

Advt. No. 02/2025

RECRUITMENT TO THE POSTS OF JUNIOR SECRETARIAT ASSISTANT (JSA) & JUNIOR STENOGRAPHER (JST)

“CSIR strives to have a workforce which reflects gender balance in support staff for R&D and women candidates are encouraged to apply”

Commencement of ONLINE application	28.05.2025 (08:30 hrs IST)
Last date for submission of ONLINE application	17.06.2025 (17:00 hrs IST)

CSIR-Fourth Paradigm Institute (CSIR-4PI) is a premier research laboratory under the Council of Scientific and Industrial Research (CSIR) which is an Autonomous Body under Ministry of Science & Technology, Government of India. CSIR-4PI is looking for bright and motivated Indian citizens for filling up the following administrative positions:

Post Code	Name of Post	No. of posts & Reservation	*Upper Age Limit as on 17.06.2025	Pay Level	Essential Qualifications
JSA	Junior Secretariat Assistant (General)	No. of Posts - 01 Category OBC - 01	Not exceeding 28 years	Pay Level – 2 (Rs. 19,900 – 63,200/-) As per 7 th CPC Pay Matrix Rs. 38,483/-p.m. approximately	10+2/ XII th or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time.
	Junior Secretariat Assistant (Finance & Accounts)	No. of Posts - 01 Category UR - 01			
	Junior Secretariat Assistant (Stores & Purchase)	No. of Posts - 02 Category UR - 02			
JST	Junior Stenographer (English/ Hindi)	No. of Posts - 02 Category UR – 01 OBC – 01	Not exceeding 27 years	Pay Level – 4 (Rs. 25,500 – 81,100/-) As per 7 th CPC Pay Matrix Rs. 44,523/- p.m. approximately	10+2/ XII th or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.

- Abbreviations: **UR**- Unreserved; **OBC** - Other Backward Class
- The selected candidates will be allotted General, Finance & Accounts and Stores & Purchase cadre on the basis of their merit in Competitive Written Examination and preference given in application form.
- * **Please see details of age relaxations under General Information and Conditions: Sl. No. 1.3 – Age Limit & Other Relaxations.**

Note: Candidates will give their preference for the posts and cadres, viz, JSA (Gen., JSA (F&A) and JSA (S&P) in the online application. The decision of CSIR-4PI in allocation of post/ cadre to the candidates from amongst select panel will be final.

JOB REQUIREMENT:

Post Code: JSA - Candidates are required to provide assistance in the functions of General Administration /Finance & Accounts/ Stores & Purchase beside any other official work as and when assigned as per the requirement of the post.

Post Code: JST -To provide secretarial / stenographic assistance / Typing or other official work as & when assigned.

Desirable: A Degree in Arts / Science / Commerce with proven working knowledge of computers preferably MS Office, MS Word, MS Excel, Power Point etc.

Online application together with Application fee, wherever applicable and uploaded self-attested copies of certificates and testimonials, etc, only will be entertained. To apply for the post the candidate is required to fill in specially designed Online Application Form available on our website: www.csir4pi.res.in.

It may be noted that the short-listing of candidates to be called for Written Test for post code JSA & JST will be based on the details entered in the Online Application Form only. Hence, candidates are advised to fill in the online application form carefully.

1. GENERAL INFORMATION AND CONDITIONS:

[1.1] BENEFITS UNDER COUNCIL SERVICE:

- (a) The posts carry usual allowance i.e., Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to Council employees. Council employees are also eligible for accommodation of entitled type as per CSIR Residence Allotment Rules.
- (b) In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.
- (c) The posts will be governed by the National Pension System (erstwhile New Pension Scheme) 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 as per applicable instructions issued from time to time on the subject.

[1.2] OTHER CONDITIONS:

- (a) The applicant must be a citizen of India.
- (b) The appointment is in the CSIR-Fourth Paradigm Institute (CSIR-4PI), NAL Belur Campus, Wind Tunnel Road, Bengaluru - 560 037, under the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under Ministry of Science & Technology, Govt. of India.
- (c) A Non-refundable application fee of Rs.100/- (Rupees One Hundred only) is payable (candidates belonging to SC/ST/PwBD/Ex-servicemen/Women and regular employees of CSIR are exempted from payment of application fee) in the form of online payment.
- (d) The date of determining the age limit / qualifications shall be the closing date prescribed for receipt of completed online applications in CSIR-Fourth Paradigm Institute i.e., **17.06.2025**.
- (e) The applicant must fulfill the essential eligibility requirement of the post and other conditions as stipulated in the advertisement. Candidates are advised to satisfy themselves their eligibility in all respects to the post(s) before applying as on the last date of online application.

- (f) The prescribed essential qualifications are minimum and mere possession of the same does not vest a right in a candidate to be called for Written Test and Proficiency / Skill Test.
- (g) Applicant from Government Departments/Autonomous bodies/Public Sector Undertakings should forward his/her application through proper channel duly certified by the employer (**Proforma-IX**) that the applicant (if selected) shall be relieved within stipulated period of the receipt of the offer of appointment. However, a candidate should submit an advance copy of online application, before the closing date and time.
- (h) 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 valid document viz 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.
- (i) Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (j) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is required to be submitted.
- (k) Any discrepancy found between the information given in application and as evident in original documents will make the candidate liable to be ineligible for the post.
- (l) The number of vacancies indicated against each Post Code is provisional and may vary either way at the time of selection.
- (m) Incomplete applications i.e., application without photograph/signatures/application fee (where applicable)/ application testimonials/certificates etc. in support of claims made by the candidates in the Online application forms are liable to be summarily rejected.
- (n) 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.
- (o) The candidates should indicate their option for the taking the Examination / Typing test / Stenography test either in Hindi or English medium. Candidates will be allowed to take the Typing test / Stenography only in the medium they have opted for. The Choice of medium of Proficiency test (i.e., Typing test / Stenography test) given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained subsequently.
- (p) The date for determining the eligibility to the post shall be the date prescribed for closing of online applications.
- (q) Canvassing in any form and/or bringing any influence politically or otherwise will be treated as a disqualification for the post.
- (r) The selected candidates shall be on probation for a period of TWO YEARS from the date of joining. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- (s) The services in the Council are liable for transfer to anywhere in India/CSIR-4PI can transfer employee from Headquarters of the Organization/Lab. to its extension/Field/Regional Centres and vice-versa.
- (t) The recruitment for the above posts is governed by the "CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020" as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.
- (u) Further, all the subsequent information/notification/corrigendum/addendum regarding this Advertisement will be notified on the Institute website 'www.csir4pi.res.in' only. Applicants are advised to visit our website on regular basis for updates.
- (v) Candidates shall not be reimbursed/paid any travelling allowance/daily allowance for appearing in Skill/Written Test.
- (w) The Director, CSIR-4PI, Bengaluru reserves the right to amend, delete and add terms & conditions to this advertisement. The decision of the Director, CSIR-4PI, Bengaluru in all matters will be final and binding.
- (x) NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

[1.3] AGE LIMIT & OTHER RELAXATIONS:

- (a) The upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC (NCL*) as per applicable Government orders in force, only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed proforma.

*** Sons and daughters of persons having gross annual income of ₹8 lakh or above for a period of three consecutive years would fall within the 'creamy layer' and would not be entitled to get the benefit of reservation available to the Other Backward Classes.**

- (b) 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 for concessions available to the OBC category and must indicate their category as General.
- (c) 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 immediate preceding three financial years.
- (d) There is no age limit for departmental candidates (regular employees working in CSIR laboratories/Institutes only) provided they possess the prescribed qualifications. A candidate claiming to belong to the category of departmental candidate and thus seeking age relaxation under this para would be required to produce a Certificate **(Proforma-X)** issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is appointed on regular basis and not on casual/ad-hoc/daily wages/hourly paid/contract basis employee.
- (e) No relaxation of age limit for applicants under employment of Central Govt./State Govt./Autonomous Bodies will be allowed.
- (f) As per GOI provisions, age relaxation for Widows, Divorced Women and Women judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of SC/ST 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: A certified copy of Death Certificate of her husband together with an Affidavit that she is not remarried.
 - II. In case of divorced Women and Women judicially separated from their husbands: A certified copy of the judgment/decreed of the appropriate Court of Law or the judicial separation, as the case may be, with an affidavit in respect of divorced Women that she is not remarried.
- (g) **Person with Benchmark Disability (PwBD):** Upper age limit is relaxable to Persons with Benchmark Disabilities up to 10 years (15 years for SC/ST and 13 years for OBC) who are suffering from the following benchmark disabilities (provided the post is identified suitable for the relevant category) as per GOI instructions:
- i. Blindness and low vision; (ii) deaf and hard of hearing; (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (iv) autism, intellectual disability, specific learning disability and mental illness; (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness.
 - ii. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more.
 - iii. In any case the appointment will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.

(h) Ex-Servicemen (ESM):

Definition:

- a) Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and,
 - i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or,
 - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or,
 - iii. who has been released from such service as a result of reduction in establishment; or,
- b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely, pension holders for continuous embodies service or broken spells of qualifying service; or,
- c) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or,
- d) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or,
- e) Gallantry award winners of the Armed forces including personnel of Territorial Army; or,
- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Note: For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation/age-relaxation, he must have already acquired, at the relevant time of submitting his application for the Post/Service the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the Competent Authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application.

Relaxations to ESM:

- i. Upper age limit is relaxable by 03 years after deduction of the actual military service rendered from the actual age as on the closing date for receipt of application.
- ii. Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof – 03 years.
- iii. Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST) – 08 years.

[1.4] Process of certification, format of certificates and provisional candidature:

- a) Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate(s) from the concerned competent authority, in the prescribed formats, failing which claim for SC/ ST/ OBC/ PwBD / ESM, etc. will not be entertained and the candidature/application will be considered under Unreserved (UR) category.
- b) Crucial date for claim of eligibility to the post is the prescribed closing date for receipt of online applications of this Advertisement.

[1.5] Provisions of Compensatory Time and assistance of scribe for PwBD:

- a) In case of persons with benchmark disabilities in the category of Low Vision and Locomotor Disability and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- b) 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 proforma at **Proforma-VIII**.
- c) The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the 4PI. Appropriate choice in this regard will have to be given by the candidate through email to the email ids coa@csir4pi.in & so-gen2@csir4pi.in.
- d) 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.
- e) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at **Proforma-VII**. In addition, the scribe has to produce a valid ID proof in original (Aadhaar 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 at **Proforma-VII**. 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 relating thereto.
- f) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 8 (a) & (b). The candidates referred at Para (a) & (b) 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.
- g) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- h) 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.
- i) The PwBD candidates who have availed the facility of Scribes/Passage Reader and/or compensatory time must produce relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their claims thereto or candidature for the examination/Test etc., as the case may be. The decision of the Competent Authority of this Institute will be final and binding.

SELECTION PROCEDURE:

Post Name	Selection Procedure
Junior Secretariat Assistant (Gen./F&A/S&P)	The candidates fulfilling all necessary eligibility criteria as recommended by the Screening/Selection Committee will be invited for open competitive written examination/s and typing test. The Proficiency in computer typing speed and in using computer will only be qualifying in nature: the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination/s. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

Syllabus for the post of Junior Secretariat Assistant (Gen./F&A/S&P):

For these posts, there will be two papers (Paper-I and Paper-II). Paper I will be qualifying in nature. The Second paper (Paper II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper I) and Final merit list will be drawn based on the performance of candidates in Paper-II.

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 XII / PUC
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper-I (Time Allotted-90 minutes)

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

* Mental Ability Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.

Paper -II (Time Allotted-1 hour)

Subject	No. of Questions	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

Please Note: i) The Screening / Selection Committee duly constituted by Competent Authority will fix the criteria for shortlisting of candidates. ii) The nature of Written examination/test viz., written test, qualifying typing test, shorthand test for the shortlisted candidates will be intimated through CSIR-4PI website. The decision of Competent authority at CSIR-4PI in conducting of examinations will be final and binding on candidates.

Scheme of Typing Test / Skill test norms on Computer:

Time Allowed: 10 minutes
Typing Test in English on Computer: 35 words per minute (w.p.m.) [35 w.p.m correspond to 10500 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]
Typing Test in Hindi on Computer: 30 words per minute (w.p.m.) [30 w.p.m correspond to 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]

Note: There will be English Typing Test/Hindi Typing Test for those candidates who opt for English/Hindi as their medium of typing test respectively. The choice of medium of Proficiency test given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained.

- a) **Criteria for evaluation of type-scripts of Proficiency test in Hindi/English:** The methodology for calculating the accurate typing speed and relaxation to reserved category candidates is enclosed as **Annexure-I** to this advertisement. Any other new instructions issued prior to the conduct of the proficiency test shall be applicable.

b) Preparation of Merit List:

- There will be two papers (Paper-I and Paper-II) in the open competitive written examination. Paper-I is qualifying in nature.
- The Second paper (Paper-II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I).
- The proficiency in Computer typing speed and in using computer will only be qualifying in nature.
- The merit list will be comprising of those candidates who will qualify the proficiency test in computer typing and the final Merit list will be prepared based on marks obtained in Paper-II.

Note: The minimum threshold marks (Cut off Marks) in Paper-I, decided by the Selection Committee for each category of posts as advertised will be notified in the website of CSIR-4PI for information of all concerned before the written exam.

Syllabus for the post of Junior Stenographer

- The candidates fulfilling all necessary eligibility criteria as recommended by the Screening/Selection Committee duly constituted by the Director, CSIR-4PI, will be invited for competitive written examination and Proficiency Test in Stenography.
- The proficiency test in stenography will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified for the proficiency test in stenography.

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
Total No. of Questions	200
Total Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only **One Paper** with three parts as detailed below:

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

Proficiency Test in Stenography

The proficiency in stenography will only be qualifying in nature. 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. The transcription time is as follows: -

Sr. No.	Language of Skill Test	Time Duration/Transcription time (in minutes)	Time Duration/Time for Transcription (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

a) Evaluation of Transcripts of Stenography Tests - Nature of Mistakes

The methodology for evaluation of transcripts of Stenography tests, calculation of mistakes and the percentage of ignorable mistakes allowed for proficiency test in stenography is enclosed as **Annexure-II** to this advertisement. Any other new instructions issued prior to the conduct of the proficiency test shall be applicable.

b) Preparation of Merit List

- The proficiency in stenography will only be qualifying in nature.
- The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography.

c) Methodology for Resolution of Tie Cases for the post of Junior Secretariat Assistant (Gen/F&A/S&P) and Junior Stenographer:

In the event of tie in scores where two or more candidates secure equal aggregate marks in the written examination (other than qualifying paper), merit will be decided by applying the following criteria, as notified by CSIR vide its Circular Letter No. 5-1(211)/2014-PD dated 30.05.2023, in the order of precedence given below, till tie is resolved:

Order of Preference
i. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher.
ii. Date of Birth, with older candidate placed higher,
iii. Candidate acquiring Essential Educational Qualification earlier placed higher,
iv. Alphabetical Order in which first names of the candidates appear.
N.B: For the posts of Junior Secretariat Assistant (Gen/F&A/S&P) and Junior Stenographer
<ul style="list-style-type: none">• A common written Examination will be conducted for the posts of Junior Secretariat Assistant (Gen), Junior Secretariat Assistant (F&A) & Junior Secretariat Assistant (S&P).• The actual sequence/order of conducting the Proficiency Test followed by Competitive Written Examination or vice versa will be decided by the Selection Committee of CSIR-4PI and the same will be notified through the CSIR-4PI Website for information of all the concerned.

[2] How to apply:

- Eligible candidates are required to apply only through ONLINE APPLICATION in the link available on CSIR-4PI website <https://csir4pi.res.in>. Detailed instructions to fill up and submit Online Application is also available on CSIR-4PI website.
- If the candidate does not have a valid email id, he/she should create a new email id before applying

online.

- c. The candidate has to register with his/her name, email-id and password.
- d. After successful registration, the candidate has to login using the credentials and fill up the online application form.
- e. After completely filling the online application form candidate can submit and take printout of the online generated filled application for future communication. **THERE IS NO NEED TO SUBMIT A HARD COPY OF APPLICATION except for those candidates who are required to forward their application through proper channel.**
- f. The candidate is required to upload a recent (i.e., not more than three months old) scanned colour passport size photograph in JPEG format (max 100 KB) with image dimension of about 300px (width) x 400px (height). The photograph should be without cap and both ears should be clearly visible. The photograph should be clear and in white background. The application without photograph is invalid and liable to be rejected.
- g. The candidate is required to upload his/her signature in JPEG format (max 100 KB) with image dimension of about 130px (width) x 150px (height). The application without signature is liable to be rejected as invalid.
- h. Advance copy of application of candidates serving in Government Departments will only be considered if it is forwarded through proper channel to this office address **"The Director, CSIR-Fourth Paradigm Institute (CSIR-4PI), NAL Belur Campus, Wind Tunnel Road, Bengaluru-560037"**, within 20 days from the last date of receipt of online application. Candidates should have to keep/retain a copy of their Online Application and proof of sending it to CSIR-4PI.
- i. The candidates are advised to submit the Online Application with utmost care to ensure that all certificates (including mark sheets) of 10th, 12th, Undergraduate, Postgraduate, Diploma/Certificate Courses, experience (if applicable) along with SBI collect Payment Receipt (if applicable) are uploaded as per requirement.
- j. Any discrepancy found between the information given in application and as evident from the supporting documents submitted will render candidate ineligible to the post.
- k. In case of Universities / Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University / Institute along with the approved notification of conversion formula issued by the said University / Institution.
- l. Candidates are advised not to apply more than once for a Post. In spite of this, if a candidate applies for a post more than once, he will have to pay application fee on each count (if applicable). In such a situation the candidate's latest application will be considered and all other previous application(s) will be rejected as invalid.
- m. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded/adjusted on any ground.

[3] Documents to be attached along with the application form:

- a) Self-Attested photocopy of Date of Birth Certificate.
- b) Self-Attested photocopies of all educational qualification(s) certificate(s) and all marksheets thereof (Semester wise/Year wise).
- c) Specimen Signature - candidates should ensure that the signature uploaded is clearly visible.
- d) Self-Attested photocopies of experience certificate(s), if any.
- e) Self-Attested photocopy of caste/community/disability /weaker section certificate, if applicable.
- f) In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate to be attached.
- g) No objection certificate (NOC) (from Govt. /Autonomous Body/Public Sector employees) if employed / proper channel application, wherever applicable.

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 or during selection procedure, if a candidate is (or has been) found guilty of –

- i. using unfair means **or**
- ii. impersonating or procuring impersonation by any person **or**
- iii. 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**
- iv. resorting to any irregular or improper means in connection with his/ her candidature **or**
- v. obtaining support for his/ her candidature by unfair means **or**
- vi. carrying mobile phones or similar electronic devices of communication in the examination 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 Institute**

In case of any dispute in above terms and conditions, the English version will prevail.

-Sd-

Controller of Administration

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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ANNEXURE - 1



स./No. 5-1(116)/2011-PD

दिनांक/Date: 13.07.2015

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors/Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

विषय/Sub : Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr.III - clarification reg.

संदर्भ/ Ref : CSIR-SERC letter No.A1(614)88-Rct. Dated 12.05.2015

महोदय/Sir,

In continuation of CSIR letter No.7-4(3)/2006-R&A dated 12th March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes may be ignored for UR/OBC /SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates.

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 : No.of words (-) Number of Mistakes
10
= (320/10) - 3
= 32-3
= 29 w.p.m

For computing the typing speed for skill test on computer for the post of Asstt. Gr.- III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(116)/2011-PD dated 23.04.2014.

भवदीय/Yours faithfully

(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति) / US(PD)

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रतिलिपि/Office copy

Phone: EPABX-23710138, 23710144, 23710156, 23710466, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : jsa@csir.res.in



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



No. : 5-1(211)/2014-PD

Dated 01.11.2023

From : Joint Secretary (Admn.)

To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

Sub.: Percentage of Ignorable Mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Steno. - reg.

Ref.: CSIR Letter of even number dated 21.12.2021

Sir/Madam,

With reference to the CSIR letter of even number dated 21.12.2021, I am directed to state that the percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under:

- (i) 7% - In case of Unreserved.
 - (ii) 10% - In case of all reserved categories (EWS, SC, ST, OBC, ESM, PWD etc)
2. The above clarification will be effective from the date of its notification, therefore, in cases where the result of the Proficiency Test in Stenography has not been notified shall allow ignorable mistakes as above. However, where the result of the Proficiency Test in Stenography has already been notified need not be re-opened.
3. This issues with the approval of DG, CSIR.

Yours faithfully,

M Arun Manikanda Bharathi 01 Nov 2023
(M Arun Manikanda Bharathi)
Under Secretary (PD)

Encl. : As above

Copy to:

1. CSIR Website
2. Office copy.

**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
_____ of _____ village/town
_____ in _____ District/Division
_____ in the State/Union Territory _____
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
_____. * Shri/Smt./Kumari _____ and /or his/her
family ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the Government of India, Department of Personnel &
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 will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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 'OTHER BACKWARD CLASS' CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)

I _____ Son/daughter of Shri _____
resident _____ 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: _____

PRESCRIBED PROFORMAE

Performa-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
recognised 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 Reorganisation 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 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 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

% 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 Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of 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)

Form-V**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) [See rule 18(1)]

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

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

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/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)

(B) the diagnosis in his/her case is _____

(C) 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 Authorized Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favor certificate of disability 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 guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

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			

S 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: - _____ percent

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

£ eg Left/Right/both ears 4

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

Nature of document	Date of issue	Details of authority issuing certificate

5 Signature and seal of the Medical Authority

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

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:

S 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			

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
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

{Counter signature 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

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 in 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/Sate)
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 (eg., Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

PROFORMA-IX

**FORMAT OF 'NO OBJECTION CERTIFICATE' FROM THE EMPLOYER OF CANDIDATE
CURRENTLY WORKING AS REGULAR EMPLOYEE IN CSIR/ GOVERNMENT
ORGANISATIONS/AUTONOMOUS BODIES /STATUTORY BODIES/ UNIVERSITIES/
PUBLIC SECTOR UNDERTAKINGS etc.**

(Letter Head of the Institution/Issuing Authority)

No. _____

Date: _____

No Objection Certificate for Applying to Advertisement No. _____

This is to certify that Dr./Mr./Ms. _____,
Designation _____, is a permanent/regular employee of this department/organization and has been
serving in the capacity of Current Position _____ since _____.

This department/organization has no objection to his/her applying for the position advertised vide Advt.
No. _____

_____ dated _____ for the position of Post Code _____ Position _____. This
department/organization has no objection to Dr./Mr./Ms. _____ participating in the
selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. _____ is not currently undergoing any penalties
under the applicable conduct rules and Dr./Mr./Ms. _____ is neither under suspension, nor
any vigilance, disciplinary, or criminal cases is pending against him/her as of the date of issuance
of this certificate.

This certificate is issued at the request of the applicant for the purpose of applying to the said
advertisement.

Place:

For [Name of Department/Organization],

[Signature of Issuing Authority]

[Name of Issuing Authority]

[Designation of Issuing

Authority] [Official Seal/Stamp]

[Contact Information]

[Department/Organization

Address]

THE FORM OF CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATES
(CSIR) FOR CLAIMING AGE CONCESSION

(Letter Head of the Institution/Issuing Authority)

No.

Date:

*CERTIFICATE FOR CLAIMING AGE CONCESSION FOR APPLYING AGAINST
 ADVERTISEMENT NUMBER:*

This is to certify that Dr./Mr./Ms.S/o/D/o/W/o Shri.... is appointed as regular employee of (Name of the Institute) and duties performed by him/her during the period(s) are as under:

- (i)
- (ii)
- (iii)

Certified that:

*(a) Dr./Mr./Ms.holds substantively a permanent post ofinthe.....(Name of the Institute) with effect fromto

OR

*(b) Dr./Mr./Ms. has been continuously in temporary service on a regular basis in the post of at (Name of the Institute) with effect fromto

* Strike out which is not applicable.

Place:

For [Name of the Institute],

[Signature of Issuing Authority]

[Name of Issuing Authority]

[Designation of Issuing Authority]

[Official Seal/Stamp]

**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.....
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