



**CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY**  
[Council of Scientific & Industrial Research]  
**Jorhat-785006, Assam**



**Advertisement No. 4/2025-REC**

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

**Date of Commencement of Online Application : 17.05.2025 at 09:30 AM IST**

**Last date of submission of Online Application : 06.06.2025 at 11:59 PM IST**

CSIR-North East Institute of Science and Technology, Jorhat, is a premier research institute under the Council of Scientific and Industrial Research (CSIR) an Autonomous Body of Department of Scientific and Industrial Research, Govt. of India. It is involved in multidisciplinary R&D programmes of both basic and applied nature across various scientific disciplines for economic, environmental and societal benefits for the people of India. The Institute is equipped with sophisticated state-of-art analytical and other equipment's, lab and pilot facilities to carry out research activities in frontier areas of Science.

CSIR-NEIST invites online applications from enthusiastic, young, dynamic and talented professionals having excellent academic record and proven professional skills & achievements and zeal for innovative technical support in Research & Development activities for the following posts of Technician staff.

Name of the Post	No. of Posts & Reservation Status	Pay Matrix Level	Total Emoluments** (approx..)	Upper Age Limit*** (As on last date of receipt of online applications)
Technician(1)/Group-II(1)	07 [UR-03, SC-01, ST-02, EWS-01,] *	Level-2	Pay Level- 2 (Rs 19,900/- 63,200/-) As per 7 <sup>th</sup> CPC Pay Matrix	28 years

**\*Out of 07 posts 02 posts are reserved for PwBD (D, HH and LV).**

**\*\* Total approximate emoluments on minimum of scale including admissible allowances.**

**\*\*\* Age relaxation wherever applicable shall be granted as per CSIR/GoI guidelines.**

Abbreviations used: **UR** - Unreserved, **EWS** - Economically Weaker Section, **SC** - Scheduled Caste, **ST** - Scheduled Tribes, **PwBD** - Person with Benchmark Disability (**HH** - Hard of Hearing, **D**- Deaf, **LV**- low vision).

## A. Details of Post:

### For the post of Technician :

Name of the Post, Post Code & Category	No. of Posts and Reservation	Essential Qualification(s) & Experience	Job Specification
Technician (1)  [ TE- 01 ]	03 posts  [EWS-01, SC-01, UR-01]	<p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in the trade of <b>Plumbing</b>.</p> <p><u>OR</u></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of <b>Plumbing</b>.</p> <p><u>OR</u></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in the trade of <b>Plumbing</b> in a Ministry / Department / Organization / Public Sector Undertaking / Autonomous Body under Government of India / State / UT.</p>	Day to day water supply in the Laboratory and Colony. It includes operation of deep tube wells pumps, centrifugal pumps, water pressure filters, water purification chemical dosing, etc and day to day maintenance of the same.
Technician (1)  [ TE-02 ]	01 post  [UR]	<p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in the trade of <b>Electrician</b>.</p> <p><u>OR</u></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of <b>Electrician</b>.</p> <p><u>OR</u></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in the trade of <b>Electrician</b> in a Ministry / Department / Organization / Public</p>	Day to day electrical maintenance works, team works capability, power house maintenance including maintenance & operation of DG sets, transformers, UG cable laying works, distribution Panels, HT breaker etc.

		Sector Undertaking / Autonomous Body under Government of India / State / UT.	
Technician (1)  [ TE-03 ]	01 post  [ST]	<p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in the trade of <b>Welder</b>.</p> <p><b><u>OR</u></b></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of <b>Welder</b>.</p> <p><b><u>OR</u></b></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in the trade of <b>Welder</b> in a Ministry / Department / Organization / Public Sector Undertaking / Autonomous Body under Government of India / State / UT.</p>	Day to day maintenance related to welding work in the Laboratory and Colony.
Technician (1)  [ TE-04 ]	01 post  [ ST]	<p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in the trade of <b>Mason/Construction &amp; Wood working sector</b>.</p> <p><b><u>OR</u></b></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of <b>Mason/Construction &amp; Wood working sector</b>.</p> <p><b><u>OR</u></b></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in the trade of <b>Mason/Construction &amp; Wood working sector</b> in a Ministry / Department / Organization / Public Sector Undertaking / Autonomous Body under Government of India / State / UT.</p>	Day to day maintenance related to masonry work in the Laboratory and Colony.

Technician (1)  [ TE-05 ]	01 post  [UR]	<p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in the trade of <b>Computer Operator and Programming Assistant</b>.</p> <p><b><u>OR</u></b></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of <b>Computer Operator and Programming Assistant</b>.</p> <p><b><u>OR</u></b></p> <p>SSC/10<sup>th</sup> Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in the trade of <b>Computer Operator and Programming Assistant</b> in a Ministry / Department / Organization / Public Sector Undertaking / Autonomous Body under Government of India / State / UT.</p>	Data entry, assisting in project monitoring, management, project profile keeping, report preparation, data portal management, designing, HR related activities, public relation, etc.
---------------------------------	---------------------	---	---

**Note: Director, CSIR-NEIST has the right to cancel the recruitment process for any of the above mentioned post at any stage for administrative reasons.**

### **B. Mode of Selection :**

- The Selection procedure consists of two stages i.e stage-I and Stage-II.
- In stage- I, the candidates as recommended/shortlisted by the duly constituted Screening Committee will be called for Trade test.
- The Screening committee will adopt its own criteria for short listing the candidates to be called for Trade Test.
- Individuals who qualify in the Trade Test will be invited for the second stage where candidates have to appear in competitive written examination consisting of Paper-I, Paper-II and Paper-III.
- The Paper-II & Paper-III will be evaluated only for those candidates who secure minimum threshold marks (to be determined by the Selection Committee) in the Paper-I.
- The Final merit list will be prepared on the basis of the marks obtained by the candidates in Paper-II & Paper-III.
- **Resolution of Tie cases:** Resolution of cases wherein two or more candidates have scored equal aggregated marks, the tie shall be resolved in accordance with CSIR Letter No.5-1(211)/2014-PD dated 30.05.2023.

### **Stage I : Trade Test**

A duly constituted Selection Committee will conduct the Trade test in the relevant subjects and competitive written examination for the candidates to evaluate their suitability for the post.

**Stage II : 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 Examination	SSC + ITI / XII <sup>th</sup> Standard
Total No. of Questions	150
Total Time allotted	02 hours 30 minutes

**Paper – I (Time Allotted – 1 hour)**

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	50	100 (two marks for every correct answer).	There will be no negative marks in this paper.

\* Mental Ability Test consisting of General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

**Paper – II (Time Allotted – 30 Minutes)**

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer).	One negative mark for every wrong answer.
English Language	25	75 (three marks for every correct answer).	One negative mark for every wrong answer.

**Paper – III (Time Allotted – 1 hour)**

Subject	No. of Questions	Maximum Marks	Negative Marks
Concerned Subject*	50	150 (three marks for every correct answer).	One negative mark for every wrong answer.

\***Concerned Subject** is based on the advertised qualification of the post.

**C. General information and conditions:-****1. Terms & Conditions**

- The applicant must be a citizen of India.
- All applicants must fulfil the essential qualification/experience prescribed for the post and other conditions stipulated in the advertisement as on the last date of receipt of online applications. They are advised to satisfy themselves in this regard before applying for various posts.

- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Trade Test/Competitive Written Examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates.
- d. The prescribed qualifications should have been obtained through recognized Universities / Institutions. **Incomplete applications will not be entertained and will be summarily rejected.**
- 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. The decision of the Competent Authority, CSIR-NEIST with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- f. The period of experience rendered by a candidate on part time basis, daily wages, visiting / guest faculty will not be counted while calculating the valid experience for shortlisting the candidates for Trade Test/Competitive Written Examination.
- g. 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 to be submitted.
- h. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualifications prescribed for that post.
- i. Persons with Benchmark Disabilities (PwBD / Divyangjan) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for the relevant category of disability.
- j. Any discrepancy found between the information given in the application and as evident in original documents will make the candidate ineligible for appearing in Trade Test/Competitive Written Examination.
- k. The decision of the **Director, CSIR-NEIST, Jorhat/CSIR** in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of Trade Test/Competitive Written Examination will be final and binding on the candidates.
- l. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.**
- m. The Director, CSIR-NEIST has a right to amend, delete and add terms & conditions to this advertisement.
- n. SC/ST/OBC/EWS/PwBD candidates are required to produce the relevant latest certificate in the prescribed format of Government of India (GoI) signed by the specified authority at the time of document verification for the posts reserved for respective category.
- o. Candidates must upload requisite educational qualification certificates/caste/category certificate/experience certificate, if any, in the online application form. Otherwise, their candidature will be rejected.
- p. All candidates who are shortlisted for Trade Test/Competitive Written Examination will be required to produce the relevant Certificates such as marksheets, educational qualification certificates, experience certificates etc. as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by the competent authority at the time of Trade Test/Competitive Written Examination /document verification, failing which the candidature of such candidates will be cancelled.
- q. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by this institute at the time of Trade Test/Competitive Written Examination/document verification.



r. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

s. The recruitment for the above posts is governed by the “CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff” as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

## **2. Age & Other Relaxations**

a. Applicants must be at least 18 years old and should not exceed 28 years of age (UR candidates) as on the last date for receipt of online application. The date for determining the upper age limit, qualifications and /or experience for each post shall be the closing date prescribed for receipt of online applications i.e. 06.06.2025.

b. The upper age limit is relaxable up to 05 years for the regular employees working in CSIR laboratories/institutes, Government Departments, Autonomous bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time.

c. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC (Non- Creamy Layer) candidates as per Government orders in force, only in those cases where the posts are reserved for respective categories, on production of relevant latest certificate in the prescribed GoI format signed by the specified authority.

d. Age relaxation to Persons with Benchmark Disabilities (PwBD)/Divyangjan category: Age relaxation of 10 years is allowed (total 15 years for SC/ST and 13 years for OBC candidates in respect of the posts reserved for them) to the persons suffering from the following disabilities as per GoI orders:

i) low vision; “low vision” means a condition where a person has any of the following conditions, namely:-

a) Visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or

b) Limitation of the field of vision subtending an angle of less than 40-degree upto 10 degrees

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 (a) to (d) including deaf-blindness

The persons claiming age relaxation under this sub-para would be required to produce a valid certificate in prescribed pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual.

e. Widows, Divorced Women and Women judicially separated from husband will be given age relaxation upto the age of 35 years (40 years for SC/ST) as on the late date of application. The candidates claiming age relaxation under this sub-para would be required to produce following documentary evidence:

i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgement /decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.

### **3. Benefits under Council service:-**

- a. These posts carry usual allowances 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 their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against each category of post, benefits such as reimbursement of Medical Expenses, Leave Travel Concession etc. as applicable to council employees.
- c. All new entrants will be governed by the “**National Pension System**” based on defined contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01.01.2004 and having Old Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 1972, as per rules.

### **D. How to apply:**

- a. Eligible candidates are required to apply ONLINE by visiting CSIR-NEIST website. No other mode of application will be entertained.
- b. The Online application will be available on CSIR-NEIST website <https://www.neist.res.in> [opens on **17.05.2025** from 09:30 AM and closes on **06.06.2025** at 11:59 PM.
- c. Candidates are advised to go through the instructions (available on CSIR-NEIST recruitment portal) for filling up of online applications carefully.
- d. Interested candidates are advised to submit their online application in time to avoid last minute rush.**
- e. Candidates applying for more than one post code must submit separate applications indicating the post code of the post in the application form. Each application should be accompanied by separate SB Collect payment receipt.
- f. For submission of online applications, the candidates are required to pay a non- refundable fee of Rs. 500/- (Rupee Five Hundred only) through **State Bank Collect** only. The transaction number/UTR number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt (SB Collect receipt) and preserve it for future communication.

**The candidates belonging to SC/ST/PwBD/Women/CSIR Employees are exempted from payment of application fee.**

- g. The last date for submission of online application is **06.06.2025**.
- h. 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 and mention the percentage so arrived at the appropriate place in the online application form, while filling the same.
- i. After completely filling the online application form candidate should take printout of the online generated filled application form for future communication. **THERE IS NO NEED TO SUBMIT A HARD COPY OF APPLICATION.**
- j. Application once made will neither be allowed to withdraw and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- k. Applications from the regular employees working in CSIR laboratories/Institutes, Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered



only if the **NO OBJECTION CERTIFICATE & VIGILANCE CLEARANCE CERTIFICATE** issued by the present employer is uploaded in the online application portal. Further, such candidates, when shortlisted for Trade Test/Competitive Written Examination, will be required to furnish a “No Objection Certificate” from their employer failing which they will not be allowed for Trade Test/Competitive Written Examination.

l. Candidates should specifically note that the applications received after the closing date for any reason whatsoever will not be entertained by **CSIR-NEIST, Jorhat**.

m. Incomplete online applications (i.e. without uploading photograph, signature, non- payment of application fee (wherever applicable), without uploading applicable certificates/testimonials etc.) will not be entertained and are liable to be **summarily rejected**.

n. The candidates are required to verify all the fields in the online application form to ensure that the application is complete and correct in every aspect prior to submission. It must be ensured that the photograph and signature are appended in the respective fields of online application.

o. Any further information regarding this advertisement like date, time and venue of Trade Test/Competitive Written Examination, any Addendum/Corrigendum or any variation in number of posts/cancellation of post(s) etc. will be made available only on CSIR- NEIST website <https://www.neist.res.in>. For any updates, candidates are advised to visit CSIR-NEIST website regularly.

**p. NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

**E. Following documents are required to be uploaded as a PDF (not more than 1 mb for each document) during online application:**

- a. SSC/10<sup>th</sup> certificate & Marksheet (reflecting Date of Birth)
- b. ITI Certificate or National/State Trade Certificate & Marksheet/ Apprentice Certificate, wherever applicable.
- c. Intermediate/10+2/Diploma Certificate & Marksheet
- d. Graduation certificate & Marksheet, if any
- e. Latest Caste/Category certificate etc. in the prescribed Government of India format signed by the specific authority, wherever applicable.
- f. Experience Certificate(s), if any.
- g. No Objection Certificate with vigilance clearance (wherever applicable)
- h. Certificate related to PwBD/ Women seeking age relaxation etc. (wherever applicable) in the prescribed format.
- i. Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India (only if DOB not mentioned in Secondary or Senior Secondary School Certificate)
- j. Any other relevant certificate/document.

Sd/-

**प्रशासनिक अधिकारी/Administrative Officer**

**CSIR-North East Institute of Science & Technology, Jorhat**

### **List of Annexures**

<b>Sl. No</b>	<b>Annexure Number</b>	<b>Particulars of the Annexures</b>	<b>Page No.</b>
1	Annexure – I	Form of Certificate to be produced by the Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India	11-12
2	Annexure – II	Form of Certificate to be produced by Other Backward Classes applying for appointment to Posts under the Government of India	13
3	Annexure - III	Form of declaration to be submitted by the OBC – NCL candidate (in addition to the community certificate)	14
4	Annexure - IV	Form of Income & Assets Certificate to be produced by Economically Weaker Sections.	15
5	Annexure - V	Form – V Certificate of Disability	16
6	Annexure – VI	Form – VI Certificate of Disability	17-18
7	Annexure – VII	Form – VII Certificate of Disability	19-20
8	Annexure – VIII	Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. Persons having less than 40% disability and having difficulty in writing.	21
9	Annexure – IX	Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. Persons having less than 40% disability and having difficulty in writing.	22
10	Annexure – X	Letter of Undertaking for Using Own Scribe	23
11	Annexure - XI	Certificate regarding physical limitation of an Examinee to Write	24
12	Annexure - XII	Certificate to be produced by serving/retired/released armed forces personnel for availing the age concession for posts filled by direct recruitment	25

**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 (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Amendment) Act, 2007

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled 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)

## ANNEXURE - II

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's \_\_\_\_\_ Resolution \_\_\_\_\_ No. \_\_\_\_\_ dated \_\_\_\_\_ \* and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M No. 36012/22/93-Estt.(SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 09<sup>th</sup> March, 2004, OM No. 36033/3/204-Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M No. 36033/1/2013-Estt.(Res) dated 27<sup>th</sup> May, 2013 \*\*

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Dated :

Seal:

\*\_ The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\*\_ As amended from time to time.

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

- i. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1<sup>st</sup> Class stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. (not below of the rank of 1<sup>st</sup> 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. Administrative/Secretary to Administrator/Development Officer (Lakshadweep)

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

### ANNEXURE-III

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

I \_\_\_\_\_ Son/daughter of Shri  
\_\_\_\_\_ resident of village/town/city \_\_\_\_\_ district  
\_\_\_\_\_ state \_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ community which is recognized as a backward class by the  
Government of India for the purpose of reservation in services as per orders contained in the  
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 09<sup>th</sup> March, 2004 and O.M No. 36033/3/2004-Estt.(Res.) dated  
14<sup>th</sup> October, 2008 and as amended time to time.

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

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

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

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



**Government of India**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date.....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of  
 ..... permanent resident of,  
 ..... Village/Street, ..... Post Office,  
 ..... District..... in the State/Union Territory..... Pin  
 Code..... whose photograph is attested below belongs to Economically Weaker Sections,  
 since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only)  
 for the financial year His/her  
 family does not own or possess any of the following assets\*\*\* :

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

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

Recent  
 passport size  
 attested  
 photograph of  
 the applicant

Signature with seal of Office.....

Name.....

Designation.....

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

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

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

## Form-V

## Certificate of Disability

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

[See rule 18(1)]

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

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

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

This is to certify that I have carefully examined Shri/Smt/Kum \_\_\_\_\_

Son/Wife/Daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_

(DD/MM/YY) Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration

No \_\_\_\_\_ Permanent resident of House No \_\_\_\_\_

\_\_\_\_\_ Ward/Village/Street \_\_\_\_\_

\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Whose photograph is affixed

above, and am satisfied that

A. he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

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).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorised Signatory of  
Notified Medical Authority)

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

**ANNEXURE –VI**

Form-VI  
Certificate of Disability  
(In cases of multiple disabilities)  
[See rule 18(1)]

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

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

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

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

son/wife/daughter \_\_\_\_\_ of Shri \_\_\_\_\_

Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female.

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_

\_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post \_\_\_\_\_

Office \_\_\_\_\_ District \_\_\_\_\_ State, whose photograph is affixed above, and  
am satisfied that:

A. He/she is a case of Multiple Disability. His/Her extent of permanent physical impairment/disability has been evaluated as per guideline ( \_\_\_\_\_ number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

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

16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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

In figures \_\_\_\_\_ percent

In words \_\_\_\_\_ percentage

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

3. Reassessment of disability is:

(i) not necessary

or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months,

and therefore this certificate shall be valid till \_\_\_\_\_ (DD/ MM/ YY)

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye/ both/ eyes

€ - e.g. 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

5. Signature and seal of the Medical Authority

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

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

**ANNEXURE –VII****Form-VII****Certificate of Disability**

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

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

[See rule 18(1)]

Recent passport size attested  
Photograph (Showing face  
only)  
Of the person with disability

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

This is to certify that I have carefully examined Shri/Smt/Kumari \_\_\_\_\_

son/wife/daughter of shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_

Age \_\_\_\_\_ Years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_

permanent resident of House No \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office

District \_\_\_\_\_ State \_\_\_\_\_, Whose photograph is affixed above, and am satisfied that

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 show against the relevant disability in the table below:

S. No.	Disability	Affected par of body	Diagnosis	Permanent physical impairment/ mental disability(in%)
1.	Locomotor disability			
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			

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

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye/both/eyes

€ - e.g. 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, in case the  
Certificate is issued by a medical  
Authority who is not a government  
Servant (With Seal)

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

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



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

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

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

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

Name of Government Hospital /Health Care Centre with Seal

Place :

Date:

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

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

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

(Signature of the candidate)

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

Place-

Date-

**Letter of Undertaking for Using Own Scribe**

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

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

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

(Signature of the candidate with Disability)

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

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

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

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

Signature

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

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

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

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

**CERTIFICATE TO BE PRODUCED BY SERVING / RETIRED / RELEASED ARMED FORCES  
PERSONNEL 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.