



सी एस आई आर – भारतीय रासायनिक जीवविज्ञान संस्थान
CSIR-Indian Institute of Chemical Biology
4, राजा एस सी मल्लिक रोड / Raja S C Mullick Road,
कोलकाता / Kolkata – 32



**DIRECT RECRUITMENT FOR THE POST OF
“MULTI TASKING STAFF(MTS)”**

ADVERTISEMENT NO. : R&C/615/2026

CSIR-Indian Institute of Chemical Biology, Kolkata, a premier Institute under the aegis of Council of Scientific and Industrial Research (CSIR), is involved in generating cutting edge knowledge and trained human resources in the field of chemical biology, biochemistry, cell biology, genomics, epigenomics, structural biology, bioinformatics, and medicinal chemistry to address fundamental and applied biological and biomedical research questions associated with infectious and non-infectious diseases that are relevant to this country and in the global context.

The Institute intends to induct manpower for the following positions by inviting applications from the eligible candidates.

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

Opening date of online application **05/03/2026 (10:00 AM)**

Last date of submission of online Application **04/04/2026 (05:00 PM)**

1. DETAILS OF THE VACANCY POSITION, ESSENTIAL QUALIFICATION, PAY LEVEL ETC.:

Sl. No.	Name of the Post and Vacancy Code	No. of Posts, reservation status, age limit & Pay Level	Essential Qualification	Desirable
1	Multi-Tasking Staff (MTS) Vacancy Code: 6152601	Vacancy: 08 (UR:05, SC:01, OBC-NCL:01, EWS: 01) (Including- 01 PwBD- Blindness and Low Vision, 01 – Ex-Serviceman) Age Limit: 18 to 25 years* Pay Level – 1 [Rs. 18000 – 56900] of pay matrix as per 7 th CPC	Matriculation or equivalent pass	Intermediate (12 th Class Pass)

*The Maximum age limit is relaxable as per GOI/CSIR rules

Abbreviations - UR: Unreserved; **SC:** Scheduled Caste; **OBC-NCL:** Other Backward Class Non-creamy layer; **PwBD** – Person with Benchmark Disabilities; **EWS:** Economically Weaker Sections

Job requirement:

For the post of MTS: To perform physical maintenance of records of section, general cleanliness & upkeep of the section, carrying of files & documents to other Sections, photocopying, delivering the dak, opening & closing the section/room, dusting of furniture etc. Preparation and supply of tea/coffee to the officials/guests and any other work assigned by superior officers.

Mode of Selection: In accordance with CSIR guidelines and will be notified in due course of time.

Note: The number of vacancies indicated against the vacancy code is provisional and may increase or decrease.

2. SYLLABUS OF WRITTEN TEST FOR THE POST OF MULTI-TASKING STAFF (MTS)

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

3. PREPARATION OF MERIT LIST

Position	Details for Preparation of Merit List
Multi-Tasking Staff (MTS)	The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

4. METHODOLOGY FOR RESOLUTION OF TIE CASES

In the event of tie in scores in the written examination (other than qualifying paper), merit will be decided by applying 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 qualification earlier placed higher,
iv. Alphabetical order in which first names of the candidates appear.

5. TERMS & CONDITIONS

[5.1] 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 CSIR. Council employees are also eligible for accommodation of entitled type as per CSIR house allotment rules depending upon availability in which case HRA will not be admissible.
- (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 New 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.

[5.2] General Conditions and information:

- (a) The applicant must be a citizen of India.
- (b) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date 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 recognised by Government of India (GoI) / approved by Government Regulatory Bodies and the final result should have been declared on or before the last date of receipt of online application.
- (c) Merely fulfilling the minimum prescribed qualifications and experience will not vest a right in a candidate for being called for Written Test and Proficiency / Skill Test or appointment. If on verification either before or after at any of the stages of selection process, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
- (d) **Applicants working in Government Departments on a regular/permanent post will be considered only if their applications are forwarded through the proper channel. Such applicants are required to upload a "No Objection Certificate (NOC)" from their employer at the appropriate place in the online application form. The NOC must also be produced at the time of document verification or whenever requested, failing which their candidature will not be considered. CSIR-IICB will not accept any candidate on lien or deputation basis.**
- (e) In respect of equivalent clause in essential qualifications, 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.
- (f) **If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted at the time of documents verification.**
- (g) 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.
- (h) Persons With Benchmarks Disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (i) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- (j) The number of vacancies indicated against each Vacancy Code is provisional and may vary either way at the time of selection.
- (k) Incomplete applications and lack of required certificates / documents are liable to be rejected.
- (l) This is for information that, if any declaration given or information furnished by any candidate is proved to be false or if he/she is found to have wilfully 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.
- (m) The date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for online application.
- (n) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- (o) The decision of the CSIR-IICB / CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination will be final and binding on the candidates.
- (p) Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive will be hosted on the Institute's website only. Hence, applicants are requested to follow the Institute website i.e. <https://iicb.res.in/> for updates.
- (q) **Document Verification (DV):** Before issue of offer of appointment, all the candidates are required to produce Original Documents submitted along with online application as well as any other documents as may be specified by the CSIR-IICB, failing which their candidature is likely to be rejected.
- (r) **No interim enquiry or correspondence will be entertained**

[5.3] Application Fee:

Women/SC/ST/PwBD/Ex-Servicemen	NIL
All other categories	Rs 500/-

[5.4] Relaxations:

S. No.	Category	Age-relaxation permissible beyond upper age limit
(i)	Scheduled Caste (SC)	05 Years
(ii)	Other Backward Class - Non Creamy Layer (OBC-NCL)	03 Years
(iii)	PwBD (Degree of physical disability is 40% or more)	10 years
(iv)	PwBD (SC) (Degree of physical disability is 40% or more)	15 years
(v)	PwBD (OBC-NCL) (Degree of physical disability is 40% or more)	13 Years
(vi)	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date
(vii)	Any other Category	No age relaxation

- (a) SC/ST/OBC-NCL/EWS/PwBD/Ex-servicemen candidates are required to produce a copy of the certificate in the prescribed format

signed by the specified authority valid for appointment of posts under the Central Government at the time of verification of documents. In addition, the **OBC-NCL candidates have to submit a declaration as per Annexure-III.**

- (b) The cut-off date for determining the age, qualifications, claim of SC/ ST/ OBC-NCL/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for receipt of online application.
- (c) Candidates may also note that in respect of the above, their candidature will remain provisional till the details 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 SC/ ST/ OBC-NCL/ EWS/ PwBD/ ESM status or avail any other benefit
- (d) Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Marksheet/ Certificate or Admit Card [with date of birth clearly mentioned] will be accepted by the CSIR-IICB for determining the age and no subsequent request for change will be considered or granted. Date of birth should be supported with High School or Higher Secondary or Secondary School Marksheet/Certificate or admit card or extracts from Birth Register.

6. INSTRUCTION TO THE CANDIDATES

- (a) **DOWNLOAD OF ADMIT CARD:** Candidates will have to visit the Institute's website i.e. <https://iicb.res.in/> for downloading admit card for the examination. Once the candidate clicks the relevant link, he/she can access the window for downloading of admit card.
- (b) **CANDIDATES REPORTING LATE:** Candidates reporting late i.e. after the gate closing time specified on the admit card for Examination will not be permitted to take the examination.
- (c) **IDENTITY VERIFICATION:** In the examination hall, the admit card along with original of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the admit card) such as Aadhar card/ PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ valid recent Identity Card issued by a recognized College/ University / Employee ID issued by any government organization or PSU with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the admit card, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof along with Examination admit card while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the admit card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the admit card and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/affidavit in original.

- (d) Interim queries will not be entertained.
- (e) Mobile phones, calculators or any electronic devices are strictly prohibited at the examination venue.
- (f) Merely qualifying the examination does not confer any right on any candidate for his/her appointment. If on verification either before or after any of the stages of selection, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be cancelled forthwith.
- (g) The decision of the competent authority of CSIR-IICB in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test / Interview and not to fill up all or any of the posts will be final and binding on the candidates and no interim enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- (h) CSIR-IICB will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements and satisfy themselves that they are eligible for the post. The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the CSIR-IICB. After scrutiny of the certificates/documents of EQs/ caste/ relaxation etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.
- (i) **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-IICB.**

7. CENTRE CLAUSES

- (a) The examination will be conducted at the venues given in the respective admit cards.
- (b) No request for change of centre/venue/date/session for Examination shall be entertained.
- (c) Candidate will appear for the examination at the Examination Centre at his/her own risks and expenses and CSIR-IICB will not be responsible for any injury or losses etc. of any nature.

8. GUIDELINES FOR PERSONS WITH DISABILITIES INCLUDING USE OF SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- (a) The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidate will have to submit the certificate and undertaking as per **Annexure-I & II** at the time of written test.
- (b) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- (c) **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**
- (d) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (e) The scribe may be from any academic stream.
- (f) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- (g) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- (h) Only candidates registered for compensatory time will be allowed such concessions. Candidates not registered for compensatory time shall not be allowed such concessions.

9. GUIDELINES FOR VISUALLY IMPAIRED CANDIDATES

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

10. OTHER CONDITIONS

- (a) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (b) Decision of CSIR-IICB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this regard.
- (c) 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 CSIR 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.
- (d) ***Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CSIR-IICB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the application form.***
- (e) Online applications once registered will not be allowed to be withdrawn and/or the application fees once paid will not be refunded nor be held in reserve for any other examination.

11. GUIDELINES FOR ONLINE APPLICATION

CANDIDATES CAN APPLY ONLINE ONLY FROM 05/03/2026 (10:00 AM) TO 04/04/2026 (05:00 PM) AND NO OTHER MODE OF APPLICATION WILL BE ACCEPTED.

THE LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FEES (NON-REFUNDABLE) IS: 04/04/2026 (05:00 PM)

A. Application Registration

- (i) Eligible candidates are required to apply online through our website <https://iicb.res.in/>. Details of online application form will be available on the official website of CSIR-IICB i.e. <https://iicb.res.in/>. No other mode of application will be accepted.
- (ii) Candidates are advised in their own interest to submit online applications 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-IICB online recruitment portal on account of heavy load on the website during the closing days. CSIR-IICB will not be responsible for the candidates not

being able to submit their online applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of CSIR-IICB.

- (iii) Candidates are required to pay application fees of Rs. 500/-. The non-refundable application fees of Rs.500/- wherever applicable, may be deposited through SBI Collect. Bank Transaction charges for Payment of application fees/intimation charges will have to be borne by the candidate. The link to pay online will be available on CSIR-IICB website / online recruitment portal. Scanned copy of e-receipt / challan must be uploaded with the online application through the portal. Applications without the prescribed fee (wherever applicable) would not be considered and summarily rejected.

Steps to Pay the Application Fee (Rs. 500/-)

1. Visit the SBI Collect portal:
<https://onlinesbi.sbi.bank.in/sbicollect/icollecthome.htm?corpID=377320>
 2. You will be redirected to the SBI Collect page, then select:
INDIAN INSTITUTE OF CHEMICAL BIOLOGY (West Bengal).
 3. Under the payment category, select **Application Fee MTS** from the dropdown menu.
 4. Fill in the required details carefully:
 - Application / Registration Number
 - Applicant's Name
 - Mobile Number
 - Any other mandatory details as displayed
 5. Complete the payment of **Rs. 500/-** by following the on-screen instructions.
 6. After successful payment, download and save the e-receipt or payment confirmation for future reference. The payment details must also be entered in the application form, and the e-receipt must be uploaded in the document upload section, wherever applicable.
- (iv) The candidates belonging to SC/ST/PwBD/Women/Ex-Servicemen category are exempted from submission of application fee.
- (v) The candidate has to register online for submitting application form with his / her email-id and password.
- (vi) After successful registration, the candidate has to login using the credentials and fill up the primary registration details. After filling-up the primary details, the candidate can verify / edit the primary details to ensure that the application is complete and correct in all respect. Primary details once submitted cannot be changed further. After submitting the primary details, candidate can select the post code(s) and apply for the post(s) he/she is eligible for through the online application portal. After selecting the post, applicant can fill up the Educational & employment details and upload all the relevant certificates. The candidate can verify the online application before final submission to ensure that the application is complete and correct in all respect. Payment of application fees (wherever applicable) should be made through the link provided and upload the proof of the same. After finalizing, candidate shall upload all the relevant supporting documents and submit the online application form.
- (vii) Incomplete online application will not be considered and will be rejected. Therefore, candidates are advised to make sure that his / her online application has been successfully submitted.
- (viii) When online application is successfully submitted, it will be accepted 'Provisionally' subject to scrutiny of the online application by the Competent Authority.
- (ix) **Applicants working in Government Departments on a regular/permanent post will be considered only if their applications are forwarded through the proper channel. Such applicants are required to upload a "No Objection Certificate (NOC)" from their employer at the appropriate place in the online application form. The NOC must also be produced at the time of document verification or whenever requested, failing which their candidature will not be considered. CSIR-IICB will not accept any candidate on lien or deputation basis.**
- (x) 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.
- (xi) Candidate should take printout of the application form for their own records. Printout / Hardcopy of the online Application Form is not required to be sent to CSIR-IICB.

B. Checklist of Documents which are compulsorily to be uploaded with the online Application:

- (i) The printed copy of State Bank Collect e-receipt/ Transaction reference for the application fee of Rs.500/- (wherever applicable).
- (ii) Latest passport size colour photograph uploaded at appropriate place.
- (iii) The signature of the candidate is uploaded at an appropriate place.
- (iv) Copy of SSC/10th Standard or equivalent marksheet/certificate indicating date of birth or School leaving certificate

indicating Date of Birth in support of Name and Date of Birth.

- (v) Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/mismatch in name/variation in name of candidate/parents (if applicable).
- (vi) Copy of educational certificate(s) and/or marksheet(s) supporting the essential qualifications and any higher qualifications.
- (vii) Copy of relevant experience certificate (s), if any.
- (viii) Copy of Scheduled Caste/ Scheduled Tribe/Other Backward Class (Non-Creamy Layer)/Economically Weaker Section/PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- (ix) Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediately preceding three financial years (in addition to the community certificate).
- (x) Copy of the 'No Objection Certificate' (NOC) from the employer for candidates currently working as regular/permanent employees in CSIR/Government Organizations/ Autonomous Bodies / Statutory Bodies/ Universities/ PSUs etc.
- (xi) Any other relevant certificates in support of the claim(s) made in the application, as applicable.

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

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

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

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

12. 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 in a subsequent 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/ 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 Institute**
 - (c) for termination of service, if he/ she has already joined the Institute.**
- (vi) Candidates are advised to strictly refrain from any unfair means during the examination, as per the Public Examinations (Prevention of Unfair Means) Act, 2024, which prescribes severe penalties including imprisonment and fines.

"Hard Copy of Application shall not be sent to the Office"

(Controller of Administration)

Annexure - I

Declaration / Undertaking By Person With Disabilities (PwD)

Candidates Who Wish To Use Scribe / Passage Dictator

(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 with date of the Scribe / Passage Dictator

ID Proof Type*

ID Number. :

Correspondence Address:

.....
.....
.....

Signature with date of the candidate

Roll No.:

Advertisement No.:

Vacancy Code (s):

Date of Examination.....

Name of Centre:

City:

Recent passport size photograph of the Scribe/Passage dictator. To be signed by Scribe and Candidate

Left Hand Thumb Impression of the Scribe / Passage Dictator

Left Hand Thumb Impression of the candidate

****Scribe/Passage dictator is required to carry his ID proof in original at the time of examination***

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 – Orthopaedic specialist / PMR).

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.

Signature_____

Full Name_____

Address_____

Place: _____

Date: _____