/experience/qualifications shall be closing date prescribed for filling up online application i.e **18.05.2025**. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post.
3. The decision of the Competent Authority of CSIR-CBRI in all matters relating to eligibility, acceptance or rejection of applications, conduct of written test etc. and not to fill up all or any of the posts will be final and binding on the candidates and no enquiry or correspondence shall be entertained in this regard from any individual. Further, in case of a claim for qualification as equivalent qualification, the candidate is required to produce order/ letter in this regard by the Competent Authority.
4. The number of vacancies indicated against each category is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to the CSIR/Gol instructions prevalent at a given point of time during various stages of selection process.

5. Candidate should ensure that he/she possesses essential educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of filling of online application. Mere fulfilling the minimum essential qualification does not entitle candidates to be called for Written Test / Interview etc.
6. As the screening of applications will be done on the basis of information furnished in the Online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and CSIR-CBRI will NOT be responsible for any of the consequence of furnishing such wrong/false information.
7. In respect of equivalent clause in Essential Qualification, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected. The decision of the Director, CSIR-CBRI, Roorkee with regard to equivalence of qualification(s) and about recognition of Universities/ Institutes shall be final and binding.
8. Wherever specific subjects i.e. English or Hindi, etc., have been prescribed as the essential eligibility criteria for the posts of Junior Hindi Translator and Hindi Officer, the candidates must substantiate their claims in this regard with valid proof, and the same must be uploaded in the online application. In case the required documentary proof is not uploaded or the subject has not been mentioned in a candidate's Marks Sheet and/or Degree Certificate awarded by the concerned University, the decision of the Screening Committee regarding acceptance or rejection of such claims would be final and binding upon the candidates. No representation against such a decision would be entertained.
9. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience.
10. Documentary evidence such as letter of appointment, joining notification, pay certificate and Experience certificate for the period claimed as experience must be submitted. The experience certificate should clearly state the duration of experience indicating from and to date i.e. date of joining and date of relieving of various organizations / universities concerned as claimed by the candidate. Further, experience certificate must be issued by the Authority, competent to issue such certificates, with respect of the organization[s]/ Institutes/ Universities concerned. Documentary evidence enclosed with online application must clearly depict start date and end date of experience, emoluments, nature of job performed.
11. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post(s).
12. The selected candidates will be on probation for a specific period from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
13. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any post in any other organization before joining, they have to intimate the details of such applications, immediately on joining CSIR.
14. If any document/ certificate furnished is in a language other than Hindi or English a transcript in English of the same duly attested is to be submitted.
15. The advertised posts are for CSIR-CBRI and its units. However, the selected candidates are liable to be posted at any Lab./Instts./Centre of CSIR-CBRI, Roorkee.
16. Government/CSIR strives to have work force which reflects gender balance and women candidates are encouraged to apply.
17. Persons with Benchmark Disability [PwBD] fulfilling the eligibility conditions prescribed under GOI/CSIR instructions are encouraged to apply.
18. Only a single application will be entertained from each candidate for each post code. However, separate application will be submitted for separate post alongwith application fee. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POST CODE WITH DIFFERENT EMAIL IDs, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.

19. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.

VI. HOW TO APPLY:

Candidates are advised to go through carefully the instructions placed on website for online filling of the application.

1. Eligible candidates are required to apply ONLINE by accessing the website <https://www.cbri.res.in>
2. For online application process please refer to "How-to-apply online" instructions, "Fee Payment Procedure" available on the above- mentioned website.
3. The application is to be submitted in three distinct steps, as below: -
 - i) Registration [online]
 - ii) Fee Submission [online], if applicable.
 - iii) Application submission [online]
4. If the candidate does not have a valid email id, he/she should create a new valid email ID before applying online and should be kept active during the entire recruitment process. The datelines for the above-mentioned stages of application is as follows: -
 - i) Start Date for Submission for Online Application 19.04.2025 at 1730 Hrs.
 - ii) Last date for Submission Online Application: 18.05.2025 at 1730 Hrs.
5. Candidates are required to pay application fee of **Rs.500/-** as per 'fee payment Procedure' available on the website. **No fee is payable for SC/ST/PwBD/Women//Ex-Servicemen candidates.** Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
6. Candidates are required to upload his/her recent passport size scanned colour photograph, signature each [max. size 50 KB] and also relevant certificates [max. size 1 MB each] at the specified place in the online application. **Please ensure that uploaded Scanned documents are legible and readable. Applications submitted with illegible documents are liable to be rejected.** No representation against such rejection would be entertained.
7. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded under any circumstances nor can it be held in reserve for any other examination or selection.
8. In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/Universities/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc. into percentage, issued by the Boards/Universities/Institutes is to be uploaded in the online application.
9. **After submission of online application, download the application proforma**
10. Request of change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances.
11. Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made only through e-mail/ SMS.
12. In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cybercafé will be held responsible for the same and liable for suitable legal action under cyber law/ IT act.
13. Candidates belonging to Government/ Autonomous/ PSUs are required to UPLOAD No Objection Certificate while filling online application.

14. Candidates are advised to check the website regularly **For addendum/corrigendum and updated information regarding this advertisement, please visit our website: <http://www.cbri.res.in>** . No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting regularly the website of CSIR-CBRI, Roorkee.
15. **e-Admit Cards/Roll Nos** will be issued for the Written Examination etc. No separate call letter[s] shall be posted to candidate[s]. All intimation/communications shall be sent by the e-mail to the address mentioned by the candidate in the application form.
16. Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR-CBRI or any other National Labs/Institutes of the CSIR.
17. A candidate can apply for multiple/both post codes subject to fulfilling all eligibility criterion attached to each individual post code. However, candidates need to fill the application [except primary/ registration details] with the requisite application fee separately for each post code.
18. Candidates, who are not exempted from payment of application fee need to feed the payment details [UTR No., etc.] from the e-receipt generated after successful payment through SBI Collect in their application and upload a copy of e-receipt in the portal to Successfully Submit the application and download the submitted form in PDF format before the closing date of submission of Online Application (i.e. 18.05.2025 2025 at 1730 Hrs.).
19. Please note that CSIR-CBRI will not be held responsible for any SBI Collect transaction failures. Payment of application fee done after the stipulated last date & time will not be considered as successful submission of online application and the amount paid will not be refunded under any circumstances or it cannot be held in reserve for any other examination, etc.
20. CBRI is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/ clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.
21. Online Application validation rules and design are based on the Advertisement requirements. Candidates are advised to read the advertisement carefully and refer "Instructions" page on application portal. Application submitted through online form does not imply that candidate has fulfilled all the criteria given in the advertisement. Application is subject to subsequent scrutiny and can be rejected if found to be ineligible at any point of time.

VII. Following documents (legible) must be kept ready with the candidate along with the Physical/Hard Copy [Print-out] of Online application form and produce as and when required by the office: -

1. Colored photograph pasted on the form and signed across in full.
2. Printed copy of e-receipt/challan for the application fee Rs.500/- (wherever applicable).
3. Self-attested photocopy of 10th/12th class Certificate indicating Date of Birth.
4. Self-Attested photocopies of educational qualifications Certificates.
5. Self-Attested photocopy of SC/ST/OBC/EWS/PwBD Certificate, if applicable.
6. Self-Attested photocopies of experience certificates, whenever required.
7. No Objection Certificate from the present employer, if applicable.
8. In case of widow/ divorced women/ judicially separated women or Ex-servicemen, the relevant certificate may be attached.
9. Any other relevant certificates in support of the claim made in the application, as applicable.

No interim Enquiry or Correspondence will be entertained

Controller of Administration

