

सीएसआईआर-राष्ट्रीय अंतर्विषयी विज्ञान तथा प्रौद्योगिकी संस्थान
CSIR-NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY

इंडस्ट्रियल एस्टेट डाक घर, पाप्पनकोड, तिरुवनंतपुरम-695019
Industrial Estate P.O., Pappanamcode, Thiruvananthapuram-695 019

विज्ञापन सं. : 01/2025
ADVERTISEMENT No. 01/2025

सीधी भर्ती के आधार पर विभिन्न प्रशासनिक एवं तकनीकी पदों पर भर्ती के लिए विज्ञापन
Advertisement for Recruitment to various Administrative & Technical
Positions on Direct Recruitment Basis

ऑनलाइन आवेदन प्रारम्भ होने की तिथि / Opening Date of Online Application	01-02-2025 सुबह 09:00 बजे 01-02-2025 at 09:00 AM
ऑनलाइन आवेदन जमा करने की अंतिम तिथि /Closing Date of Online Application	03-03-2025 शाम 5:30 बजे तक 03-03-2025 up to 5:30PM
ऑनलाइन आवेदन की हार्ड कॉपी प्राप्त करने की अंतिम तिथि/ Last Date for Receipt of hardcopy of Online Applications	14-03-2025 शाम 5:30 बजे तक 14-03-2025 up to 5:30 PM

CSIR - NIIST, Thiruvananthapuram, is a premier Institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied science in various disciplines for economic, environmental and societal benefits of the people of India. This Institute is engaged in seven broad areas of R&D namely (i) Agro processing & Natural Products, (ii) Biotechnology, (iii) Chemical Science & Technology, (iv) Materials & Minerals (v) Process Engineering & Environmental Technology (vi) Sustainable Energy Technologies and (vii) Artificial Intelligence & Machine Learning.

Online applications are invited from enthusiastic Indian Nationals having excellent academic record with requisite experience (wherever applicable) to fill up various Technical and Administrative posts as detailed below:

Name of the post	Number of Positions	Pay Level in Pay Matrix as per 7 th CPC & Approximate Total Monthly Emoluments*	Upper Age Limit (as on 03-03-2025)
Technical Assistant	05 (UR - 02, SC-01, OBC - 01, EWS-01)	Level -6 ₹35400-112400 Total ₹56,916/- *	28 Years **
Technician (1)	03 (UR (PwBD-OH) -01, OBC -01, EWS-01)	Level - 2 ₹19,900-63,200 Total ₹31,824/-*	28 Years **
Junior Stenographer	01 (UR-01)	Level - 4 ₹25,500-81,100 Total ₹ 41,769/-*	27 Years**
Junior Secretariat Assistant (General)	04 (UR-03 & OBC - 01)	Level - 2 ₹19,900-63,200 Total ₹31,824/-*	28 Years**
Junior Secretariat Assistant (F&A)	04 (UR-03 & OBC - 01)	Level - 2 ₹19,900-63,200 Total ₹31,824/-*	28 Years**
Junior Secretariat Assistant (S&P)	02 (UR-01 & OBC - 01)	Level - 2 ₹19,900-63,200 Total ₹31,824/-*	28 Years**
Junior Hindi Translator	01 (UR-01)	Level - 6 ₹35400-112400 Total ₹56,916/- *	30 Years**

(Abbreviations used: UR- Unreserved, SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class, EWS - Economically Weaker Section, PwBD- Persons with Benchmark Disabilities, OH - Orthopedically Handicapped, GoI - Government of India)

*Approximate Total emoluments on minimum of Pay Level includes Dearness Allowance(DA) and Transport Allowance(TA).

** Please refer age limit and relaxation

TECHNICAL ASSISTANT

Post Code	Name, No. of posts & Category, Age Limit	Essential Qualifications
TA2501	TECHNICAL ASSISTANT 01 post (UR) Age: 28 Yrs *	Diploma in Mechanical Engineering/ Technology of at least 3 years full time duration or Diploma in Mechanical Engineering/ Technology of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/field.
TA2502	TECHNICAL ASSISTANT 01 post (EWS) Age: 28 Yrs *	Diploma in Mechanical Engineering / Technology of at least 3 years full time duration or Diploma in Mechanical Engineering / Technology of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/field.
TA2503	TECHNICAL ASSISTANT 01 post (SC) Age: 33 Yrs * (Inclusive of 05 years age relaxation to SC)	B.Sc Chemistry or equivalent with minimum 60% marks and one year experience in relevant discipline from a recognized Institute/Organization. <p style="text-align: center;">OR</p> B.Sc Chemistry or equivalent with minimum 60% marks and one year full time professional qualification.
TA2504	TECHNICAL ASSISTANT 01 post (UR) Age: 28 Yrs *	B. Sc Computer Science / Information Technology or equivalent, with minimum 60 % marks and one-year experience in relevant discipline from a recognized Institute/Organization. <p style="text-align: center;">OR</p> B.Sc Computer Science / Information Technology or equivalent, with minimum 60% marks and one year full time professional qualification. <p style="text-align: center;">OR</p> Diploma in Computer Science/Computer Engineering / Information Technology of at least 3 years full time duration or Diploma in Computer Science/Computer Engineering / Information Technology of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/field.
TA2505	TECHNICAL ASSISTANT 01 post (OBC) Age: 31 Yrs * (Inclusive of 03 years age relaxation to OBC)	Diploma in Electronics/Applied Electronics/Instrumentation/ Electronics & Instrumentation of at least 3 years full time duration or Diploma in Electronics/Applied Electronics / Instrumentation / Electronics & Instrumentation of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in relevant area/field. <p style="text-align: center;">OR</p> B.Sc Electronics/Applied Electronics / Instrumentation / Electronics & Instrumentation or equivalent with minimum 60% marks and one year experience in relevant discipline from a recognized Institute/Organization. <p style="text-align: center;">OR</p> B.Sc Electronics/Applied Electronics / Instrumentation / Electronics & Instrumentation or equivalent with minimum 60% marks and one year full time professional qualification.

TECHNICIAN (1)

Post Code	Name, No. of posts & Category, Age Limit	Essential Qualifications
TE2501	Technician (1) 01 post(EWS) Age: 28 yrs *	SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or National/State certificate in Draughtsman(Civil) trade. OR SSC/10 th 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 Draughtsman(Civil) trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in the Draughtsman(Civil) trade in a Ministry / Department /Organization / Public Sector Undertaking/Autonomous Body under Government of India/State/UT
TE2502	Technician (1) 01 post (UR – PwBD-OH) Age: 38 yrs * (Inclusive of 10 years age relaxation to PwBD)	SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or National/State certificate in Computer Operator & Programming Assistant(COPA) trade. OR SSC/10 th Standard or equivalent with Science subject, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Computer Operator & Programming Assistant (COPA) / Programming and System Administrative Assistant (PASAA) trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in the Computer Operator & Programming Assistant (COPA) / Programming and System Administrative Assistant (PASAA) trade in a Ministry/ Department/ Organisation/ Public Sector Undertaking/Autonomous Body under Government of India / State /UT.
TE2503	Technician (1) 01 post (OBC) Age: 31 yrs * (Inclusive of 03 years age relaxation to OBC)	SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or National/State certificate in Laboratory Assistant (Chemical Plant) trade. OR SSC/10 th Standard or equivalent with Science subject, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Laboratory Assistant (Chemical Plant) trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in the Laboratory Assistant (Chemical Plant) trade in a Ministry / Department /Organization/ Public Sector Undertaking / Autonomous Body under Government of India/State/UT.

JUNIOR STENOGRAPHER

Post Code	Name, No. of posts & Category, Age Limit	Essential Qualifications
JST25	Junior Stenographer 01 post (UR) Age: 27 Yrs *	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.

JUNIOR SECRETARIAT ASSISTANT(GENERAL/F&A/S&P)

Post Code	Name, No. of posts & Category , Age Limit	Essential Qualifications
JSAG25	Junior Secretariat Assistant (General) 04 Posts (03 UR & 01 OBC) Age: 28 Yrs * (For 03 UR posts) & 31 Yrs* (For 01 OBC post - Inclusive of 03 years age relaxation to OBC)	10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time
JSAF25	Junior Secretariat Assistant (Finance & Accounts) 04 Posts (03 UR & 01 OBC) Age: 28 Yrs * (For 03 UR posts) & 31 Yrs* (For 01 OBC post - Inclusive of 03 years age relaxation to OBC)	10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time
JSAP25	Junior Secretariat Assistant (Stores & Purchase) 02 Posts (01 UR & 01 OBC) Age: 28 Yrs * (For 01 UR post) & 31 Yrs* (For 01 OBC post- Inclusive of 03 years age relaxation to OBC)	10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time

JUNIOR HINDI TRANSLATOR

Post Code	Name, No. of posts & Category, Age Limit	Essential Qualifications	Desirable Qualification
JHT25	Junior Hindi Translator 01 Post (UR) Age: 30 Yrs *	(1) Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; <p style="text-align: center;">OR</p> Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; <p style="text-align: center;">OR</p> Master's degree of a recognized University or equivalent in any subject	i) Knowledge at the level of matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution. ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.

other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;

AND

(2) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.

UR - Unreserved; SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Class; EWS - Economically Weaker Section; PwBD - Persons with Benchmark Disabilities; OH - Orthopedically Handicapped

* Please refer age relaxations column

NOTE: In respect of equivalent clause in Essential Qualifications, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce order/letter in this regard from the Competent Authority (indicating the Authority with number and date) under which it has been so treated otherwise the Application is liable to be rejected

A. Technical Assistant

1. Selection Procedure

1. A Screening Committee duly constituted by the Director, CSIR - NIIST will recommend the candidates to be called for Trade Test/Skill Test and if needed, Committee may fix/adopt screening criteria as deemed fit.
2. Those who qualify in the Trade Test/Skill Test will be invited for a Competitive Written Examination.
3. The Competitive Written Examination consists of three papers – Paper I, II & III.
4. Paper II and Paper III will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper I.
5. The final merit list will be prepared only on the basis of marks obtained by the candidate in Paper II and Paper III.
6. The centre for Competitive Written Examination & Trade/Skill Test will be **Thiruvananthapuram only**.

2. Mode of 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	Diploma/Graduation Level (based on the advertised qualification of the post).
Total No. of Questions	200
Total Time Allotted	3 hours

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)	<u>There will be no negative marks in this paper.</u>

*Mental Ability Test will include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement 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 - 90 minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
Concerned Subject	100	300 (Three marks for every correct answer)	One negative mark for every wrong answer

3. Methodology for Resolution of Tie Cases: -

1. Candidate with higher marks in the papers of concerned subject/trade placed higher,
2. Candidate with lesser negative marks, if applicable, in the papers of concerned subject/trade of Written test placed higher,
3. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written examination placed higher,
4. Date of Birth, with older candidate placed higher,
5. Candidate acquiring Essential qualification(diploma/Degree) earlier placed higher,
6. Alphabetical order in which first names of the candidates appear.

B. Technician (1)**1. Selection Procedure**

1. The Screening Committee duly constituted by the Director, CSIR – NIIST will recommend the candidates to be called for Trade Test/Skill Test and if needed, Committee may fix/adopt screening criteria as deemed fit.
2. Those who qualify in the Trade Test/Skill Test will be invited for a Competitive Written Examination.
3. For Competitive Written Examination, there will be three papers – Paper I, II & III
4. The Paper II & Paper III will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper I.
5. **The final merit list will be prepared only on the basis of marks obtained by the candidate in Paper II and Paper III.**
6. The centre for Competitive Written Examination & Trade/Skill Test will be **Thiruvananthapuram only.**

2. Mode of 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	SSC + ITI / XII th Standard
Total No. of Questions	150
Total Time Allotted	2 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)	<u>There will be no negative marks in this paper</u>

*Mental Ability Test includes General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement 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

3. Methodology for Resolution of Tie Cases: -

1. Candidate with higher marks in the papers of concerned subject/trade placed higher,
2. Candidate with lesser negative marks, if applicable, in the papers of concerned subject/trade of Written test placed higher,
3. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written examination placed higher,
4. Date of Birth, with older candidate placed higher,
5. Candidate acquiring Essential Qualification earlier placed higher,
6. Alphabetical order in which first names of the candidates appear.

C. Junior Stenographer**1. Selection Procedure**

1. A duly constituted Screening Committee will recommend the candidates to be called for Competitive Written Examination/Proficiency Test in Stenography.
2. Selection will be made on the basis of result of an open Competitive Written Examination and Proficiency Test in Stenography.
3. The Proficiency Test in Stenography will only be qualifying in nature and the **final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination.**
4. The merit list will only comprise of those candidates who have qualified the Proficiency Test in Stenography.
5. The decision regarding the sequence/order of conducting the Proficiency Test in Stenography followed by a Competitive Written Examination or vice versa may be decided by the Selection Committee.
6. The centre for Written Examination and Proficiency Test in Stenography will be at **Thiruvananthapuram only.**

2. Mode 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 Examination	10+2/XII
Total No. of Questions	200
Time Allotted	2 hours

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

3. Mode of Proficiency test in Stenography:

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

Sl. No.	Language of skill test	Time duration (in minutes)	Time duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

4. Evaluation of Transcripts of Stenography Test - Nature of Mistakes:

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

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

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

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

NOTE:

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

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

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

Percentage of ignorable mistakes allowed for proficiency Test shall be as under:

- i. 7% - In case of **Unreserved**
- ii. 10% - In case of all reserved categories (**EWS, SC, ST, OBC, ESM, PwBD** etc)

5. Methodology for Resolution of Tie Cases: -

1. Candidate with lesser negative marks, in the Competitive Written Examination, will be placed higher,
2. Date of Birth, with older candidate placed higher,
3. Candidate acquiring Essential educational qualification earlier, placed higher,
4. Alphabetical order in which first names of the candidates appear.

D. Junior Secretariat Assistant (General/F&A/S&P)

1. Selection Procedure

1. The selection will be made on the basis of a Competitive Written Examination and Proficiency Test in Computer Typing Speed which is qualifying in nature.
2. A Screening Committee, duly constituted by the Director, CSIR- NIIST, will shortlist candidates fulfilling the terms and conditions of this advertisement, for Competitive Written Examination/ Proficiency Test in Computer Typing Speed.
3. The sequence of conducting Competitive Written Examination/ Proficiency Test in Computer Typing Speed, will be decided by the duly constituted Selection Committee and it will be notified in the website of NIIST for information of all the concerned.
4. Competitive Written Examination has two papers – Paper I and Paper II. The questions will be set both in English and Hindi except the questions on English language.
5. Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (as determined by the Selection Committee) in Paper-I.
6. ***The final merit list will be prepared only on the basis of the marks obtained by the candidate in the Paper II of the Competitive Written Examination.***
7. **Proficiency Test in Computer Typing Speed and in using computer is qualifying in nature.** Candidates will have an option to choose Hindi or English as language for Typing Test in the application form. Option once exercised will be final and **cannot be changed** at a later stage.
8. **The merit list will only comprise of those candidates who have qualified the Proficiency Test in Computer Typing Speed.**
9. The centre for Competitive Written Examination/ Proficiency Test in Computer Typing Speed will be **Thiruvananthapuram only.**

2. Mode 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 Examination	Class XII
Total No. of Questions	200
Time Allotted	Total 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)	<u>There will be no negative marks in this paper.</u>

*Mental Ability Test includes 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

3. Mode of Proficiency Test in Computer Typing Speed:

Language of Skill Test	Typewriting Speed	Time duration (in minutes)
English	35 w.p.m.	10 minutes
Hindi	30 w.p.m.	10 minutes

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

4. Evaluation of Type-Scripts of Typewriting test in Hindi/English:**I. Formula for calculating typewriting speed in Hindi/English:**

$\frac{\text{No. of Words}}{10} - \text{Number of Mistakes}$
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II. Percentage of ignorable mistakes:

- In case of UR/OBC/SC/OH/VH candidates – Up to 5%
- In case of ST/HH/ESM candidates – Up to 7%

For example: - For a typing test of 10 minutes: -

5% mistakes of total words typed are ignored.

Total strokes typed	:	1600
Words typed	:	$1600/5 = 320$
Mistakes	:	19
Ignorable mistakes	:	$5\% \text{ of } 320 = 16$
Admissible mistakes	:	$19 - 16 = 3$
As per formula	:	$\frac{\text{No. of Words}}{10} - \text{Number of Mistakes}$
		$= (320/10) - 3$
		$= 32 - 3$
		$= 29 \text{ w.p.m}$

All other matters on the methodology of evaluation of type scripts of typewriting test in Hindi/English will be dealt as per CSIR guidelines prevailing in this matter.

5. Methodology for Resolution of Tie Cases: -

- Candidate with lesser negative marks in the Paper II of the Competitive Written Examination, will be placed higher,
- Date of Birth, with older candidate placed higher,
- Candidate acquiring Essential educational qualification earlier, placed higher,
- Alphabetical order in which first names of the candidates appear.

E. Junior Hindi Translator

1. Selection Procedure

1. Selection to this positions is to be made on the basis of open written competitive examination.
2. For the written competitive examination, there will be two papers (Paper-I and Paper-II).
3. Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the selection committee) in Paper-I.
4. The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II.
5. Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Examination, while Paper-II will be descriptive type.
6. The centre for Competitive Written Examination will be **Thiruvananthapuram only**.

2. Mode of Open Written Competitive Examination:

Medium of Questions	The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi
Standard of exam	Graduation Level

Paper-I (Time Allotted- 1hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Intelligence	50	150 (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	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper-II (Time Alloted-2 hours)

This paper is to assess the writing and translation skills of the candidates which are necessary in this job. The paper would comprise writing of a paragraph in English and Hindi separately; Precis writing in English and Hindi and translation from English to Hindi and Hindi to English. The total marks in the Paper-II exam would be 300 and time allotted for this exam would be 2 hours.

3. Methodology for Resolution of Tie Cases: -

- a. Candidate with higher marks in the papers of concerned subject/trade placed higher,
- b. Candidate with lesser negative marks, if applicable, in the papers of concerned subject/trade of Written test placed higher,
- c. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written examination placed higher,
- d. Date of Birth, with older candidate placed higher,
- e. Candidate acquiring Essential Degree earlier placed higher,
- f. Alphabetical order in which first names of the candidates appear.

General Information and Conditions

1. Benefits under Council service.

- a. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowances (TA) as admissible to the Central Government employees at the place of posting and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment rules, depending on availability, in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and House Building Advance are available as per CSIR rules.
- 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 by Gol/CSIR from time to time.
- d. CSIR provides excellent opportunities for career advancement under various CSIR guidelines prevailing in this regard.
- e. The appointment to the post shall be governed by the provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time and other Service Rules to the extent made applicable to the Council Servant and decision of the council as to their applicability shall be final and binding.

2. Other Conditions:

- a. The applicant must be a citizen of India.
- b. The date for determining the upper age limit, qualifications and / or experience shall be the closing date of online applications, i.e. 03.03.2025. Candidate should ensure that he/she possesses essential educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of filling of online application.
- c. The period of experience in the requisite discipline/area of work wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post.
- d. 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 Skill Test/Trade Test/Written Test.
- e. Documentary evidence for the period claimed as experience must be submitted. The experience certificate should clearly state the duration of experience indicating from & to date i.e. date of joining and date of relieving from various organizations/universities concerned as claimed by the candidate. Further, an experience certificate must be issued by the Authority, competent to issue such certificates, with respect to the Organization [s]/ Institute[s]/ University[s] concerned.
- f. In case of Universities/ Institutes/Boards awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute/Board.
- g. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Skill Test/Trade Test/Written Test. The duly constituted screening committee will adopt its own criteria for short-listing the candidates. The candidate should therefore mention all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents in the application.
- h. The application should be accompanied by self-attested copies of the relevant certificates regarding educational qualification, experience, etc. The prescribed qualifications should have been obtained from recognized Universities/Institutions etc. Incomplete applications (i.e. unsigned, without photograph, without self-attested copies of all relevant certificates, without proof of remittance of application fee if applicable, applicable testimonials, No-Objection Certificate, experience certificate etc.) will not be entertained and **will be summarily rejected.**
- i. In respect of equivalent clause in essential qualification, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard from the Competent Authority, (indicating the authority with number and date) under which it has been so treated otherwise the application is liable to be rejected. The decision of the Director, CSIR-NIIST with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- j. Date of Birth filled by the candidate in application form and the same recorded in the Matriculation/Secondary Examination Certificate / Birth certificate will be accepted by the Selection Committee for determining the age and no subsequent request for change will be considered or granted. Date of birth should be supported with High School/ Secondary School /Higher Secondary school Certificate or Birth certificate issued by the Competent Authority.

- k. Any discrepancy found between the information given in the application and as evident in original documents will make the candidate ineligible for the post[s].
- l. 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.
- m. **Persons with Benchmark disabilities (PwBD) fulfilling the eligibility conditions prescribed under GoI instructions are encouraged to apply.**
- n. The decision of NIIST/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Skill Test/Trade Test/Written Examination will be final and binding on the candidates.
- o. The Director, CSIR- NIIST reserves the right to cancel the advertisement or reserves the right not to fill up the advertised posts at any stage, without assigning any reason thereof. The number of vacancies indicated against each post is provisional. This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to prevalent CSIR/GoI instructions issued in this regard from time to time.
- p. The probationary period for the selected candidates is as follows:

Name of Post	Period of Probation (From the date of joining the post)
Technical Assistant & Technician (1)	01 Year
Junior Hindi Translator, Junior Secretariat Assistant (General/F&A/S&P) & Junior Stenographer	02 Years

However, the probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.

- q. Only a single application will be entertained from each candidate for each postcode. In case a candidate submits multiple online applications for a single postcode with different email IDs, only the latest completed application will be considered. However, candidates applying for more than one postcode should submit separate online applications and application fees.
- r. Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR Hqrs. or any other National Labs/Institutes of the CSIR.
- s. Candidate shall not be reimbursed/paid any Travelling Allowance/Daily Allowance for appearing for Written Test/Skill Test/Trade Test.
- t. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- u. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

3. Age Relaxations:

- a. The applicant should have completed the age of 18 years as on the closing date of online application.
- b. The upper age limit is relaxable upto 5 years for SC and 3 years for OBC (Non- Creamy layer candidates) as per GoI rules in force **only in those cases where the posts are reserved for the respective categories**, on production of relevant and valid certificate in the prescribed format attached in **Annexures** and signed by the specified authority. **SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts** and they will be treated at par with general candidates.
- c. Relaxation of upper age limit for Ex-Servicemen will be applicable as per GoI/CSIR orders prevailing in this regard.
- d. **Departmental Candidates:**

i) For the post of Junior Secretariat Assistant (General/F&A/S&P) and Junior Stenographer :

- As per CSIR-CSRAP Rules, 2020 and amended from time to time, there is **no age limit for CSIR departmental candidates**, provided they possess the prescribed qualification. CSIR departmental candidates means the permanent CSIR employees only and not the temporary/contractual/project staff etc
- There is **no provision for relaxation of age limit** for the regular employees working in Central/State Government Departments, autonomous bodies and public sector undertakings etc when they apply for the post of Junior Secretariat Assistant(Gen/F&A/S&P) and Junior Stenographer.

ii) For the post of Technical Assistant, Technician (1) and Junior Hindi Translator :

Upper age limit is relaxable up to **05 (Five)** years for the regular employees working in CSIR laboratories/Institutes, Central/State Government Departments, Autonomous Bodies and Public Sector Undertakings.

- e. As per GoI provisions, 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 (upto 40 years for members of Scheduled

Castes in respect of the posts reserved for them). The person claiming age relaxation under this sub-para would be required to produce following documentary evidence: -

- i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - ii) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced women that they have not remarried since.
- f. **Age relaxation to Persons with Benchmark Disabilities (PwBD):** Age relaxation of 10 years for Unreserved (total 15 years for SCs and 13 years for OBCs in respect of the posts reserved for them) in upper age limit is allowed to persons suffering from following benchmark disabilities as per GoI instructions:
- (i) Category (a) - Blindness and low vision,
 - (ii) Category (b) - Deaf and hard of hearing
 - (iii) Category (c) - Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
 - (iv) Category (d) - Autism, intellectual disability, specific learning disability and mental illness
 - (v) Category (e) - Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

NOTE: Definition of the above specified disabilities will be as per "THE RIGHTS OF THE PERSONS WITH DISABILITIES ACT, 2016" as amended from time to time.

The persons claiming age relaxation under this sub-para would be required to produce a certificate of disability issued by the Competent Authority as per Forms V, VI and VII (as the case may be) specified in Rights of Persons with Disabilities Rules, 2017 issued by Department of Empowerment of persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India vide Notification No. G.S.R. 591 (E) dated 15.06.2017, as amended from time to time, in support of their claims clearly **indicating that the degree of physical disability is 40 % or more. The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/reservation in posts only if they suffer from not less than 40% of relevant benchmark disability.** 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 group of posts to be filled by Direct Recruitment by Selection. If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

- g. The Certificate for Other Backward Caste must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of Schedule to the Government of India, Department of Personnel & Training O. M. No. 36012/22/93-Estt(SCT) dated 8.9.1993 as amended from time to time. The OBC certificates should be the latest one and be in the format FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA with reference to relevant Government of India orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the states bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. Of India. Their Sub-caste should match with the entries in the Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR, if otherwise eligible. **The OBC candidates who belong to "Creamy Layer" are not entitled to concession admissible to OBC category and such candidate have to indicate their category as General(UR).** Further, the OBC-non creamy layer candidates are required to fill up and submit the self-declaration form as per Annexure III enclosed, along with the application.
- h. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by specified authorities in the prescribed format shall only be accepted as proof of the candidate's claim as belonging to EWS.
- i. For information and compliance, the prescribed formats for producing SC/ ST/OBC/EWS/PwBD Certificate referred to above are enclosed as **Annexures** in this advertisement.
- j. Appointments to the reserved posts will be provisional and subject to the verification of caste/EWS/PwBD certificates through proper channel. If the verification reveals that the claim of the candidate belongs to EWS/OBC/SC/PwBD is false, his/her service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

4. Provision of Compensatory Time and assistance of scribe for PwBD:

- a. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.
- b. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per **Annexure X** enclosed. 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 the **Annexure X** enclosed. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

- c. For the remaining persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per **Annexure IX** enclosed.
- d. In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification OM No. F. No. 29-06/2019-DD-III dated 10.08.2022, persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. **persons having less than 40% disability and having difficulty in writing**, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per **Annexure XI** enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:
- i. Chief Medical Officer/ Civil Surgeon/ Chief District Medical Officer – Chairperson
 - ii. Orthopaedic / PMR specialist
 - iii. Neurologist, if available*
 - iv. Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist/Special Educator
 - v. Occupational therapist, if available*
- Any other expert based on the condition of the candidate as may be nominated by the Chairperson

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

- e. In case the persons having less than 40% disability and having difficulty in writing, as indicated in Para (d) above opts for his own scribe, he/she shall be required to submit details of own scribe as per **Annexure XII** enclosed.
- f. The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the CSIR-NIIST. Appropriate choice in this regard will have to be given by the candidate through email to Controller of Administration at email id coa@niist.res.in, on receipt of intimation from the Institute.
- g. In case the candidate brings his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination.
- h. A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed to use scribe as described above. The candidates referred to at preceding sub paras (b) and (c), who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- i. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- j. 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.
- k. The PwBD candidates who have availed the facility of Scribe 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 candidature for the examination.

5. Application Fee:

Category	Application Fee
Unreserved/OBC/EWS	Rs. 500/-
Women/SC/ST/PwBD/Ex- Servicemen	NIL
Regular Employees of CSIR	NIL

6. How to apply:

- a. Eligible candidates are required to apply **online** through CSIR-NIIST website <https://www.niist.res.in> No other mode of application will be accepted. **The duly signed print out of the computer generated application form** (hard copy) along with self-attested copies of certificates, mark-sheets, testimonials in support of age, educational qualifications, experience, caste certificate and proof of application fee remittance, if applicable, **should be sent**

in an envelope superscribed “Application for the post of(Post Code.....)” by post so as to reach ‘The Controller of Administration, CSIR-NIIST, Industrial Estate P.O, Thiruvananthapuram-695019, Kerala’ on or before 5.30PM on 14.03.2025.

- b. **Application submitted online will not be considered as valid application and will stand rejected unless duly signed hard copy of the application is received along with requisite documents and fee receipt (if applicable).**
- c. The link for online application will be available at CSIR-NIIST website from **01.02.2025 (9:00 AM) to 03.03.2025 up to 5.30PM.**
- d. The candidate has to **remit application fee of Rs.500/- (wherever applicable) for each post code** through SBI Collect link provided in the online application form and fill up the transaction details in the prescribed columns of online application. Application fee paid through any other mode will not be accepted and such applications will be treated as without application fee and will be rejected.
- e. Candidates applying for more than one postcode should submit separate online applications and application fees. Such candidate should enclose all relevant certificates along with each application.
- f. Application fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- g. Applications from candidates working in Government Departments, Autonomous Bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if **‘No Objection Certificate with Vigilance Clearance’** issued by the current employer is uploaded/enclosed in the online/hardcopy of application as per **Annexure V**, along with other documents.
- h. After filling up the online application form, the candidate can verify/edit the application to ensure that the application is complete and correct in all respects. After finalizing, candidate can print the application and can keep a copy of the print out of online application for their record.
- i. Candidates should specifically note that the hardcopy of application received after the closing date, i.e. 14.03.2025, 5.30 PM, for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-NIIST.
- j. The candidates are required to verify all the fields in the application form to ensure that the application is complete and correct in all respects before submitting the same. It must be ensured that the photo and signature are appended in the respective fields of online application.
- k. Helpline Email ID in case of any technical problem/help/issue while filling up Online Application Form is contact@niist.res.in
- l. Details of screened/shortlisted candidates to be called for Skill Test/Trade Test/ Written Examination will be notified in CSIR – NIIST website. Therefore the candidates are advised to visit the website <https://www.niist.res.in> for the latest updates.

7. Following documents must be attached with the application (print out) and sent by post:

1. Proof of remittance of application fee of Rs.500/- wherever applicable.
2. Colored recent passport size photograph pasted on the application and signed across in full. In case the printout has clear photograph, candidate may sign across the photograph without affixing new photograph.
3. Self-attested photocopy of certificate in proof of age.
4. Self-attested photocopies of mark lists & certificates in support of educational qualifications, starting from 10th standard.
5. Self-attested photocopy of caste/category certificate, EWS certificate, PwBD certificate and other applicable certificates in the prescribed Govt. of India format enclosed as Annexures, wherever applicable.
6. Self-attested photocopy of full Discharge book & valid Ex- Servicemen certificate, for Ex- Servicemen.
7. No Objection Certificate with vigilance clearance, wherever applicable.
8. Self-attested photocopies of experience certificates, wherever applicable.
9. Any other document in support of the claim made in the application, as applicable.

NOTE: Candidates are cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/EWS/PwBD/ Ex- Servicemen status etc. or resort to any sort of malpractice during the entire recruitment/selection process. In case any illegality is detected at any stage of the recruitment/selection process or subsequently, CSIR – NIIST reserves the right to cancel candidature or selection, apart from taking other appropriate legal actions. Thus the applicants are advised to strictly follow the instructions.

Sd/-
Controller of Administration

List of Annexures

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**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE
OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM**

This is to certify that Sri/Smt/Kum* _____ son/daughter of _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* under:

* The Constitution (Scheduled Castes) Order, 1950;

* The Constitution (Scheduled Tribes) Order, 1950;

* The Constitution (Scheduled Castes) (Union Territories) Order, 1951;

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists 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 Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
- The Constitution (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 and Kashmir) Scheduled Tribes Order, 1989 ;
- The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
- The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002
- *The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- The Constitution (Scheduled Castes & Scheduled Tribes) Orders (Amendment Act), 2002
- The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

Contd...

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____ Father / Mother* of Sri/ Smt / Kumari* of village / town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) _____ in village/town* _____ of _____ District/Division* _____ of the State/Union Territory* of _____.

Signature _____

Designation _____ **

Place:

[With seal of Office]

Date :

State/Union Territory

Note: The term "Ordinarily reside(s)" used herewill have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

*Please delete the words which are not applicable.

➤ Please quote specific Presidential Order.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate. (Not below the rank of 1st Class Stipendiary Magistrate)
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time.

Prescribed Format for OBC Certificate

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 Shri / Smt. _____ of
 Village/Town _____ District/Division _____ in the
 _____ State 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 _____*.

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 08/09/93 and modified vide DoPT OM No. 36033/1/2013-Estt. (Res) dated
 13th September, 2017**.

Dated: _____

Signature _____

Designation _____ \$

Seal

NOTE:

*- 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 are indicated below:

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

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

OBC Undertaking

Self- Declaration/undertaking - for OBC Candidates only

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State hereby declare that I belong to the _____ (Indicate your sub-caste) community which is recognised 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.36012/22/93-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, and its subsequent revision through OM No. 36033/1/2013 Estt.(Res.) dated 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the Candidate:

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

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ 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)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size attested
 photograph of the applicant

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

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

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

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: [DD/MM/YYYY]

No Objection Certificate for Applying to Advertisement No. [Advertisement Number]

This is to certify that Dr./Mr./Ms. [Full Name of Employee], [Designation], is a permanent/regular employee of this department/organization and has been serving in the capacity of [Current Position] since [Joining Date].

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. [Advertisement Number] dated [Advertisement Date] for the position of [Post Code/Position]. This department/organization has no objection to Dr./Mr./Ms. [Employee's Name] participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. [Full Name of Employee] is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. [Full Name of Employee] is neither under suspension, nor any vigilance, disciplinary or criminal cases is pending against him/her as on 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]

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
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 Authorised Signatory of notified Medical Authority)

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

Form-VI Certificate of Disability

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

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

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

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum.
_____ son/wife/daughter of Shri/Smt. _____
_____ Date of Birth (DD/MM/YY) _____ Age _____
years, male/female _____ Registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post
Office _____ District _____ State _____, whose
photograph is affixed above, and am satisfied that:

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

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

Contd...

17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines

(.....number and date of issue of the guidelines to be specified), is as follows:

In figures percent

In Words: percentage

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

3. Reassessment of disability is :

(i) not necessary OR

(ii) is recommended/ after..... years..... months, and

therefore, this certificate shall be valid till (DD)/(MM)/(YY)

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

- eg. Single eye

€ - 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

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)[See rule 18(1)]

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

Recent passportsize
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/Smt. Date of Birth..... (DD)/(MM)/(YY) Age years, male/female.....Registration No. permanent resident of House No..... Ward/Village/Street Post OfficeDistrict..... 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			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

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

Contd...

2

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

3. Reassessment of disability is:

(i) not necessary OR

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

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

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority) (Name and Seal)

Countersigned (Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

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

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

Certificate 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 (eg Visual impairment-Ophthalmologist, Locomotor disability- Orthopaedic specialist / PMR)

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of disability) appearing for the _____ (name of examination) bearing Roll No. _____ at _____ (name of centre) in the District _____, _____ (name of 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 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.

1.This is to certify that, we have examined Mr/Ms/Mrs(name of the candidate), S/o / D/o, a resident of (Village/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 _____.

2. I do hereby state that _____(name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. 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)

Place:

Date:

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No) _____

(Rank) _____ (Name) _____

is due to complete the specified term of his engagement with the Armed Forces on (Date)

(Signature of Commanding Officer)

Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I _____ bearing Roll No _____
appearing for the Document Verification of the _____
Examination, 20____do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group “C” and “D” posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment;
OR
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____ . I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; **OR**
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____ . Therefore, I am eligible for age-relaxation only.

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: _____

Name: _____

Date: _____

Roll Number: _____

Date of appointment in Armed Forces: _____

Date of Discharge: _____

Last Unit/ Corps: _____

Mobile Number: _____

Email ID: _____

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

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No. 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-Servicemen (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.....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

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs. Army - Military Secretary Branch, Army Hqrs., New Delhi Navy - Directorate of Personnel, Naval Hqrs., New Delhi
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force. Army - By various Regimental Record Offices
Navy - BABS, Mumbai
Air Force - Air Force Records, New Delhi