



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



**Advertisement No: CSIR-CBRI-2/2025**

**“CSIR strives to have a workforce which reflects gender balance and Women candidates are encouraged to apply”**

**Commencement of Online Application: 11.02.2025 (05:30 PM)**

**Last date of submission of Online Application: 07.03.2025 (05:30 PM)**

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

The CSIR-Central Building Research Institute (CSIR-CBRI) is a premier research laboratory under the aegis of the Council of Scientific and Industrial Research (CSIR), which is an autonomous body under the Ministry of Science & Technology, Government of India. The CSIR-CBRI is looking for sincere, enthusiastic and dedicated individuals and invites applications from Indian nationals to fill up the following Administrative Posts at CSIR-CBRI, Roorkee:

**Description of the post(s):**

Post Code No.	Name of the Post	Total Posts* & Reservation category#	Pay Level in Pay Matrix	Upper Age Limit as on 07.03.2025
JST251	Junior Stenographer	<b>03 Posts</b> [UR-03] {out of these posts 01 post is to be filled up from ESM}	Pay Level 4 (₹25500 - ₹81100)	27 Years
JSA252	Junior Secretariat Assistant (General)	<b>10 Posts</b> [UR-06, SC-02, OBC-01, EWS-01] {out of these posts 01 post is to be filled up from ESM}	Pay Level 2 (₹19900 - ₹63200)	28 Years
	Junior Secretariat Assistant (Finance & Accounts)	<b>03 Posts</b> [UR-03] {out of these posts 01 post each is to be filled up from PwBD (multiple disability) and ESM}		
	Junior Secretariat Assistant (Stores & Purchase)	<b>03 Post</b> [UR-03] {out of these posts 01 post each is to be filled up from PwBD(OH) and ESM}		
DR253	Driver (Non-Tech.)	<b>01 Post</b> [UR] {to be filled up from ESM}	Pay Level 2 (₹19900 - ₹63200)	27 Years

**Note 1 :** The crucial date for determining the upper age limit, minimum educational qualification etc. shall be the closing date for submission of online applications i.e **07.03.2025**.

**Note 2 : Candidate has to give preference option amongst the three cadres of Junior Secretariat Assistant (General/F&A/S&P) and the final merit list will be prepared accordingly.**

**Application Fees :** Rs.500/- for UR / OBC / EWS. The candidates belonging to SC/ ST/ PwBD/ Women/ ESM category are exempted from submission of application fee.

**Abbreviations used:** **UR** - Unreserved, **EWS** – Economically Weaker Section, **OBC** - Other Backward Classes, **SC** - Scheduled Castes, **ST** - Scheduled Tribes, **ESM** – Ex-Servicemen, **PwBD** – Person with Benchmark Disability.

### **Suitability for PwBDs**

<b>Designation</b>	<b>Suitable Category of Benchmark Disability</b>
Junior Stenographer	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above
Junior Secretariat Assistant	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above

Category identified as suitable for **Junior Stenographer**: B=Blind, LV=Low Vision, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC= Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD (M)=Autism Spectrum Disorder (M=Mild), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories. (S.No. 39 at Page 1836)

Category identified as suitable for **Junior Secretariat Assistants**: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, BA= Both Arms, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC= Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, Mdy=Muscular Dystrophy, ASD(M)=Autism Spectrum Disorder (M=Mild), MoD=Moderate, ID=Intellectual disability, SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories. (S.No. 88 at Page 1856)

S.Nos. and Page Nos. referred to in the above two paras refer to Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification No. 38-16/2020-DD-III. dated 04.01.2021, as amended from time to time.

### **A. Junior Stenographer**

#### **1. Minimum Educational Qualification:**

10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.

**Note:** In respect of the equivalent clause, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce an order/letter in this regard, issued by the Competent Authority, 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 CSIR-CBRI with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.

#### **2. Selection Procedure:**

A Selection Committee duly constituted by the Director, CSIR-CBRI, will shortlist candidates

fulfilling the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on the merit list of Competitive Written Examination and Proficiency Test in Stenography which is qualifying in nature. These tests will be conducted for only those candidates who are shortlisted by the duly constituted Selection Committee. The details of scheme of written examination are as mentioned below:

**Scheme of Competitive Written Examination:**

<b>Mode of Examination</b>	OMR based or computer based objective type Multiple choice Examination
<b>Medium of Questions</b>	The question will set both in English and Hindi except question on English Language
<b>Standard of Exam</b>	10+2 / XII
<b>Total No. of Questions</b>	200
<b>Total time allotted</b>	2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only one paper with 03 parts as detailed below:

Part	Subject	No. of question	Maximum marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks will be deducted for every wrong answer
II	General Awareness	50	50	0.25 marks will be deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks will be deducted for every wrong answer

**Proficiency Test in Stenography:**

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

Sl. No	Language of Skill Test	Time Duration (In minutes)	Time Duration (In Minutes) for the candidates eligible for scribe
I	English	50	70
II	Hindi	65	90

**Evaluation of Transcripts of Stenography Test:**

**NATURE OF MISTAKES:**

**1. Full Mistakes - The following mistakes are treated as full mistakes:**

- a. Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b. Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other words(s)/figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.

- c. Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

**2. Half Mistakes - The following are treated as half mistakes:**

- a. Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- b. Using singular or plural noun and vice versa.
- c. Use of small letter at the beginning of the sentence.

**NOTE:**

- a. More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b. Every passage will be accompanied by a list of words that can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as errors. For example, the word 'Honorable' is written as Hon'ble, Hon., honorable and Hon. - all these forms will be treated as correct.
- c. CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d. The above guidelines will be valid for Hindi Stenography Skill Test also.
- e. Method of calculation of mistakes in Stenography Skill Test: -

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example, 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

**Percentage of ignorable mistakes allowed**

The Percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under:

- 1. 7% - In case of Unreserved.
- 2. 10% - In case of all reserved categories (EWS, SC, ST, OBC, ESM, PWD etc.)

**Preparation of Merit List:**

- a. **The proficiency test will only be qualifying in nature.**
- b. The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination.
- c. The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.

Note : The duly constituted Selection Committee may fix a minimum qualifying marks in Paper of Written Competitive Examination for each category.

**Sequence/Order of conducting Competitive Written Examination and Proficiency Test in stenography:**

The Decision regarding the sequence/order of conducting the Proficiency Test in stenography followed by a competitive written examination or vice versa will be taken by the Selection Committee.

**Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Junior Stenographer:**

- i. Candidate with lesser negative marks, in the Competitive Written Examination, will be placed higher;
- ii. Date of Birth, with older candidate placed higher;
- iii. Candidate acquiring minimum essential educational qualification earlier, placed higher;
- iv. Alphabetical order in which first names of the candidates appear.

## **Indicative Syllabus:**

- (a) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- (b) **General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economic scene, general polity including Indian Constitution and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.
- (c) **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. His/her writing ability will also be tested.

## **B. Junior Secretariat Assistant (General), Junior Secretariat Assistant (Finance & Accounts) & Junior Secretariat Assistant (Stores & Purchase)**

### **1. Minimum Educational Qualification:**

10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time.

**Note:** In respect of the equivalent clause, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce an order/letter in this regard, issued by the Competent Authority, 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 CSIR-CBRI with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.

### **2. Selection Procedure:**

A Selection Committee duly constituted by the Director, CSIR-CBRI, will shortlist candidates fulfilling the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The short listed candidates will be called for Proficiency Test in computer typing speed which is qualifying in nature. The Qualified candidates will be called for Competitive Written Examination. The details are mentioned below:

#### **Proficiency Test in Computer:**

English Typing @ 35 w.p.m and Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes. 35 / 30 w.p.m. correspond to 10500 / 9000 KDPH on an average of 5 key depression for each word.

All the candidates who qualify in the Proficiency Test in Computer will only be called for Written Examination.

#### **Scheme of Competitive Written Examination:**

Mode Of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language
Standard of Exam	10+2 / XII

The written examination consists of the two papers (Paper-1 and Paper-2). Paper-2 will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-1.

**Paper - 1 [Time Allotted - 90 Minutes]**

Subject	No. of question	Maximum marks	Negative Marks
Mental ability Test	100	200 (Two marks for every correct answer)	There will be no negative marks in this paper

**Paper - 2 [Time Allotted - 1 Hour]**

Subject	No. of question	Maximum marks	Negative Marks
General Awareness	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer

**Indicative Syllabus:**

- (a) **Mental Ability:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc. Besides, the test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.
- (b) **General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economic scene, general polity including Indian Constitution and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.

**English Language:** Questions will be designed to test the candidates' understanding of the

English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc.

**Evaluation of type-scripts of typewriting test in Hindi / English:**

**(i) Formula for calculating typewriting speed in Hindi / English:**

$$\frac{\text{No. of Words} (-) \text{ Number of Mistakes}}{10}$$

**(ii) Percentage of ignorable mistakes:**

- a. In case of **UR / OBC / SC / OH / VH** candidates - **upto 5%**
- b. In case of **ST / HH / ESM** candidates - **upto 7%**

**for example: for a typing test of 10 minutes:** 5% mistakes of total words typed are ignored.

Total Strokes typed	:	1600
Words typed	:	1600/5 = 320
Mistakes	:	19
Ignorable mistakes	:	5% of 320 = 16
Admissible mistakes	:	19 - 16 = 3

As per formula	:	<b><u>No. of words</u> (-) Number of Mistakes</b>
		<b>10</b>
	=	(320/10) - 3
	=	32-3
	=	<b>29 w.p.m</b>

Sl. No.	Description of Typewriting Errors	Number of mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting - it should be uniformly 5 spaces for each paragraph	One	One
2.	Overlapping / piling up of letters (also known as Faulty Shifting)	One	One
3.	Overtyping / "X" ing of word or even full line	One	One
4.	Mis-spelt word including Transposition	One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	One	One
6.	Erasing is not allowed	One	One
7.	Repetition of any number of words (only once to be counted as mistake)	One	One
8.	Each repeated mistake	One	One
9.	Punctuation marks; Omission of punctuation marks in typing	Half	Half
10.	Irregular line spacing	Half	Half
	Irregular left margin	Half	Half
	Highly irregular right margin	Half	Half
11.	Omission of space between words	Half	Half

12.	Difference in space, if not the following: Full Stop - 2 spaces Question Mark - 2 spaces Exclamatory Mark - 2 spaces Coma Mark - 1 spaces Colon / Semi Colon Mark - 1 spaces Hyphen (Beginning & After) - No spaces	Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words. Following is the description where division of words is permitted: ➤ As they are pronounced, like precaution (pre-caution) ➤ Separating prefixes or suffixes ➤ Words having double consonants (like Success) ➤ Compound Words (like under-estimated) Where division of words is not at all permitted: ✓ If there is only one syllable, then there will be no division ✓ When only two/ three letters remain to be typed ✓ Figures and proper Nouns are not divided ✓ Last word of paragraph / page should not be divided ✓ Separating prefixes or suffixes.	If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake
14.	Extra space in middle of the word	Half	Half
15.	Extra space between word	Ignore	Ignore
16.	Mechanical error or machine mistake can be ignored	Can be Ignore	Can be Ignore
17.	Incomplete last word of the passage	No mistake	No mistake
18.	Capital letter error	Not applicable	Half

### Preparation of Merit List:

- I. Proficiency Test in Computer is qualifying in nature.
- II. All the candidates who qualify in the Proficiency Test in Computer will only be called for Written Examination.
- III. Paper-1 of the Written Examination is also qualifying in nature. The Selection Committee will fix the minimum cut-off marks in Paper-1.
- IV. Paper-2 will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-1.
- V. The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper-2.

### Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks (for both the posts of Junior Secretariat Assistant):

- i. Candidate with lesser negative marks in the Paper-2 will be placed higher;
- ii. Date of Birth, with older candidate placed higher;
- iii. Candidate acquiring minimum essential educational qualification earlier, placed higher;
- iv. Alphabetical order in which first names of the candidates appear.

### **C. Driver (Non-Tech.)**

#### 1. Minimum Educational Qualification:

- (i) 10<sup>th</sup> class examination passed.



- (ii) Possession of valid driving license for LMV and HMV.
- (iii) At least three years' experience of driving a motor car.
- (iv) Knowledge of motor mechanism. Candidate should be able to remove minor defects in vehicle.

**Note:** In respect of the equivalent clause, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce an order/letter in this regard, issued by the Competent Authority, 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 CSIR-CBRI with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.

## 2. Selection Procedure:

A Selection Committee duly constituted by the Director, CSIR-CBRI, will shortlist candidates fulfilling the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The short-listed candidates will be called for Trade-Test which is qualifying in nature. The Qualified candidates will be called for Competitive Written Examination. The details are mentioned below:

### Syllabus for Written examination for the post of Driver

Subject	No. of questions	Maximum Marks	Negative Marks
General Intelligence	25	75 [Three marks for every correct answer]	One negative marks for every wrong
Quantitative Aptitude	25	75 [Three marks for every correct answer]	One negative marks for every wrong
General Awareness	25	75 [Three marks for every correct answer]	One negative marks for every wrong
English Language	25	75 [Three marks for every correct answer]	One negative marks for every wrong

- (i) **Mode of Examination** - OMR Based or Computer Based Objective Type Multiple Choice Examination.
- (ii) **Medium of Questions** - The questions will be set both in English and Hindi except the questions on English Language.
- (iii) Standard of examination - Class X
- (iv) Total No. of Questions - 100
- (v) Total Time Allotted - 90 Minutes.

## General information and conditions:-

### 1. Benefits under CSIR Council Service:-

The above posts carry Pay and Allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), etc., as admissible to Central Government employees at the place of posting and **as made applicable to CSIR**. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending on availability, in which case HRA will not be admissible.

In addition to the emoluments indicated above, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, etc., are available as per rules of CSIR.

The selected candidates will be governed by the “National Pension Scheme” based on defined contributions as adopted by CSIR for its employees.

CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.

## 2. Age Relaxation:-

- a. There is no age limit for CSIR departmental candidates for the post of Junior Stenographer and Junior Secretariat Assistant( G / F & A / S & P ) provided they possess the prescribed qualification. CSIR departmental candidates mean the Permanent CSIR Employees only and not the temporary / contractual / project staff etc.
- b. There is no provision for relaxation of age limit for employees of Central Government/ State Government/ Autonomous bodies, etc. for the post of Junior Stenographer and Junior Secretariat Assistant( G / F & A / S & P ) .
- c. The upper age limit is relaxable up to 05 [five] years for Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [OBC] - Non Creamy Layer (NCL) candidates, as per Government of India orders in force, **only in respect of those cases where the posts are reserved for the respective categories.**
- d. Upper age limit is relaxable by 03 years, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application.
- e. Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R. 757 (E), issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time.
- f. Ex-servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.
- g. SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DOPT OM No. 36011/1/98-Estt. (Res), dated 01.07.1998 and they are treated at par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC/ST candidates in such cases
- h. The candidates belonging to the reserved category of SC/ST/OBC/EWS must submit along with their applications, a self-attested photocopy of the certificate which should be in the prescribed form issued by the Competent Authority Empowered to issue such Certificates (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders.
- i. As for OBC certificates, both the conditions of OBC status as well as exclusion from ‘Creamy Layer’ with respect to Government of India criteria and not the respective State Government criteria, are to be met. The OBC (Non-creamy layer) certificate should be the latest one. The OBC certificates should be in the format APPLICABLE FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should match with the entries in Central List of OBCs, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR, if otherwise eligible. The OBC candidates who belong to “Creamy layer” are not entitled to concession

admissible to OBC category and such candidates have to indicate their category as General.

- j. The SC/ST/OBC/EWS Certificates should be only in the prescribed Government of India formats. The Certificates in any other format will not be acceptable. Candidates seeking reservation as SC/ST/OBC in the prescribed format from the competent authority, should indicate clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/ town the candidate is ordinarily a resident of.
- k. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce latest Income and Asset Certificate in the prescribed format issued by the Competent Authority.  
For information and compliance, the prescribed formats for producing SC/ST/OBC/EWS Certificate referred to above are enclosed as Annexures in this advertisement
- l. The upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Caste and Scheduled Tribes candidates in respect of the posts reserved for them) for Widowed, divorced women and women judicially separated from their Husbands and who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence.
- m. In case of widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
- n. 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 that they have not remarried since.

**o. Age relaxation to Persons with Benchmark Disabilities (PwBDs):**

Age relaxation of 10 (Ten) years [15 years for ST and 13 years for OBC candidates, for the respective posts reserved for them] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:

- (i) Category (a) - blindness and low vision;
- (ii) Category (b) - deaf and hard of hearing;
- (iii) Category (c) - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (iv) Category (d) - autism, intellectual disability, specific learning disability and mental illness;
- (v) Category (e) - multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

- p. The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/ reservation in posts only if they suffer from **not less than 40% of relevant benchmark disability**. Such candidates will have to submit Certificate of Disability issued by the Competent Authority as per the Forms V, VI and VII (as the case may be) specified in Rights of Persons with Disabilities Rules, 2017 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India vide Notification No. G.S.R. 591(E) dated 15.06.2017, as amended from time to time.
- q. No Application Fee is payable by PwBD candidates. PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN THEIR APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC/GEN/EWS and also produce Certificate of the concerned Caste/Community, if

applicable, as this is a horizontal reservation. Candidates with benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Disabilities.

- r. A candidate under the category PwBD will be considered to be eligible for appointment only if he/she is found medically fit in accordance with the standards of medical fitness as prescribed by the Government of India for Group "C" posts to be filled by Direct Recruitment

### **3. Provision of Scribe and/or Compensatory time for (i) Persons with Benchmark Disability, and (ii) Persons with less than 40% Benchmark Disability and having difficulty in writing**

(a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.

(b) In the case of other category of persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per Annexure enclosed.

(c) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification OM No. F.No. 29-6/2019-DD-III dated 10.08.2022, persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. **persons having less than 40% disability and having difficulty in writing**, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per Annexure enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:

- (i) Chief Medical Officer / Civil Surgeon / Chief District Medical Officer - Chairperson
- (ii) Orthopaedic / PMR specialist
- (iii) Neurologist, if available\*
- (iv) Clinical Psychologist / Rehabilitation Psychologist / Psychiatrist / Special Educator
- (v) Occupational therapist, if available\*
- (vi) Any other expert based on the condition of the candidate as may be nominated by the Chairperson

(\*the Chief Medical Officer / Civil Surgeon / Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College / Institute, if the same is not available in the District)

(d) The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the CSIR-CBRI. Appropriate choice in this regard will have to be given by the candidate through email to 'recruitment@cbri.res.in', whenever such need arises.

(e) In case the candidate opts for a scribe, the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination. The scribe should not be a candidate of this examination.

(f) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Annexure enclosed. In addition, the scribe has to produce a valid ID proof in original (**Aadhar Card**, Voter ID Card, PAN Card, etc.) at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma as per Annexure enclosed. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post

and claims related thereto.

(g) A compensatory time of 20 min per hour of examination will be provided to the persons who are allowed use of scribe as described above. The candidates referred to at preceding sub paras (b) and (c), who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

(h) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

(i) Partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the examination hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the examination hall.

(j) The PwBD candidates who have availed the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination

#### **4. Other Conditions:-**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfil all the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications i.e. **07.03.2025 upto 5:30 PM**. They are advised to satisfy themselves before applying that they possess at least the essential qualification laid down for the post as detailed in this advertisement. **No enquiry asking for advice as to eligibility will be entertained.** The duly constituted Selection Committee will adopt its criteria for short-listing the candidates such as meeting the eligibility criteria as per the advertisement, application form accompanied by self-attested copies of the relevant educational qualifications, caste/community, requisite application fee, etc. **The candidature is provisional at all the stages of recruitment/selection process.**
- c. The application form should be accompanied by self-attested copies of the relevant educational qualifications such as Class 10th/SSC, Class 10+2/XII or its equivalent, any other qualification mentioned by him/her in the application, experience if any, caste/community, etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. Only SSC/Matriculation/10th Standard/SSLC/HSC Certificate or Birth Certificate issued by appropriate government authority will be accepted as age proof for date of birth. Where date of birth is not available in Certificate/mark sheets issued by concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be accepted. **Each page of documents uploaded with online application form must be self-attested by the candidate, otherwise the application shall be considered as an incomplete application form. Incomplete applications or applications not accompanied with the required self-attested Certificates/documents, requisite application fee are liable to be rejected.**
- d. If any documents/Certificates furnished are in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- e. The date of determining the upper age limit, qualification etc., shall be the last date of submission of online applications i.e. **07.03.2025 upto 5:30 PM**.
- f. **The medium of Proficiency Test / Typing Test / Stenography Test/ Trade-Test will be the same (Hindi / English) as opted for the Written Examination. The medium once opted cannot be changed at later stage. Candidates applying for multiple post codes shall opt for only one medium (Hindi / English) for all the post codes. Therefore, this option should be chosen carefully.**
- g. Any discrepancy found between the information given in application and as evident in original

documents will make the candidate ineligible for appearing in the Written Examination/Proficiency Test and Typing Test or even at the subsequent stages of the recruitment process.

- h. It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate that he/she belongs to the SC/ST/OBC/EWS/PwBD is false OR it reveals that the claim of the candidate that he/she does not belongs to the creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.
- i. No travelling allowance will be paid to candidates to appear for Competitive Written Examination or Proficiency Test or Typing Test or Trade test.
- j. The selected persons should be ready to serve anywhere under the administrative control of the Director, CSIR-CBRI, Roorkee viz. at the Headquarters in Roorkee or its Regional Centres located at Delhi and they can be transferred to any of the Labs/ Institutes of CSIR anywhere in India as and when the need arises.
- k. The selected candidates will be on probation for a specific period from the date of joining the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.
- l. Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR-CBRI or CSIR or any other laboratory/Institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/brother/sister or any person related to them by blood or marriage, whether they are dependent or not
- m. The Director, CSIR-CBRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR instructions prevalent at a given point of time during various stages of selection process.
- n. The decision of the Director, CSIR-CBRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Written examination, Typing/Proficiency test will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate(s).
- o. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.
- p. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

#### **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

**Any further information regarding this advertisement like date, time and venue of tests, addendum/corrigendum or any variation in number of post/cancellation of post etc., will ONLY be made available through CSIR-CBRI website <https://www.cbri.res.in>. Therefore, candidates are advised to keep visiting regularly the website of the Institute <https://www.cbri.res.in>.**

#### **5. HOW TO APPLY**

- a. Eligible candidates are required to apply ONLINE by accessing the website <https://cbri.res.in> or accessing the link "<https://cbri.res.in/notifications/recruitments>" available on CSIR-CBRI Website <https://cbri.res.in>

- b. For online application process, please refer “How-to-apply online” instructions, “Fee Payment Procedure’ and ‘Application Replica’ available on the above- mentioned website.
- c. The application is to be submitted in three distinct steps within prescribed timeline, as below: - i) Registration [online] ii) Fee Submission [online], if applicable. iii) Online application submission.
- d. 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.
- e. The deadlines for the above-mentioned stages of application are as follows: -
  - 1. Start Date for Registration/fee submission for Online Application: 11.02.2025 at 5:30 PM.
  - 2. **Last Date for Submission of Online application: 07.03.2025 at 5.30 PM.**
- f. Candidates are required to pay application fee of Rs.500/- as per ‘Fee Payment Procedure’ available on the website. No fee is payable, subject to uploading of relevant document, for SC/ST/PwBD/Women/Ex-Servicemen. Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.
- g. Candidate is 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 placed in the online application.
- h. Applications submitted cannot be withdrawn, and fees paid are non-refundable under any circumstances. Additionally, fees cannot be held in reserve for future examinations or selections.
- i. If the Board, University, or Institute awards CGPA/SGPA/OGPA/DGPA/CPI grades etc., the candidate must convert these into a percentage using the formula provided by the concerned Board /University/Institution. Additionally, copy of the conversion formula issued by concerned Board/University/Institution must be uploaded along with online application. Failure to submit the conversion formula along with the online application form, if applicable, will result in the application being treated as incomplete.
- j. Only one application per candidate will be accepted for each postcode. If a candidate submits multiple online applications for the same postcode using different email addresses, only the most recent completed application will be considered. Candidates should retain a copy of the application print-out and any payment details for their records, as these will not be available after the application deadline.
- k. A candidate can apply for multiple postcodes, provided they fulfill all eligibility criteria for each individual postcode. However, the candidate must complete a separate application (excluding primary/registration details) along with the requisite application fee separately for each postcode.
- l. The candidate must register with their name, email address, and mobile number. After successful registration, the candidate can log in using their credentials to apply through

the Online Application Portal. Once the application form is completed, the candidate can upload all relevant supporting documents and verify or edit the application to ensure it is accurate and complete. After finalizing the application, the candidate must click 'Submit' on the draft application and update the payment details, if applicable, to successfully submit the application form. Once the application is submitted, no further modifications or amendments will be permitted. It is important to keep a printout of the completed application form. Candidates should **NOT** send a hard copy of the application after submission. They will be requested to submit a hard copy at the appropriate time.

- m. Once submitted, any request for change or correction in the application form will not be accepted under any circumstances.
- n. In the event of a fake or fabricated application or registration, that misuses the name or photo of any other person, the candidate and/or cyber café will be held accountable for appropriate legal action.
- o. Candidates currently working in CSIR/Government Organisations/Autonomous Bodies/Statutory Bodies/Universities/PSU etc., as regular employee, must upload a '**No Objection Certificate**' (NOC) from their employer, along with their online application. Failure to do so will render their application as incomplete and their candidature is liable to be rejected summarily.
- p. Candidates are advised to check the website regularly. For addendum/corrigendum and updated information regarding this advertisement please visit our website <https://www.cbri.res.in> regularly.
- q. No separate call letters will be mailed to candidates. All notifications and communications will be sent via email provided by the candidate in the application form.
- r. Any information provided by an applicant in their online application form will be binding on the candidate. They will be liable for prosecution and civil consequences if the information or details submitted are found to be false at any later stage.

Note: Applicants are advised to strictly adhere to the instructions. The information submitted in the online application will be considered as final for further processing. The validation rules and design of the online application are based on the requirements outlined in the advertisement and no representation in this regard will be entertained. Candidates should carefully read the advertisement and refer to the "Instructions" section on the application portal. Submission of an online application does not guarantee that the candidate meets all eligibility criteria stated in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if ineligibility is discovered at later stages. Appointments for reserved positions will be provisional, pending verification of caste certificates through appropriate channels. If verification reveals that a candidate's claim to SC/ST/OBC/EWS/PwBD/ESM status is false or incorrect, their employment will be terminated immediately without assigning any reasons and without prejudice to further legal action as deemed fit.

**2. Following documents must be uploaded along with online application form:**



- a. The printed copy of SBI Collect e-receipt/ Transaction reference for the application fee of Rs. 500/- (wherever applicable).
- b. Recent passport size colour photograph uploaded at appropriate place.
- c. Signature of the candidate uploaded at appropriate place.
- d. Copy of Matriculation/10th Standard or equivalent marksheet/certificate indicating date of birth or School leaving certificate indicating Date of Birth in support of Name and Date of Birth.
- e. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/ mismatch in name/ variation in name of candidate/ parents (if applicable).
- f. Copy of educational certificate(s) and/or marksheet(s) supporting the essential qualifications and any higher qualifications.
- g. Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Economically Weaker Section/ PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- h. Self-Attested photocopy of full Discharge book & valid Ex-Servicemen certificate, if applicable.
- i. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- j. Copy of the judgment/decreed from the appropriate court of law for widow, divorced, or judicially separated women, to verify the status of divorce or judicial separation, if applicable. Additionally, an affidavit confirming that such candidate has not remarried.
- k. Copy of experience certificate(s), if any.
- l. Copy of the 'No Objection Certificate' (NOC) from the employer for candidates currently working as regular employee in CSIR or its Labs/Institutes /Government Organisations /Autonomous Bodies /Statutory Bodies / Universities /PSUs etc.
- m. Any other relevant certificates in support of the claim(s) made in the application, as applicable.

Note 1: The documents/ certificates uploaded must be legible.

Note 2: Applications without the required document(s) will be considered as incomplete will be summarily rejected.

Note 3: Candidates will be asked to bring the documents in original along with the self-attested photocopies at an appropriate time.

Note 4: The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ seminar/ Interview/ test will be final and binding on the candidates.

#### DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the

selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the CSIR, regarding process for recruitment shall be final and binding.

**Controller of Administration**

<b>Sl. No.</b>	<b>Annexure Number</b>	<b>Particulars of the Annexures'</b>
1.	Annexure-I	The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for Appointment to posts under the Government of India
2.	Annexure-II	Form of certificate to be produced by Other Backward Classes applying for appointment to Posts under the government of India
3.	Annexure-III	Form of declaration to be submitted by the OBC – NCL candidate (in addition to the community certificate)
4.	Annexure-IV	Income & Asset certificate to be produced by Economically Weaker Sections
5.	Annexure-V	Form-V Certificate of Disability
6.	Annexure-VI	Form-VI Certificate of Disability
7.	Annexure-VII	Form-VII Certificate of Disability
8.	Annexure-VIII	Certificate for person with specified disability covered under the definition of Section 2 (s) of the rpwd Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. Persons having less than 40% disability and having difficulty in writing.
9.	Annexure-IX	Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the rpwd Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. Persons having less than 40% disability and having difficulty in writing.
10.	Annexure-X	Letter of Undertaking for Using Own Scribe
11.	Annexure-XI	Certificate regarding physical limitation of an Examinee to Write
12.	Annexure-XII	Certificate to be produced by serving/retired/released armed forces personnel for availing the age concession for posts filled by direct recruitment

## Annexure-I

### The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari\* .....  
Son/daughter\* ..... of ..... of  
village/town\* ..... in  
District/Division\* ..... of the Stat  
e/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, 1951 @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, i 1970, the North Eastern Areas (Reorganization) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act. 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act. 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

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

@ The Constitution (Dadar and Nagar Haveli) Schedule Castes Order, 1962

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

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

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

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

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

@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

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

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

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

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

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

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

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

@ The Constitution (Scheduled Caste) Order (Amendment) Act 2007

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribe certificate issued to Shri/ Shrimati\*.....Father/ Mother of Shri/ Shrimati/ Kumari\* .....of village/ town\*/ Territory\*\* ..... in District/Division\* ..... of the State/ Union Territory\*... .....who belong to the caste/ tribe\* which

is recognised as a Scheduled Caste/Scheduled Tribe\* in the State/ Union Territory\* issued by the..... dated.....

%3. Shri/ Shrimati/ Kumari\* .....and/ or\* his/ her\* family/ ordinarily resides in village/ town\*...

.....  
of

.....District/ Division\* of the State/ Union Territory\* of.....

Signature.....

\*\*Designation.....

(With Seal of Office) State/Union Territory

Place: .....

Date: .....

\* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act. 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate

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

**Note:**

ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
\_\_\_\_\_ son/daughter \_\_\_\_\_ of  
\_\_\_\_\_ village/town \_\_\_\_\_ in  
District/Division belongs to the \_\_\_\_\_  
community which is recognised as a backward class under the Government of India, Ministry of  
Social Justice and Empowerment's Resolution No. \_\_\_\_\_  
\_\_\_\_\_ dated  
\_\_\_\_\_ \* and/or his family ordinarily reside(s) in  
the \_\_\_\_\_ District/Division \_\_\_\_\_ of \_\_\_\_\_ the  
\_\_\_\_\_ State/Union Territory. This is also to certify  
that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of  
the Schedule to the Government of India, Department of Personnel & Training O.M. No.  
36012/22/93- Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March,  
2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-  
Estt. (Res) dated 27th May, 2013\*\*

Signature \_\_\_\_\_

Designation \_\_\_\_\_

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.

\$ - List of Authorities empowered to issue Other Backward Classes certificate

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

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

**Form of declaration to be submitted by the OBC – NCL candidate (in addition to the community certificate)**

**Annexure-III**

**Form of declaration to be submitted by the OBC – NCL candidate  
(in addition to the community certificate)**

I \_\_\_\_\_ Son/daughter of Shri \_\_\_\_\_ resident of village/town/city  
\_\_\_\_\_ district \_\_\_\_\_ state  
\_\_\_\_\_ hereby declare that I belong to the

\_\_\_\_\_ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended time to time.

I also declare that the condition of status/annual income for creamy layer of my Parents/guardian is within prescribed limits as on last date of application.

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

Place: \_\_\_\_\_

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

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 of ..... Permanent resident of, ..... Village/ Street, Post Office, 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 lakhs (Rupees Eight Lakh only) for the financial year..... His/her family does not own or possess any of the following assets\*\*:

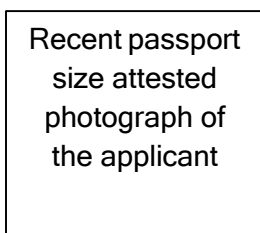
- I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above
III. Residential plot of 100 SQ. Yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

3. Shri/Smt./Kumari..... Belongs to the ..... ca ste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....



\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.





Form-V Certificate of Disability

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

[See rule 18(1)]

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

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

Certificate No.....

This is to certify that I have carefully examined Shri/Smt/Kum .....  
 Son/Wife/Daughter of Shri ..... Date of Birth .....  
 (DD/MM/YY) Age..... years, male/female  
 ..... Registration  
 No..... Permanent resident of House  
 No..... Ward/Village/Street.....  
 ..... Post Office ..... District..... State Whose  
 photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorised Signatory of  
Notified Medical Authority

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

## Form-VI Certificate of Disability

(In cases of multiple disabilities) [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.
---

Certificate No. \_\_\_\_\_

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

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

\_\_\_\_\_ of Shri \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth(DD/MM/YY) \_\_\_\_\_  
 \_\_\_\_\_ 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 guideline (..... 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:

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	€		
10.	Hard of Hearing	€		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific learning Disability			

14.	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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

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

3. Reassessment of disability is:

(i) not necessary

Or

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

@ - eg. Left/Right/both arms/legs

# - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document

Date of Issue

Details of authority issuing certificate

<p><b>Signature/thumb impression of the person in whose favour certificate of disability is issued</b></p>
--

## Form-VII Certificate of Disability

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

(Name and Address of the Medical Authority issuing the Certificate) [See rule 18(1)]

Recent passport size attested  
photograph (Showing face only)  
of the person with disability

Certificate No. \_\_\_\_\_

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

This is to certify that I have carefully examined Shri/Smt/Kum  
\_\_\_\_\_ son/Wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DDD/MM/YY)  
\_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_  
Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
\_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_  
\_\_\_\_\_, whose photograph is affixed above, and am satisfied that he/she is a case  
of \_\_\_\_\_ Disability. His/her extent of percentage physical  
impairment/disability has been evaluated as per guidelines (.....number and date  
of issue of the guidelines to be specified) and is shown against the relevant disability in the  
table below:

S. No.	Disability	Affected par 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	Hemophilia			
18	Thalassemia			
19	Sickle cell disease			

(please strike out the disabilities which are not applicable).

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

3. Reassessment of disability is:

(i) not necessary

Or

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

@ - eg. Left/Right/both arms/legs

# - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned  
 (Countersignature and seal of the  
 Chief Medical Officer/Medical Superintendent/  
 Head of Government Hospital, in case the  
 Certificate is issued by a medical  
 Authority who is not a government  
 Servant (With Seal))

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

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

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

This is to certify that, we have examined Mr/Ms/Mrs .....(name of the candidate), S/o /D/o ....., a resident of ..... (Vill/PO/PS/District/State), aged.....years, a person with .....(nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist / Rehabilitation Psychologist/Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

I \_\_\_\_\_, candidate with \_\_\_\_\_  
\_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_  
\_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the  
District \_\_\_\_\_,  
(name of the state). My educational qualification is \_\_\_\_\_.

1. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.
2. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_(name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_(name of the State/UT). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is \_\_\_\_\_. In case, subsequently it is found that his / her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



**Certificate regarding physical limitation of an Examinee to Write**

This is to certify that, I have examined Mr./Ms./Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of  
a Government health care Institution Name & Designation  
Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES  
PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT  
RECRUITMENT**

Form of Certificate applicable for Released/Retired Personnel

It is certified that Rank..... Name .....whose  
date of birth  
is ..... has rendered service from ..... to ..... in Army,  
Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

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

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

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

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

%. Delete the paragraph which is not applicable.

## **B. Form of Certificate for Serving Personnel**

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

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

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

Place: ..... Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*\*  
SEAL

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

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

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

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

It is certified that No. .... RankName  
..... whose date of birth is ..... serving in the  
Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on and is on extended Assignment till .....

2. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the  
Competent Authority\*\*\*  
SEAL