



CSIR – Central Salt & Marine Chemicals Research Institute
Gijubhai Badheka Marg, Bhavnagar – 364 002 (Gujarat)
(www.csmcri.res.in)

ADVERTISEMENT NO. 1/2025

Start date of submission of online application: 06-03-2025

Last date of submission of online applications: 31-03-2025

OPPORTUNITIES FOR BRIGHT & RESULT ORIENTED INDIAN NATIONALS

CSIR - Central Salt & Marine Chemicals Research Institute is a premier national laboratory under Council of Scientific & Industrial Research (CSIR), New Delhi which is an Autonomous Body under the Department of Scientific & Industrial Research, Ministry of Science & Technology, Govt. of India. The Institute undertakes a wide range of basic and applied R&D projects spanning the areas of chemistry, biology and engineering. The Institute has excellent infrastructure by way of sophisticated analytical instruments, modern laboratories, pilot plants, library, local area network and workshop.

Applications are invited online from the talented and result-oriented Indian Nationals for the following posts:-

Name of Positions	Number of Positions	Pay Level in Pay Matrix as per 7 th CPC	Upper age limit not exceeding (as on last date of receipt of applications)
Security Officer	01 (UR-01)	Level – 07	35 Years*
Junior Hindi Translator	01 (UR-01)	Level – 06	30 Years*
Junior Stenographer	04 (UR-02, ST-01, EWS-01)	Level – 04	27 Years*
Junior Secretariat Assistant (General)	05 (UR-03, OBC-01, ST-01)	Level – 02	28 Years*
Junior Secretariat Assistant (Finance & Accounts)	02 (UR-01, ST-01)	Level – 02	28 Years*
Junior Secretariat Assistant (Stores & Purchase)	02 (UR-01, ST-01)	Level – 02	28 Years*

* Please refer **AGE LIMIT AND RELAXATION**.

Out of 13 posts [04 posts of Junior Stenographer, 09 posts of Junior Secretariat Assistant (General/ Finance & Accounts/ Stores & Purchase)], 01 post is reserved for Person with Benchmark Disabilities (PwBDs).

Abbreviations used: ST – Scheduled Tribe, OBC – Other Backward Classes, EWS – Economically Weaker Section

Total emoluments for Pay Level - 7 post is Approx. Rs. 80,000/- per month which includes HRA, TA as applicable in Class 'Y' Cities and DA as applicable to Central Government Staff.

Total emoluments for Pay Level - 6 post is Approx. Rs. 63900/- per month which includes HRA, TA as applicable in Class 'Y' Cities and DA as applicable to Central Government Staff.

Total emoluments for Pay Level - 4 post is Approx. Rs. 46800/- per month which includes HRA, TA as applicable in Class 'Y' Cities and DA as applicable to Central Government Staff.

Total emoluments for Pay Level - 2 post is Approx. Rs. 35800/- per month which includes HRA, TA as applicable in Class 'Y' Cities and DA as applicable to Central Government Staff.

Post Code	Name of the post, Number of the post(s), Category & Upper Age Limit	Essential Qualification (EQ) and/or Desirable Qualification (DQ) and/or Job Requirement (JR)
01	Security Officer 01 Post (Unreserved) Age:- 35 Years*	<p>EQ - Ex-Servicemen JCO (Subedar or higher rank) OR equivalent rank in other Para-military forces with minimum of 10 years' experience in security. However, number of years of experience shall be 05 years in case of Short Service Commissioned Officers and incumbents holding the position of Assistant Commandant in CRPF / BSF / ITBP etc. carrying the pay scale of Rs. 8000-13500 (pre-revised).</p> <p>In the case of Inspector from Para Military Forces, the number of years of experience required shall be 10 years.</p> <p>JR - Overall supervision and maintenance of day to day security arrangements of the Institute including office premises and Campus, Guest House, Scientist Apartments/Staff Quarters etc. of CSIR-CSMCRI, Bhavnagar and other related functions such as intelligence, vigilance, fire-fighting and safety standards of the estate & buildings, residential quarters, office premises, guest house, reception etc., round the clock vigil, regulation of movement of persons and goods to and from the Institute Campus, etc., liaison with local Police & other authorities, audit, monitoring of security contract, supervising and controlling the regular/outsourced security personnel who will be deployed for security duty, maintenance of records, besides any other work as and when assigned by the Competent Authority.</p>
02	Junior Hindi Translator 01 Post (Unreserved) Age:- 30 Years*	<p>EQ - (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> <p style="text-align: center;">OR</p> <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> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in any subject 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;</p> <p style="text-align: center;">AND</p> <p>(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.</p> <p>DQ - (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 course in translation from Hindi to English and vice-versa from recognized University.</p> <p>JR – (i) To assist in the implementation of the Official Language policy of Government of India. (ii) To translate official</p>

Post Code	Name of the post, Number of the post(s), Category & Upper Age Limit	Essential Qualification (EQ) and/or Desirable Qualification (DQ) and/or Job Requirement (JR)
		correspondences/Scientific/literatures/documents/records etc. form English to Hindi and vice-versa. (iii) To assist in preparation and submission of various reports & returns pertaining to use of Official Language. (iv) Any other work as may be assigned by the Competent Authority from time to time.
03	Junior Stenographer 02 Posts (Unreserved) Age:- 27 Years*	EQ - 10+2/XII or its equivalent and proficiency in Stenography as per prescribed norms fixed by DoPT/CSIR from time to time.
04	Junior Stenographer 01 Post (Reserved for EWS) Age:- 27 Years*	EQ - 10+2/XII or its equivalent and proficiency in Stenography as per prescribed norms fixed by DoPT/CSIR from time to time.
05	Junior Stenographer 01 Post (Reserved for ST) Age:- 27 Years*	EQ - 10+2/XII or its equivalent and proficiency in Stenography as per prescribed norms fixed by DoPT/CSIR from time to time.
06	Junior Secretariat Assistant (General) 03 Posts (Unreserved) Age:- 28 Years*	EQ - 10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.**
07	Junior Secretariat Assistant (General) 01 Post (Reserved for ST) Age:- 28 Years*	EQ - 10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.**
08	Junior Secretariat Assistant (General) 01 Post (Reserved for OBC) Age:- 28 Years*	EQ - 10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.**
09	Junior Secretariat Assistant (Finance & Accounts) 01 Post (Unreserved) Age:- 28 Years*	EQ - 10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.**
10	Junior Secretariat Assistant (Finance & Accounts) 01 Post (Reserved for ST) Age:- 28 Years*	EQ - 10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.**
11	Junior Secretariat Assistant (Stores & Purchase) 01 Post (Unreserved) Age:- 28 Years*	EQ - 10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.**
12	Junior Secretariat Assistant (Stores & Purchase) 01 Post (Reserved for ST) Age:- 28 Years*	EQ - 10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.**

* Please refer **AGE LIMIT AND RELAXATION**.

** 35 w.p.m./30 w.p.m. correspond to 10500 KDPH / 9000 KDPH, as the case may be, on an average of 5 key depressions for each word.

Abbreviations used: ST – Scheduled Tribe, OBC – Other Backward Classes, EWS-Economically Weaker Sections, w.p.m. – Words Per Minute, KDPH – Key Depression per Hour

I	SELECTION METHODOLOGY:
1	The selection Methodology for the post of Security Officer will be as per Annexure – I
2	The selection Methodology for the post of Junior Hindi Translator will be as per Annexure – II

3	The selection Methodology for the post of Junior Stenographer will be as per Annexure – III
4	The selection Methodology for the post of Junior Secretariat Assistant (General/Finance & Accounts/Store & Purchase) will be as per Annexure – IV
II BENEFITS UNDER CSIR COUNCIL SERVICE:-	
1	The posts carry usual Pay and Allowances, such as House Rent Allowance, Transport Allowance and Dearness Allowance etc. at Central Government rates as admissible to the Central Government Employees and as made applicable to the employees of Council stationed at Bhavnagar (Class 'Y' City). Other benefits, such as Leave Travel Concession and Reimbursement of Medical Expenses (as per CGHS/CSMA Rules), are also available. The employees are provided with residential accommodation, subject to availability, as per CSIR rules.
2	CSIR provides excellent opportunities to deserving candidates for career advancement under CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 and other rules as amended from time to time.
3	All new entrants will be governed by the "New Pension Scheme" applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II dated 23.12.2003 and other instructions issued on the subject from time to time. However, persons selected from other Government Departments / Autonomous Bodies / Public Sector Undertakings / Central Universities having Pension Scheme on GOI pattern and who are presently being governed by the Old Pension Scheme will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, if applied through channel.
III AGE LIMIT AND RELAXATIONS:	
1	The minimum age for applying is 18 years as on the last date of submission of online application i.e. 31-03-2025
2	The cut-off date for determining the age limit/experience/qualifications/claim of SC/ST/OBC/EWS/PwBD status or any other benefit viz. fee concession, reservation, age relaxation, etc., where not specified otherwise shall be the last date of submission of online application i.e. 31-03-2025
2	<p>The upper age limit is relaxable up to 05 [five] years for Scheduled Caste/ Scheduled Tribe [SC/ST] and 03 [three] years for Other Backward Class [OBC] – Non Creamy Layer (NCL) candidates, as per Government of India orders in force, only in respect of those cases where the posts are reserved for the respective categories.</p> <p>SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DOPT OM No. 36011/1/98-Estt. (Res), dated 01.07.1998 and they are treated at par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC/ST candidates in such cases.</p>
3	<p>The candidates belonging to the reserved category of SC/ST/OBC/EWS must submit, along with their applications, a self-attested photocopy of the certificate which should be in the prescribed form issued by the Competent Authority Empowered to issue such Certificates (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders.</p> <p>As for OBC certificates, both the conditions of OBC status as well as exclusion from 'Creamy Layer' with respect to Government of India criteria and not the respective State Government criteria, are to be met. The OBC (Non-creamy layer) certificate should be the latest one. The OBC certificates should be in the format APPLICABLE FOR APPOINTMENT TO POSTS UNDER THE 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 Central List of OBCs, 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 candidates have to indicate their category as General.</p> <p>The SC/ST/OBC/EWS Certificates should be only in the prescribed Government of India formats. The Certificates in any other format will not be acceptable. Candidates seeking reservation as SC/ST/OBC in the prescribed format</p>

	<p>from the competent authority, should indicate clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/ town the candidate is ordinarily a resident of.</p> <p>Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce latest Income and Asset Certificate in the prescribed format issued by the Competent Authority.</p> <p>For information and compliance, the prescribed formats for producing SC/ST/OBC/EWS Certificate referred to above are enclosed as Annexures in this advertisement.</p>
4	<p>As per GOI provisions, upper age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, who are not re-married, the upper age limit for such woman is up to the age of 35 years [up to 40 years for members of Scheduled Caste/Tribe], as the case may be. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:</p> <ol style="list-style-type: none"> In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed 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 and they have not remarried since.
5	<p>Age relaxation of 10 (Ten) years [15 years for SC/ST and 13 years for OBC candidates, for the respective posts reserved for them] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:</p> <ol style="list-style-type: none"> Category (a) - blindness and low vision; Category (b) - deaf and hard of hearing; Category (c) - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; Category (d) - autism, intellectual disability, specific learning disability and mental illness; Category (e) - multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. <p>Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".</p> <p>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. Such candidates will have to submit Certificate of Disability issued by the Competent Authority as per the 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.</p> <p>No Application Fee is payable by PwBD candidates. PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN THEIR APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC/GEN/EWS and also produce Certificate of the concerned Caste/Community, if applicable, as this is a horizontal reservation. Candidates with benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Disabilities.</p> <p>A candidate under the category PwBD will be considered to be eligible for appointment only if he/she is found medically fit in accordance with the standards of medical fitness as prescribed by the Government of India for Group "C" posts to be filled by Direct Recruitment.</p>
6	<p>Upper age limit is relaxable by 03 years, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application.</p> <p>Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R. 757 (E), issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time.</p>

	Ex-servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.
7	All statutory categories (SC/ST/OBC(NCL)/PwBD/Ex-Servicemen etc.) candidates seeking any kind of relaxation are required to upload a copy of the applicable certificate in the prescribed format as the case may be (Annexure-V to XIV) signed by the specified authority valid for appointment of posts under the Central Government.
8	There is no age limit for departmental candidates (CSIR Employees) provided they possess the prescribed qualifications. CSIR Employees mean the permanent CSIR Employees only and not the temporary/contractual/Project Staff etc.
9	No such age relaxation is allowed to applicants under employment of Central Government/State Govt./Autonomous Bodies etc.
IV	Provision of Scribe and/or Compensatory time for (i) Persons with Benchmark Disability, and (ii) Persons with less than 40% Benchmark Disability and having difficulty in writing
	<p>(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.</p> <p>(b) In the case of other category of 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 enclosed.</p> <p>(c) 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. 29-6/2019-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 enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:</p> <ul style="list-style-type: none"> (i) Chief Medical Officer / Civil Surgeon / Chief District Medical Officer - Chairperson (ii) Orthopedic / PMR specialist (iii) Neurologist, if available* (iv) Clinical Psychologist / Rehabilitation Psychologist / Psychiatrist / Special Educator (v) Occupational therapist, if available* (vi) Any other expert based on the condition of the candidate as may be nominated by the Chairperson <p>(*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)</p> <p>(d) The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the CSIR-CSMCRI. Appropriate choice in this regard will have to be given by the candidate through email to recruitment@csmcri.res.in, whenever such need arises.</p> <p>(e) In case the candidate opts for a scribe, the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination. The scribe should not be a candidate of this examination.</p> <p>(f) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Annexure enclosed. In addition, the scribe has to produce a valid ID proof in original (Aadhar Card, Voter ID Card, PAN Card, etc.) at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma as per Annexure 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 related thereto.</p>

	<p>(g) A compensatory time of 20 min per hour of examination will be provided to the persons who are allowed use of 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.</p> <p>(h) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.</p> <p>(i) 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.</p> <p>(j) The PwBD candidates who have availed the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.</p>
<u>V</u>	<u>GENERAL CONDITIONS / INSTRUCTIONS</u>
01	The applicant must be a citizen of India.
02	The date of determining the upper age limit, qualifications, etc., shall be the last date of submission of online applications i.e. 31-03-2025.
03	The Director, CSIR-CSMCRI, Bhavnagar reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR instructions prevalent at a given point of time during various stages of selection process.
04	The number of vacancies is provisional and may vary. The advertisement does not necessarily tantamount to the selection being actually made. The CSIR-CSMCRI reserves the right to cancel all or part of the advertised vacancies at any stage of recruitment process.
05	It may also be noted that if at any stage of the examination (typing test/proficiency test/physical test or written exam) sufficient number of candidates (minimum three candidates) are not found for any post(s), the further test/examination will be cancelled for that post.
06	The decision of the Director, CSIR-CSMCRI, Bhavnagar in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination will be final and binding on the candidates.
07	All applicants must fulfill all the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications i.e. 31-03-2025. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as detailed in this advertisement. No enquiry asking for advice as to eligibility will be entertained. The duly constituted Selection Committee will adopt its criteria for short-listing the candidates such as meeting the eligibility criteria as per the advertisement, application form accompanied by self-attested copies of the relevant educational qualifications, caste/community, requisite application fee, etc. The candidature is provisional at all the stages of recruitment/selection process.
08	<p>The application form should be accompanied by self-attested copies of the relevant educational qualifications such as Class 10th/SSC, Class 10+2/XII or its equivalent, any other qualification mentioned by him/her in the application, experience if any, caste/community, etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.</p> <p>Only SSC/Matriculation/10th Standard/SSLC/HSC certificate or Birth certificate issued by appropriate government authority will be accepted as a proof of date of birth. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be accepted.</p> <p>Incomplete applications or applications not accompanied with the required self-attested certificates/documents, requisite application fee are liable to be rejected.</p>
09	If any document/certificate furnished is in a language other than Hindi or English, a transcript copy in Hindi/English of the same duly attested by a Gazetted Officer or Notary is required to be submitted by the candidate.
10	All testimonials/certificates will be verified later. Therefore, the candidates must produce original document(s) for

	verification as and when desired by this Institute. Any wrong or incomplete information furnished by the candidate shall render her/him ineligible for consideration without any further notice. The candidature is provisional at all the stage of recruitment process and hence will be considered only if meeting the minimum eligibility criteria as per this advertisement and Recruitment Rules of CSIR.
11	The medium of Proficiency Test / Typing Test / Stenography Test will be the same (Hindi / English) as opted for the Written Examination. The medium once opted cannot be changed at later stage. Candidates applying for multiple post codes shall opt for only one medium (Hindi / English) for all the post codes. Therefore, this option should be chosen carefully.
12	Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the Proficiency Test/Typing Test/Physical Test or even at the subsequent stages of the recruitment process.
13	It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate that he/she belongs to the SC/ST/OBC/EWS/PwBD is false OR it reveals that the claim of the candidate that he/she does not belong to the creamy layer is false, his/her services 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 relevant laws for production of false certificate.
14	No travelling allowance will be paid to candidates to appear for the Competitive Written Examination or Proficiency Test or Typing Test or Physical Test
15	The selected candidates will be on probation for a specified period from the date of taking over charge of the post as per the terms and conditions of the appointment letter. 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.
16	These posts are local and the normal place of posting is in CSIR-CSMCRI. However, the appointees are liable to be posted at any of the Laboratories/Institutes of CSIR in exigencies of work.
17	Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR- CSMCRI or any other laboratory/institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/brother/sister or any person related to them by blood or marriage, whether they are dependent or not.
18	Those employed in Govt. Deptt./PSUs/Autonomous Bodies should upload a certificate indicating that - (i) No vigilance case is pending against her/him (ii) her/his department has No Objection in her/his applying to this post and the applicant will be relieved within one month of receipt of appointment offer, if she/he is selected, obtained from his/her present employer, along with other documents in order to be considered as a case of ' application through proper channel ' OR such candidates should get the printout of the duly filled online application forwarded through his/her employer to this office along with the certificate as indicated at (i) and (ii) above.
19	This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to be removed from service after joining, and such other action as may be deemed necessary may also be taken by the Competent Authority.
20	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, 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. However, the final decision in this regard will be taken as per the guidelines of CSIR on the subject.
21	Merely fulfilling the minimum prescribed qualifications will not vest a right in candidate for being called for Written Test or Proficiency/Typing Test or appointment. If on verification either before or after at any of the stage of selection process, it is found that the candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
22	The candidate should ensure to submit her/his application, complete in all respect, along with the required certificates/documents before its submission. Any discrepancy found between the information given in the application and as evident in the original documents will make the candidate ineligible for the post(s).
23	Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog. The Post shall be filled by the candidate of UR Category.
24	Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
25	Provisions available for typing/proficiency test and written examination to the PwBD candidates will be applicable as per the Government of India /CSIR guidelines.

26	Canvassing in any form and/or bringing any influence political or otherwise will be treated as disqualification for the post.
VI HOW TO APPLY:-	
01	Eligible candidates are required to apply ONLINE only through CSIR-CSMCRI website. The link for ONLINE APPLICATION will be available from 06.03.2025 (09:00 AM) to 31.03.2025 (11:59 PM) .
02	In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. Therefore, candidates are advised to submit online application well in advance without waiting for the last date of submission of application. Institute's decision shall be final and binding and no enquiry will be entertained in this regard.
03	The candidates must go through the instructions page on the website www.csmcri.res.in before applying online for the above-mentioned posts.
04	Candidates are required to pay an amount of ₹ 500/- (Rupees Five Hundred only) Non-refundable , towards "Application Fee for Post Code (Post Code which you have applied)" (Separately for each post-code) through the link available in the online application. SC/ST/PwBD/Women/CSIR Employees/Ex-Servicemen are exempted from payment of application fee. On making payment, the receipt generated should be printed, self-attested & enclosed with the application form along with the copies of other self-attested certificates. The candidate must write his/her name and postcode applied for on the backside of the printed payment receipt. No other mode of payment is allowed like DD, Challan, Postal Orders etc.
05	The candidates desirous to apply for more than one Post Code should submit separate applications for each Post Code, subject to fulfilling all eligibility criteria attached to each individual post along with requisite application fee of Rs. 500/- for each Post Code, wherever applicable.
06	The payment details (Receipt Number / Challan Number) are required to be mentioned at the designated place of online application before submission.
07	The candidate is also required to upload his /her photo (not exceeding 50kb) and signature (not exceeding 20kb) at the respective specified places.
08	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.
09	Applications from employees of Government Departments/ Autonomous Bodies / Public Sector Undertakings will be considered only if application is forwarded through proper channel and No Objection Certificate & Vigilance Clearance Certificate from the department in this regard is uploaded.
VII Documents with Self-Attested to be uploaded (as a single pdf) in the order (Whichever is applicable)	
01	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 not mentioned in Secondary or Senior Secondary School Certificate)
02	10th/SSC Marksheet.
03	12th/HSC Marksheet.
04	Other Essential Education/Qualification Certificate/Diploma Marksheets & Degree certificate, as the case may be.
05	Valid Experience certificate(s). (If any)
06	Ex-serviceman full Discharge book & valid Ex-Servicemen Certificate. (If applicable)
07	NOC and Vigilance Clearance Certificate from the present Employer (If applicable)
08	Caste/Category Certificate, EWS certificate, PwBD certificate and other applicable certificates in the prescribed Government of India format signed by the specified authority. (If applicable)
09	Any other document in support of the claim made in the application, as applicable.

Any further information regarding this Advertisement like date, time and written test or otherwise, any addendum / corrigendum or any variation in number of posts / cancellations of post(s) etc. will be made available through CSIR-CSMCRI website www.csmcri.res.in only. Therefore, the candidates are advised to keep a regular watch accordingly.

Canvassing in any form and/or bringing any influence political or otherwise will be treated as disqualification for the post (s).

NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

Sd/-
CONTROLLER OF ADMINISTRATION



सीएसआईआर
CSIR
भारत का नवाचार इंजन
The Innovation Engine of India

CSMCRI

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CSMCRI

Selection Methodology for the post of Security Officer:

1. The candidates fulfilling all necessary eligibility criteria as per the advertisement will be invited for the physical test.
2. Candidates who qualify the physical test will be allowed to appear for the written test.
3. There will be two papers in the written test (Paper-I and Paper-II).
4. Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Test whereas Paper-II will be subjective in nature.
5. The threshold marks for Paper-I shall be 30%. The Second paper will be evaluated only for those candidates who secure the minimum threshold marks in the first paper.
6. The Selection Committee will also fix a minimum threshold marks in Paper-II which shall not be less than 35%, but the same shall be communicated to the candidates before the test.
7. The final merit list would be prepared based on the performance of the candidates in Paper-II. Only those names would appear in the merit list who have secured more than the minimum threshold marks as fixed by the Selection Committee.
8. Medium of Exam – The question papers will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.
9. Standard of Exam – Graduation level

Stage-I:-Scheme of Physical Test:-**a. Physical Standards:**

Category	Minimum Height Requirement		Minimum Chest size requirement for Male	
	Male	Female	Exhaled	Expanded (inhaled)
General	167 cms	157 cms	80 cms	85 cms
Hilly Area [#]	165 cms	155 cms	80 cms	85 cms
ST Category	162.5 cms	154 cms	77 cms	82 cms

[#] Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim

b. Physical Test Details:-

Physical Events	Male	Female
1600 m Running	6 Min 30 Secs.	Not Applicable
Long Jump	3.65 m in 3 chances	2.70 m in 3 chances
Chin-ups	Minimum 06	Not Applicable
Push-ups	Minimum 12	Not Applicable
Sit-ups	Minimum 10	Minimum 10
800 m Running	Not Applicable	4 Minutes

Stage-II:-Scheme of Competitive Examination:- Syllabus for Written Test**Paper-I (Time Allotted - 90 minutes)**

Subject	No. of Questions	Total Marks	Negative Marks
Mental Ability and Personality Assessment Test*	100	100	There will be no negative marks in this paper.

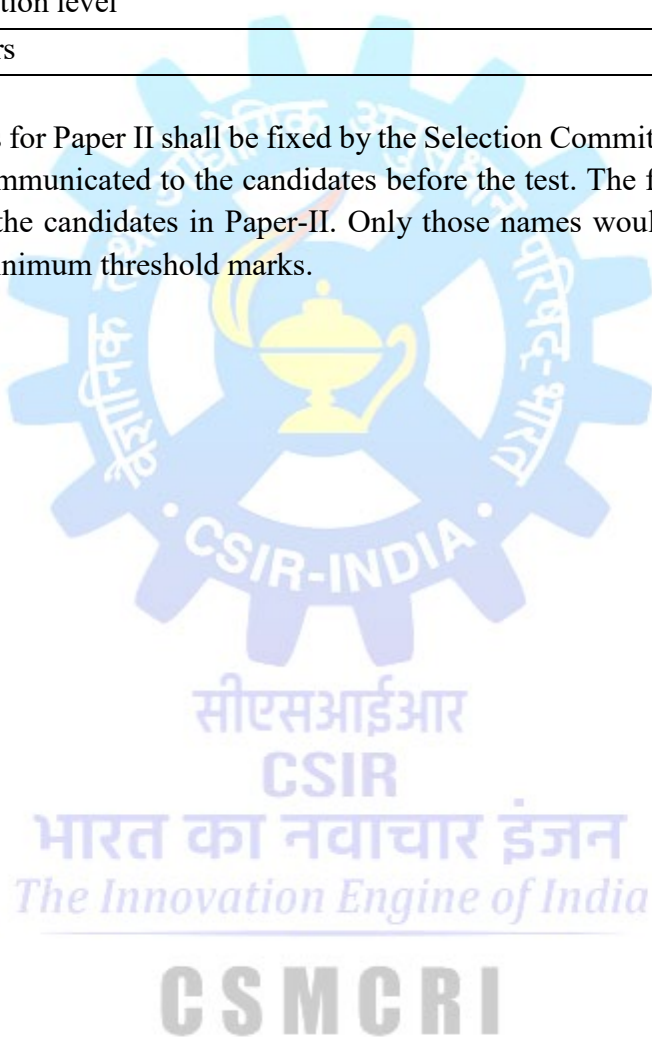
*This Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgment, etc.

The threshold marks for Paper I shall be 30%. The second paper will be evaluated only for those candidates who secures the minimum threshold marks in the first paper.

Paper-II (Time Allotted – 2 hours)

Medium of Exam	The questions will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi Medium.
Maximum Marks	100 Marks [Comprehension - 25 marks Report Writing - 25 marks Security Regulations, Firefighting etc. - 25 marks General Awareness - 25 marks]
Standard of exam	Graduation level
Time Allotted	2 Hours

The minimum threshold marks for Paper II shall be fixed by the Selection Committee which shall not be less than 35% and the same shall be communicated to the candidates before the test. The final merit list will be prepared based on the performance of the candidates in Paper-II. Only those names would appear in the merit list who have secured more than the minimum threshold marks.



Selection Methodology for the post of Junior Hindi Translator:

The selection will be made on the basis of the written competitive examination. There will be two papers in the written competitive examination (Paper-I and Paper-II). The Second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper. Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Examination. Paper-II will be descriptive.

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

Syllabus or Written test for the post of Junior Hindi Translator shall be as follows:-

Paper – I (Time allotted – 1 Hour)

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 Allotted-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 Tier-II exam would be 300 and time allotted for this exam would be 2 hours.

Selection Methodology for the post of Junior Stenographer:**• Preparation of Merit List:**

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

a) 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 Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

Sr. 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

b) Scheme of Competitive Written Examination for Junior Stenographer

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 Question	200
Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only **one paper** with three parts as detailed below:

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

In case of tie of marks obtained by candidates in written examination, the methodology will be followed as per the CSIR guideline as on date.

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. FULL MISTAKES: The following mistakes are treated as full mistakes:-

- a) 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.
- b) 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 word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- c) 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:-

- a) 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.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

NOTE

- a) 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.
- b) 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 error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.

- 2 -

e) Method of calculation of mistakes in Stenography Skill 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.



Selection Methodology for the post of Junior Secretariat Assistant (General/Finance & Accounts/Stores & Purchase)

• **Preparation of Merit List:**

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

a) Typing test for Junior Secretariat Assistant (General/Finance & Accounts/Stores & Purchase):

The candidates will be given one page for 10 minutes which includes 350 words for English or 300 words for Hindi (as opted by the candidates in the Application Form) and they have to type at the speed of 35 w.p.m. for English and 30 w.p.m. for Hindi.

b) Scheme of Competitive Written Examination for Junior Secretariat Assistant (General/Finance & Accounts/Stores & Purchase):

- There will be two papers in the written competitive examination (Paper-I and Paper-II). Paper I is qualifying in nature.
- Paper II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper I.
- Merit list will be prepared based on marks obtained in Paper II.
- In case of tie of marks obtained by candidates in Paper-II, the methodology will be followed as per the CSIR guideline as on date.

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 Question	200
Total Time Allotted	2 hours 30 minutes

Paper – I (Time allotted – 90 Minutes)

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

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

Paper-II (Time Allotted-1 Hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

Skill (Typing) Test norms on Computer for the posts of Junior Secretariat Assistant (General/Finance & Accounts/Stores & Purchase)

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



No. 5-1(116)/2011-PD

Dated: 23.04.2014

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

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

Sub: Skill Test Norms on Computer for the post of Asstt. Gr.III (G/F&A/ S&P) – reg .

I am directed to invite reference to the approval of the Governing Body in its 183rd meeting held on 29.10.2013, on the above subject wherein it is laid down in the amended rule for the post of Assistant Gr.III (G/F&S/S&P) to be filled by Direct Recruitment and by Departmental Test Quota that proficiency in computer typing speed and in using computer shall be as per the prescribed norms fixed by DoPT from time to time.

In this regard, it is stated that as per DoPT OM No. AB-14017/20/2008-Estt (RR) dated 17.05.2010, the Skill Test Norms on Computer as on date are as under:

English Typing @ 35 w.p.m.
Hindi Typing @ 30 w.p.m.
(Time allowed – 10 mts.)

(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).

It is requested that the above Skill Test Norms on Computer may be brought to the notice of all concerned for information, guidance and compliance and in case of any change in norms in future by DoPT, the same will be communicated.

Yours faithfully

D. Vijayalakshmi
(D Vijayalakshmi)
Deputy Secretary

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy.

Criteria for evaluation of type-scripts of typewriting Test in Hindi/English for the posts of Junior Secretariat Assistant (General/Finance & Accounts/Stores & Purchase)



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No.7-4(3)/2006-R&A

Dated: 12th March, 2007.

To,

All the Directors of CSIR Laboratories/Institutes.

Sub: Criteria for evaluation of type-scripts of typewriting Test in Hindi/English.

I am directed to state that it has been brought to the notice of CSIR that different Laboratories/Institutes are following different criteria for evaluation of type-scripts of typewriting test in Hindi / English, being conducted for recruitment of Administrative posts. In order to bring uniformity, a committee of experts was constituted to lay down the criteria for evaluating typed scripts of type-writing test.

Based on recommendations of that committee, it has been approved that, henceforth, following criteria for evaluation of type-scripts of typewriting test in English/Hindi, which also include counting of mistakes and formula for calculating speed shall be followed:

Typewriting Errors and Number of Corresponding Mistakes:

Sl. No.	Description of Typewriting Errors	Number of Mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting – It should be uniformly 5 spaces for each paragraph	One	One
2.	Overlapping / Piling up of letters (also known as Faulty Shifting)	One	One
3.	Overtyping / 'X'ing of word or even full line	One	One
4.	Mis-spelt word including Transposition	One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	One	One
6.	Erasing is not allowed	One	One
7.	Repetition of any number of words (only once to be counted as mistake)	One	One
8.	Each repeated mistake	One	One
9.	Punctuation marks; Omission of punctuation marks in typing	Half	Half
10.	Irregular Line Spacing Irregular left margin	Half Half	Half Half

	Highly Irregular Right margin	Half	Half
11.	Omission of Space between words	Half	Half
12.	Difference in space , if not the following:: Full Stop – 2 spaces Question Mark – 2 spaces Exclamatory Mark – 2 spaces Coma Mark – 1 space Colon/Semi colon Mark – 1 space Hyphen (Beginning & after) – No Space	Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words. Following is the description where division of words is permitted: <ul style="list-style-type: none"> - As they are pronounced, like precaution (pre-cau-tion) - Separating prefixes or suffixes - Words having double consonants (like Suc-cess) - Compound Words (like under-estimated) Where division of words is not at all permitted: <ul style="list-style-type: none"> - If there is only one syllable, then there will be no division - When only two / three letters remains to be typed - Figures and Proper Nouns are not divided. - Last word of Paragraph / page should not be divided. - Separating prefixes or suffixes 	If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake.
14.	Extra space in middle of the word	Half	Half
15.	Extra space between words	Ignore	Ignore
16.	Mechanical error or Machine mistakes can be ignored	Can be ignored	Can be ignored
17.	Incomplete last word of the passage	No mistake	No mistake
18.	Capital letter errors	Not Applicable	Half

Scheme of Test :

- Qualifying speed for English type-writing test: 30 wpm /Hindi type-writing test 25 wpm.
- Duration of Typewriting Test: 10 minutes on Manual Typewriter.
- Question paper should not be of less than **1500 strokes**.
- Question paper should be set up/devised by a professional so appointed.



Formula for calculating typewriting speed in Hindi/English:

No. of words (-) Number of Mistakes
10

(Means: Number of words divided by ten minus number of mistakes)

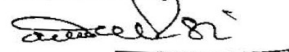
OR

No. of strokes (-) Number of Mistakes
50

(Means: Number of words divided by ten minus number of mistakes)

The above criteria may kindly be brought to the notice of all concerned of your Laboratory/Institute for information and compliance.

Yours faithfully,



(K.K. Chopra)
Deputy Secretary

Copy to :

1. Staff Officer to DG, CSIR
2. US, O/o Joint Secretary (Admn.)
3. PA to FA, CSIR
4. PA to LA, CSIR
5. PA to CVO, CSIR
6. Head, HRDC, Head, HRDG, Head, RAB, Head, URDIP
7. Sr. Deputy Secretary/Deputy Secretaries/Under Secretaries CSIR Hqrs./
CSIR Complex, New Delhi.
8. ✓ CSIR website : www.csir.res.in
9. Office copy



The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*..... Son/daughter* of of village/town*..... in District/Division*..... of the State/Union Territory*..... belongs to the caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under: -

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

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Schedule Castes Order, 1962 @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978 @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002 @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ The Constitution (Scheduled Caste) Order (Amendment) Act 2007

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribe certificate issued to Shri/ Shrimati* Father/Mother of Shri/Shrimati/ Kumari* of village/town*/Territory** in District/Division* of the State/Union Territory*.....who belong to the caste/ tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/ Union Territory* issued by the dated.....

%3. Shri/ Shrimati/ Kumari*.....and/ or* his/ her* family ordinarily resides in village/town*..... of District/Division* of the State/ Union Territory* of.....

Signature.....

**Designation.....

(With Seal of Office)
State/Union Territory*

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)

Note:

ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER



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 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**

Signature.....
Designation.....\$

Dated:

Seal:

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

** - As amended from time to time.

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

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

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

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

I Son/daughter of Shri resident of village/town/city district state hereby declare that I belong to the community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended time to time.

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



Signature
Full Name
Address

Place:.....
Date:.....

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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, Territory Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets**:

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

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

Signature with seal of Office

Name

Designation

Recent
passport size
attested
photograph of
the applicant

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

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

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

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

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			

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

4. Signature and Seal of the Medical Authority.

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

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

Form-VII

Certificate of Disability

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

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

[See rule 18(1)]

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

Certificate No.

Date:.....

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

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

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

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

3. Reassessment of disability is:

i) not necessary

OR

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

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

- eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

(Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical Authority
who is not a government Servant (with Seal))

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

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.

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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.

Place:

Date:

(Signature of the candidate with Disability)



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/Sate) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

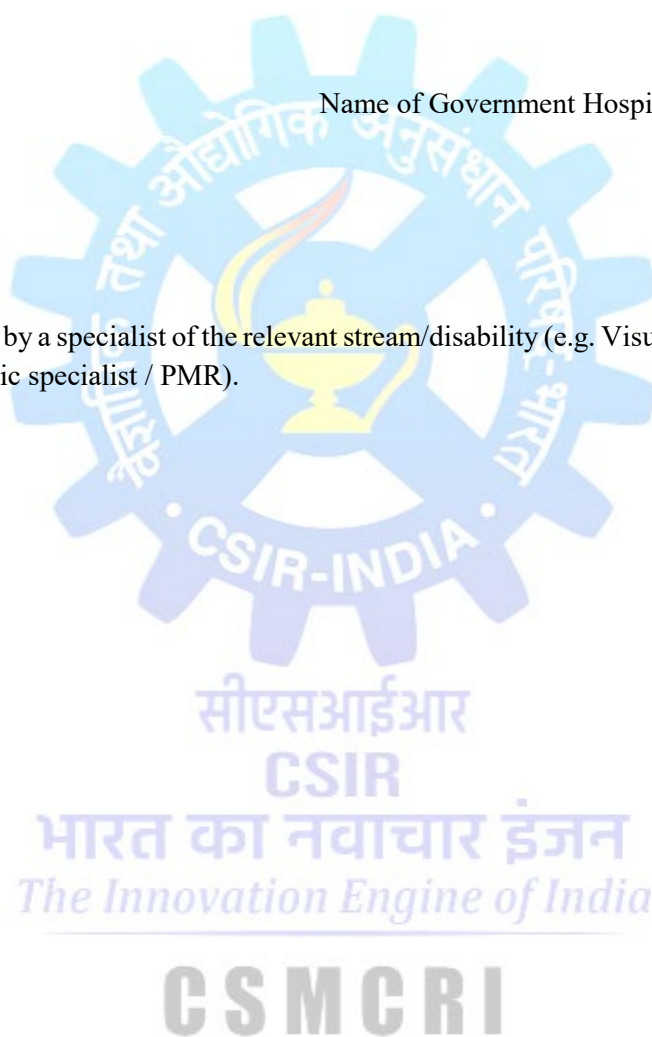
Chief Medical Officer / Civil Surgeon / Medical
Superintendent of a Government
health care Institution
Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

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



Certificate to be produced by Serving/Retired/Released Armed Forces Personnel for availing the age concession for posts filled by Direct Recruitment

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that Rank Name whose date of birth is has rendered service from to in Army, Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

- i) by way of dismissal, or
- ii) by way of discharge on account of misconduct or inefficiency, or
- iii) on his own request, but without earning his pension, or
- iv) he has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service.

% c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules. 1979 as amended from time to time

Place:

Date:

Signature, Name and Designation of the
Competent Authority**
SEAL

%. Delete the paragraph which is not applicable.



B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. Rank Name is serving in the Army/Navy/Air Force from

2. He is due for release retirement on completion of his specific period of assignment on

3. No disciplinary case is pending against him.

Place:

Date:

Signature, Name and Designation of the
Competent Authority***
SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No. Rank Name
whose date of birth is serving in the Army/Navy/Air Force from

2. He has already completed his initial assignment of five years on and is on extended assignment till

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the
Competent Authority***

SEAL

