



सी.एस.आई.आर.-केन्द्रीय औषधि अनुसंधान संस्थान, लखनऊ
(वैज्ञानिक तथा औषधिक अनुसंधान परिषद)
सेक्टर 10, जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ - 226 031 (भारत)
CSIR - Central Drug Research Institute
(Council of Scientific & Industrial Research)
Sector 10, Janakipuram Extension, Sitapur Road, Lucknow - 226 031 (India)



ADVERTISEMENT NO. CSIR-CDRI/ 01 /2026

Access link for 'Hindi Officer' and 'Multi-Tasking Staff' Recruitment-2026 on
<https://cdri.res.in>

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|---|---|
| For the Post of 'Hindi Officer' and 'Multi-Tasking Staff' | Monday, 12 th January, 2026 from 10:00 AM |
| Start date and time of submission of Online Application Form & Payment of Application Fee (Online) through Debit Card/Credit Card/Net Banking |  |
| Last date and time of Submission of Online Application Form (Thereafter website link will be disabled) | Monday, 16 th February, 2026 up to 05:30 PM |

Hard Copy of application shall not to be sent to CSIR-CDRI

CSIR-Central Drug Research Institute, Lucknow is a constituent laboratory under Council of Scientific and Industrial Research (CSIR), New Delhi an autonomous body under Ministry of Science & Technology, Govt. of India. It is a unique R&D Institution in the country with state-of-the-art infrastructure for fundamental chemical and biomedical research driven new drug discovery and development. Institute is richly contributing to the advancement of understanding of disease biology in the areas of national priorities, and set-off revolution of Indian pharma sector over the past 70 years. In the coming years, Institute would like to focus unmet as well as unaffordable medical needs of the nation, including re-emerging parasitic & infectious diseases and those diseases which Indian population is bracing due to changed life style including ageing related diseases.

CSIR-CDRI/Govt. of India strives to have a workforce which reflects gender balance and woman candidates are encouraged to apply.

1. Details of the vacany positions

Institute invites **ONLINE** applications from eligible, suitably qualified, dynamic, and dedicated Indian applicants for the following vacant posts of **Hindi Officer and Multi-Tasking Staff** on direct recruitment basis:

| Post Code | Name of the Posts | No. of Posts & Reservation status | Classification and Pay level/Pay Matrix & Total Emoluments (Rs.) | **Upper Age Limit not exceeding (as on last date of submission of online application i.e. 16th Feb., 2026) |
|------------------|----------------------------|--|--|--|
| Post Code-A | Hindi Officer | Total post: 01 UR | Group A (Gazetted) Pay Level-10, Cell-1 (Pay Scale Rs. 56100-177500/-) Total Rs. 97,452/- (Approx.) | 35 years (Age relaxation as per Extant Rules) |
| Post Code-B | Multi-Tasking Staff | Total Post : 04 UR-02 SC-01 OBC-01 | Non-Tech Group 'C' Pay Level-1, Cell-1 (Pay Scale Rs. 18000-56900/-) Total Rs. 35,393/- (Approx.) | 25 years (Age relaxation as per Extant Rules) |

* Approximate total emoluments on minimum of scale including HRA, TA as applicable in Class 'Y' Cities and DA as applicable to Central Government Staff.

** Please see age relaxation under Relaxation Column

Abbreviations: **SC:** Scheduled Caste; **ST:** Scheduled Tribe, **OBC:** Other Backward Class, **EWS:** Economically Weaker Section ; **UR:** Unreserved & **PwBD:** Persons with Benchmark Disabilities.

2. Details of the Essential Education qualification, Desirable and Job Requirements etc.

A- For Post Code-A (Hindi Officer):-

| Essential Educational Qualification | 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 recognised 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 recognised 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 recognised 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 examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognised 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 Body or Statutory Organizations or Public Sector Undertakings or Universities or recognised 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 upto-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> |

B- For Post Code-B (MULTI-TASKING STAFF)-

A multi-tasking staff member is an employee who performs various duties across different roles, such as an Indian government's Multi-Tasking (Non-Technical) Staff (MTS) who handles a range of administrative and support tasks like filing, data entry, and maintaining office upkeep. A multi-tasking individual is versatile and can handle multiple responsibilities, which can reduce the need for additional staff.

| Essential Educational Qualification | Desirable Qualification | Job requirements |
|--|--|--|
| <p>Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any</p> | <p>Intermediate (12th class) pass</p> | <p><u>Duties of Multi-Tasking Staff (MTS)</u></p> <ol style="list-style-type: none"> 1. <u>Office Maintenance & Support</u> <ul style="list-style-type: none"> • Physical maintenance of office records, files, and registers. • General cleanliness and upkeep of the office premises. • Assisting in arranging furniture, equipment, or materials in the office. • Ensuring the office is opened and closed on time. 2. <u>File & Document Handling</u> <ul style="list-style-type: none"> • Carrying files, papers, and documents from one section/department to another. • Assisting in the filing and record-keeping process. • Photocopying, sending FAX, scanning, and other routine clerical work. 3. <u>Delivery & Communication</u> <ul style="list-style-type: none"> • Delivering Dak (official mail) within and outside the office. • Dispatching official letters, parcels, and communications as instructed. • Assisting in the reception area and attending to visitors if required. 4. <u>Equipment & Utility Work</u> <ul style="list-style-type: none"> • Operating simple office machines like photocopiers or fax machines. • Assisting in maintaining office equipment. • Ensuring proper use and storage of stationery and supplies. 5. <u>Support to Officers & Staff</u> <ul style="list-style-type: none"> • Serving water, tea, or refreshments during meetings or office hours. • Assisting senior officials in day-to-day office work as directed. • Helping in organizing official meetings, workshops, and conferences. 7. <u>Any Other Duties Assigned</u> <ul style="list-style-type: none"> • Performing any other task assigned by superior officers that falls within the general nature of MTS duties. <p><u>General duties</u></p> <ul style="list-style-type: none"> • Filing, photocopying, and data entry • Maintaining and updating records and databases • Assisting with office equipment and machinery • Handling and distributing mail and documents • General housekeeping and cleanliness • Carrying files within a building • Other non-clerical work as assigned |

3- Mode of Selection, Scheme of Examination, Syllabus and Break up of Marks

A. Selection Procedure for Post Code-A 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.

- a. Maximum time for written exam will be 2 hour and maximum marks will be 300.
- b. Maximum marks for interview will be 100.
- c. The questions will be MCQ type in written examination.
- d. The medium for exam will be HINDI.
- e. 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.
- f. For one UR post of Hindi Officer, upto 12 candidates, scoring the highest marks and meeting the threshold marks of 50% in the written examination, will be called for interview, to be held at Lucknow.

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 हिन्दी के संवर्धन हेतु कार्यरत सरकारी संस्थाएं समितियां एवं योजनाएं
3. राष्ट्रभाषा और राजभाषा
4. हिन्दी भाषा एवं साहित्य का विकास
5. हिन्दी के प्रमुख साहित्यकार एवं कृतियां
6. हिन्दी साहित्य की आधुनिक प्रवृत्तियां/विमर्श
7. देवनागरी लिपि की इतिहास एवं विकास
8. हिन्दी भाषा एवं साहित्य के विकास में देवनागरी लिपि एवं अनुवाद का योगदान
9. वाक्य संरचना, व्याकरण एवं वर्तनी
10. हिन्दी से अंग्रेजी एवं अंग्रेजी से हिन्दी में अनुवाद, वाक्यांश/पारिभाषिक शब्दावली
11. वैज्ञानिक एवं तकनीकी प्रकृति के अनुवाद और शब्दावली
12. हिन्दी से सम्बन्धित आईटी टूल्स
13. ई गवर्नेंस में हिन्दी
14. हिन्दी सम्बन्धी सामान्य ज्ञान

B. Selection Procedure for Post Code-B Multi-Tasking Staff:

Mode of Selection:

Candidates who fulfill the eligibility criteria, as recommended by the Screening Committee duly constituted by the Director, CSIR-CDRI, will be invited for a Trade Test. The Selection Committee will decide the mode of the Trade Test and also conduct the same. The decision of the Selection Committee shall be final and binding on the candidates.

Candidates who qualify in the Trade Test will be invited for a Written Test. The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination (CWE).

The Competitive Written Examination (CWE) will consist of a ONE paper, and the final merit list will be prepared on the basis of marks obtained by the candidates in this paper.

Syllabus of written test for the post of Multi-Tasking Staff: -

| 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 | Class X |
| Total No. of Questions | 150 |
| Total time allotted | 2 hours |

| Subject | No. of questions | Maximum Marks | Negative Marks |
|-----------------------|-----------------------------|--|--|
| General Intelligence | 25 | 75 (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 | 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 |

4- Application Fee

| | |
|---|-------|
| Unreserved (UR), OBC and EWS Categories | 500/- |
| Women/SC/ST/PwBD/Ex-Servicemen/CSIR Departmental Candidates | NIL |

5- AGE LIMIT AND RELAXATIONS (Relaxation in the Upper Age Limit):

| Sl. No. | Category | Age-relaxation permissible beyond upper age limit |
|---------|---|--|
| I. | Scheduled Caste/Scheduled Tribe (SC/ST) | 5 Years (where the posts/ vacancies are reserved for SC/ST category) |
| II. | Other Backward Classes (OBC) | 3 Years (where the posts/ vacancies are reserved for OBC category) |
| III. | PwBD (Unreserved) | 10 Years |
| IV. | PwBD (SC/ST) | 15 Years (where the posts/ vacancies are reserved for SC/ST category) |
| V. | PwBD (OBC) | 13 Years (where the posts/ vacancies are reserved for OBC category) |
| VI. | Ex-Servicemen | 3 years after deduction of the actual military service rendered from the actual age as on the closing date |
| VII. | Widow | As per Section 5 (e) |
| VIII. | CSIR Departmental Candidates and Candidates under the employment of Central Govt./ State Government/ Autonomous bodies (UR / EWS / OBC) | Upto 40 years of age |
| IX. | CSIR Departmental Candidates and Candidates under the employment of Central Govt./ State Government/ Autonomous bodies (SC/ST) | Upto 45 years of age |
| X. | Any other age relaxation | As per extant GoI/DoPT/CSIR Recruitment Rule |

- The minimum age for applying is 18 years as on the last date of submission of online application.
- SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be treated at par with general candidates in respect of their selection [Application Fee Exemption is, however, applicable for SC and ST candidates in such cases].
- Candidates belonging to the reserved categories of SC/ST/OBC/PwBD/EWS/Ex-servicemen must upload a scanned copy of their certificate in the prescribed format as the case may be (Annexed) signed by the specified authority valid for appointment of posts under the Central Government. In addition, the OBC candidates have to submit a declaration as per Annexed.
- As per GOI provisions, the upper age limit is relaxable up to the age of 35 years for Widows, divorced Women and Women Judicially separated from their Husbands, who are not remarried but no relaxation of educational qualification or method of recruitment (upto 40 years for members of Scheduled Castes/Scheduled Tribe candidates in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

- 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/decree 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.
- e. The cut-off date for determining the age, qualifications, claim of OBC/SC/ST/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for submission of online application i.e. 26th December, 2025.
- f. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim OBC/SC/ST/ EWS/ ESM/ PwBD status or avail any other benefit.
- g. Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in the upper age limit shall be allowed to persons suffering from (a) blindness or low vision (b) deaf and hard of hearing (c) loco motor disability or cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) autism, intellectual disability, specific learning disability and mental illness and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The age concession to the persons with benchmark disabilities shall be admissible irrespective of the fact whether the post is reserved for persons with disabilities or not, provided the post is identified as suitable for the relevant category of disability. Relaxation of the age limit would be permissible to such persons who have a minimum 40% disability.
- h. Candidate(s) must upload scanned relevant documents/certificates/testimonials along with their recent coloured photograph and signature as specified therein. Further, candidate(s) must pay the online application fee, if applicable. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials.
- i. SC/ST/OBC certificates should be in the prescribed formats for appointment to posts under the Government of India (GoI). The OBC (Non-Creamy Layer) certificates must also meet the Non-Creamy Layer criteria for appointment to posts under the GoI as laid down by the GoI and not for appointment in any of the States of Union bearing references to those State Govt. orders.
- j. Eligibility for OBC candidates will be based on castes listed in the Central List of the Government of India, and their sub-caste must match the entries in this list; otherwise, their candidature will not be considered under any reserved category and will be treated as Unreserved (UR), if otherwise eligible. OBC candidates in the "Creamy Layer" are not entitled to concessions available to the OBC category and must indicate their category as General.
- k. The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediately preceding three financial years.

6- Centre of Written Examination

- a. The written examination will be held in Lucknow.
- b. The date, time and venue of the written examination will be intimated well in time to the candidates, through CSIR-CDRI website as well as through Email Id, as provided by them in their application form.
- c. No request for change of centre/venue/date/session for Examination shall be entertained.
- d. Candidate will appear for the examination at the Examination Centre at his/her own risks and expenses and CSIR will not be responsible for any injury or losses etc. of any nature.

7- Methodology for Resolution of Tie cases

In the event of tie in scores of candidates in Written Exam, merit will be decided as per CSIR Circular No. 5-1(211)/2014-PD dated 30.05.2023.

8- Terms & Conditions

(8.1) Benefits under Council Service:

- a. The above posts 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 and as made applicable to the employees of Council stationed at Lucknow (Class 'Y' City). 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 Allotment Rules depending on availability in which case HRA will not be admissible.
- c. All new entrants will be governed by the National Pension System applicable w. e. f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. 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.

(8.2) General Conditions and Information:

- a. The applicant must be a citizen of India.
- b. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Skill test/written Exam/appointment. If on verification either before or after at any of the stage of selection process, it is found that any candidate does not fulfill any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
- c. The decision of CSIR-CDRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any candidate or his/her agency.
- d. Those employed in Govt. Deptt / PSUs / Autonomous Bodies should upload a certificate indicating that her/his department has **No Objection** in her/his applying to this post and the applicant will be relieved within one month of receipt of appointment offer, if she/he is selected, obtained from his/her present employer, along with other documents in order to be considered as a case of '**application through proper channel**' OR such candidates should get the printout of the duly filled online application forwarded through his/her employer to this office i.e. CSIR-CDRI, Sector-10, Jankipuram Extension, Lucknow – 226031 at the earliest along with the certificate as indicated above and vigilance clearance should also be recorded.
- e. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date prescribed for online application. They are advised to satisfy themselves before applying that they possess atleast the essential qualifications laid down for the posts as on the last date of receipt of online applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed educational qualifications should have been obtained from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies and final result should have been declared on or before the last date of receipt of online application.
- f. In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades, etc., candidates are requested to convert the same into percentages based on the formula as per their University/Institute.
- g. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same in either Hindi or English duly attested by a Gazetted Officer or Notary is to be submitted.
- h. All applicants must ensure to upload Pdf scan copy of original documents of the relevant certificates i.e. proof of Date of Birth (Matriculation or equivalent certificate for age proof) relevant educational qualification, caste certificate, experience certificate etc., if applicable alongwith online application, failing which application will not be considered.

- i. 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.
- j. Incomplete applications and lack of required certificates/documents are liable to be rejected. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post (s).
- k. If any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.
- l. These posts are local and the normal place of posting is in CSIR-CDRI, Lucknow. However, the appointees are liable to be posted at any of the Laboratories/Institutes of CSIR in exigencies of work.
- m. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. Therefore, candidates are advised to submit online application well in advance without waiting for the last date of submission of application. Institute's decision shall be final and binding and no enquiry will be entertained in this regard.
- n. As the scrutiny 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-CDRI will not be responsible for any of the consequence of furnishing such wrong/false information.
- o. The date of determining the upper age limit/experience/qualifications shall be closing date for submission of Online applications i.e. **16th February, 2026**. The period of experience in a discipline/area of work, where-ever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that Post(s).
- p. The candidate recruited for the post of Hindi Officer and Multi-Tasking Officer shall be placed on probation for a period for Two years from the date of joining, which may be extended and curtailed at the discretion of the Appointing Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules
- q. Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the post.

- r. Candidates applying for more than one post code should submit separate online application form. In case a candidate submits multiple online application for a single post code with different email id only the latest completed application will be entertained and a single application will be entertained from each candidate for each post code.
- s. The Director CSIR-CDRI reserves the right to cancel all or part of the advertisement without assigning any reason thereof or reserves the right not to fill posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease during the selection process. 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 the time during various stages of selection process.
- t. The decision of the Director, CSIR-CDRI in all matters to eligibility, acceptance or rejection of applications, mode of selection and conduct of written examination and not to fill up all or any of the posts 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 candidates. The Competent Authority has a right to amend, delete and add terms and condition to their end.
- u. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.
- v. Applicant must disclose as to whether any of their close relatives are employees of CSIR-CDRI 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/other person related to them by blood or marriage, whether they are dependent or not.
- w. 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.
- x. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Trade Test/Written Examination.

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- y. Instructions on all kinds of reservations as received from Govt. of India/CSIR from time to time shall be implemented to the extent applicable in this advertisement.
- z. Medium of written Examination once opted cannot be changed at later stage.
- aa. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/10th Standard or equivalent mark-sheet/certificate indicating date of birth will be accepted for determining the age and no subsequent request for change will be considered / granted. 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 considered.

bb. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.

cc. Persons with Benchmark Disabilities (PwBD) is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a 'person with Benchmark disability' or as a 'Central Government Employee' whichever may be more beneficial to him/her.

dd. 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-CDRI website <https://www.cdri.res.in> Therefore, candidates are advised to keep visiting regularly the website of the Institute <https://www.cdri.res.in>.



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9- How to apply

- a. Eligible candidates are required to apply ONLINE by accessing the website <https://cdri.res.in> or accessing the link "**HINDI OFFICER AND MULTI-TASKING STAFF-2026**" available on CDRI Website <https://cdri.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. Advt.No. CSIR-CDRI/ /2026
- c. 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.
- d. The deadlines for the above-mentioned stages of application are as follows: -
 - 1. Start Date for Registration/fee submission for Online Application: **12-01-2026 at 10:00 AM.**
 - 2. Last Date for Submission of Online application: **16-02-2026 at 05.30 PM.**
- e. Following documents must be uploaded (All documents in original coloured scan/Self Attested in blue ink scan) in online application form:-
 - i. Fee receipt of Rs. 500/- as application fee, where applicable.
 - ii. Original coloured scan/Self Attested in blue ink Scan copies of certificates of Date of Birth, Educational qualification, Mark sheet, Service certificate for ex-servicemen etc.
 - iii. Original coloured scan/Self Attested in blue ink scan copy of *Caste Certificate in Govt. of India (GOI) format*, applicable.
 - iv. Original coloured scan/Self Attested in blue ink Scan copy of *Disability certificate (PwBD) issued by competent authority*, if applicable.
 - v. Original coloured scan/Self Attested in blue ink Scan copies of higher qualification acquired, experience, if any

10-Guidelines for Online Application

- a. Eligible candidates are required to apply ONLINE by accessing the CDRI website www.cdri.res.in or accessing the link "**HINDI OFFICER AND MULTI-TASKING STAFF-2026**" available on CDRI website.
- b. No other mode of application will be accepted.
- c. Candidates are required to pay application fee of Rs. 500/- as per 'fee payment Procedure' available on the website. The candidates belonging to SC/ST/PwBD/Women/other Gender Category/Ex-Servicemen/CSIR Employees as well as Identified Casual Workers in CSIR are exempted from submission of application fee.
- d. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- e. Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the CSIR website on account of heavy load on the website during the closing days.
- f. Not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.
- g. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. **Printout of the online Application Form is not required to be sent to the CSIR-CDRI.**

11-ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/

USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of -

- a. using unfair means or
- b. impersonating or procuring impersonation by any person or
- c. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- d. resorting to any irregular or improper means in connection with his/her candidature or
- e. Obtaining support for his/ her candidature by unfair means, or
- f. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the examination for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any examination conducted by the CSIR
 - (c) for termination of service, if he/ she has already joined the Institute.

Note:- In case of discrepancy found between English edition of this advertisement and its Hindi translation, the English edition of this advertisement will be valid. 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 be made available through CSIR-CDRI website: <https://www.cdri.res.in> only. Therefore, candidates are advised to regularly visit the website of the Institute. While every effort has been made to ensure accuracy of this advertisement, however, CSIR-CDRI reserves the right to correct any inadvertent errors or typographical/Printing mistakes, if any, at any stage.

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-CDRI, regarding process for recruitment shall be final and binding. The decision of the Director, CSIR-CDRI in all matters relating to eligibility, acceptance or rejection of applications and not to fill up all or any of the posts will be final and binding.

NO INTERIM ENQUIRY AND CORRESPONDENCE WILL BE ENTERTAINED

Sr. Controller of Administration

coa.cdri@csir.res.in

0522-2771960

सी.एस.आई.आर. - केन्द्रीय औषधि अनुसंधान संस्थान, लखनऊ
Estd. 1951

CSIR - Central Drug Research Institute, Lucknow

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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 State/Union Territory* belongs to the caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under: -

- @ The Constitution (Scheduled Castes) Order, 1950 @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951 @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) 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 (Reorganisation) 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) 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 Diu) 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 recognized 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

संस्था. 1951

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.

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**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

Annexure -IIForm 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 recognized 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**

Dated:

Signature.....

Designation.....\$

..... 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.



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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:.....

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Annexure - IV

Government of
 (Name & Address of the Authority Issuing the Certificate)

Income & Asset Certificate to be produced by Economically Weaker Sections

Certificate No:
 Valid for the year.....

Date:

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.

2. Shri /Smt. / Kumari..... belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent passport
size attested
photograph of
the applicant

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

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

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

Annexure - VForm-VCertificate 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 / Kumari Son / Wife / Daughter of Shri Date of Birth (DD/MM/YY) Age..... years, male / female Registration No..... Permanent resident of House No

Ward / Village / Street..... Post Office District..... State Whose photograph is affixed above, and am satisfied that:

(A) He/She is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) The diagnosis in his / her case is

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

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

| Nature of Document | Date of Issue | Details of Authority Issuing Certificate |
|--------------------|---------------|--|
| | | |

Signature and seal of Authorised Signatory of
Notified Medical Authority)

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

Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place: Date:

Signature and Name of Candidate

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. / Kumari. 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:

| Sl. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment/Mental Disability (in%) |
|---------|--------------------------------|-----------------------|-----------|---|
| 1. | Locomotor disability | @ | | |
| 2. | Muscular Dystrophy | | | |
| 3. | Leprosy cured | | | |
| 4. | Dwarfism | | | |
| 5. | Cerebral Palsy | | | |
| 6. | Acid attack Victim | | | |
| 7. | Low vision | # | | |
| 8. | Blindness | # | | |
| 9. | Deaf | € | | |
| 10. | Hard of Hearing | € | | |
| 11. | Speech and Language disability | | | |

| 12. | Intellectual Disability | | | |
|---------|---------------------------------|-----------------------|-----------|---|
| 13. | Specific learning Disability | | | |
| 14. | Autism Spectrum Disorder | | | |
| 15. | Mental illness | | | |
| Sl. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment/Mental Disability (in%) |
| 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 |
|---|---------------|--|
| CSIR - Central Drug Research Institute, Lucknow | | |

5. Signature and Seal of the Medical Authority.

| | | |
|-------------------------|-------------------------|----------------------------------|
| Name and Seal of Member | Name and Seal of Member | Name and Seal of the Chairperson |
|-------------------------|-------------------------|----------------------------------|

Signature/Thumb impression of the person in whose favour Certificate of Disability is issued.

Annexure - VII

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 (DD/MM/YY) Age years, male / female Registration No. permanent resident of House No. Ward/Village/Street Post Office District State....., whose photograph is affixed above, and am satisfied that he / she is a case of Disability. His/her extent of percentage physical impairment / disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

| Sl. No. | Disability | Affected Part Of Body | Diagnosis | Permanent Physical Impairment/Mental Disability (in%) |
|---------|---------------------------------|-----------------------|-----------|---|
| 1. | Locomotor disability | | | |
| 2. | Muscular Dystrophy | | | |
| 3. | Leprosy cured | | | |
| 4. | Cerebral Palsy | | | |
| 5. | Acid attack Victim | | | |
| 6. | Low vision | # | | |
| 7. | Deaf | € | | |
| 8. | Hard of Hearing | € | | |
| 9. | Speech and Language disability | | | |
| 10. | Intellectual Disability | | | |
| 11. | Specific learning Disability | | | |
| 12. | Autism Spectrum Disorder | | | |
| 13. | Mental illness | | | |
| 14. | Chronic Neurological Conditions | | | |
| 15. | Multiple sclerosis | | | |
| 16. | Parkinson's disease | | | |
| 17. | Haemophilia | | | |
| 18. | Thalassemia | | | |
| 19. | Sickle Cell disease | | | |

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

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

3. Reassessment of disability is:
 - i) not necessary

OR

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

Drug Research Institute, Lucknow

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.

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.

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/Psychiatr ist/ 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:

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.

I candidate with (nature of disability / condition) appearing for the (name of the examination) bearing Roll No. a t (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:

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Annexure-X**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:

CSIR - Central Drug Research Institute, Lucknow

Annexure-XI**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/oa resident of (Village/District/Sate) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature
e 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).

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Annexure - XII**Certificate to be Produced by Serving/Retired/Released Armed Forces Personnel for availing the Age Concession for Posts Filled by Direct Recruitment****A. 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 year¹)

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.

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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. Rank
Name

..... 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.....
3. 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

CSIR - Central Drug Research Institute, Lucknow