



सीएसआईआर-राष्ट्रीय भूभौतिकीय अनुसंधान संस्थान  
CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE  
उप्पल रोड, हैदराबाद, तेलंगाना UPPAL ROAD, HYDERABAD -500 007, Telangana.



**Advertisement No. 02/2025 dated 01.04.2025**

The CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, is a premier R&D Institute under Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science and Technology, Government of India.

The CSIR-NGRI strives to have a work-force which reflects Gender balance and Woman candidates are encouraged to apply.

**A) Important Dates:**

Opening date for On-line Applications	<b>02.04.2025 (from 10:00 AM onwards)</b>
Last date for receipt/ submission of Online Applications	<b>05.05.2025 (till 06:00 PM)</b>

**Since applications are online, it is advisable to apply immediately to avoid network delays.**

CSIR-NGRI invites **ONLINE APPLICATIONS** from bright, highly motivated and enthusiastic Indian Nationals only for filling up of the following posts, as per details given below:

Post Code	Name of the post & Category	Total No. of posts & Reservations	Pay Matrix (7 <sup>th</sup> CPC)	Total Emoluments (As per 7 <sup>th</sup> CPC)	Essential Qualification & Age
JSA	JUNIOR SECRETARIAT ASSISTANT (Gen)	Total Posts: 08 UR -- 04 SC -- 02 OBC -- 02	Level - 2	Rs.38,483/- * p.m. approx.. (inclusive of Basic Pay, DA, HRA, TA etc.)	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.**  <b>Age limit: 28 years. #</b>
	JUNIOR SECRETARIAT ASSISTANT (F&A)	Total Posts: 01 UR -- 01			
	JUNIOR SECRETARIAT ASSISTANT (S&P)	Total posts: 02 UR -- 02			

\* Total Emoluments means approximate total emoluments on minimum pay of the Pay Level including House Rent Allowance in Class 'X' City.

\*\* 35 w.p.m. in English / 30 w.p.m. in Hindi correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes, which is qualifying test.

**# Please see S.No.3 of General Information & Conditions for age relaxation**

Abbreviations used : UR – Unreserved, SC – Scheduled Caste, ST – Scheduled Tribe, OBC (NCL) – Other Backward Class (Non-Creamy Layer), EWS – Economically Weaker Section

**Controller of Administration**

**Posts identified suitable for Persons with Benchmark Disabilities (PwBDs)**

<b>Designation</b>	<b>Functional Requirement</b>	<b>Suitable Category of Benchmark Disability</b>
Junior Secretariat Assistant (Gen/F&A/S&P)	S, ST, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M), SLD, MI e) MD involving (a) to (d) above

ABBREVIATIONS USED : S=Sitting, ST=Standing, W=Walking, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, C=Communication

B-Blind, LV-Low Vision, D-Deaf, HH-Hard of Hearing, OA-One Arm, BA-Both Arms, OL-One Leg, BL-Both Leg, OAL-One Arm and One Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, ASD (M)-Autism Spectrum Disorder (M-Mild), Mdy-Muscular Dystrophy, SLD-Specific Learning Disability, MI-Mental Illness, MD-Multiple Disabilities involving all the above.

**Job Requirement:**

Candidates are required to provide assistance in the functions of General Administration/Finance & Accounts/Stores & Purchase and any other such duties as assigned by the authorities from time to time.

**General Information and Conditions:**

**1. Benefits under Council service:**

- a. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc., as admissible to the Central Government employees and as made applicable to CSIR employees at the place of posting. Council employees are also entitled to accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.
- b. In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and Children's Education Allowances etc. are also available as per CSIR/Govt. of India (GoI) Rules as applicable to the Council servants.
- c. All New Entrants will be governed by the **“National Pension System”** based on defined Contributions for new entrants, as adopted by CSIR for its employees.
- d. In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Fundamental and

Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.

- e. All the posts carry All India Service Liability (AISL) i.e. the candidate on selection may be asked to serve anywhere in the country.

**2. Other Conditions:**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on last date of receipt of online application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on last date of receipt of the applications. **Enquiries asking for advice as to eligibility will not be entertained.**
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written/typing test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all qualifications and experience in relevant area over and above the minimum prescribed qualification, supported with documents.
- d. The candidates should indicate their option for the taking the examination / typing test either in Hindi or English medium. Candidates will be allowed to take the examination /typing test only in the medium they have opted for. If any candidate does not indicate the medium, the option will be deemed to be for English medium. The Choice of medium of Proficiency test given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained.
- e. The screening of candidates will be conducted on the basis of the documents and information provided in the online application only. If at any stage it is discovered that a candidate does not meet the prescribed eligibility criteria or has submitted incorrect or false information in the application form; their candidature will be cancelled, even after selection and CSIR-NGRI will not be responsible for any consequences resulting from the submission of such false/inaccurate information.

**Therefore, the candidates must ensure that all information provided in the online application are accurate and correct.**

- f. In respect of equivalent cause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected. The decision of the Director, CSIR-NGRI with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- g. Applications not duly filled or uploaded without required certificates / documents will be summarily rejected.
- h. 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.
- i. **The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of online applications i.e. 05.05.2025 (Monday).**
- j. **No TA will be reimbursed for Written Examination/ Typing Test.**
- k. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- l. The Appointing Authority reserves the right to cancel the advertisement without providing any reason and may also decide not to fill any or all positions, if necessary.
- m. The decision of the **Director, CSIR-NGRI** in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination will be final and binding on the candidates.
- n. The selected incumbents will be posted in CSIR-NGRI. But they can be transferred to any of the Labs/Institutes anywhere in India.
- o. Canvassing in any form and / or bringing any influence political or otherwise will be treated as disqualification for the post.
- p. Date of written test/typing test or any other updates as the case may be will be displayed on CSIR-NGRI website. Candidates are requested **to have an active**

**email ID till completion of this recruitment process** for receiving updates in connection with the present advertisement, including call letter(s).

- q. The selected candidates will be on probation for a period of two years from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- r. Candidates should indicate as to whether any of their blood/close relatives [relation to a Council 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 Council servant or not] is working in CSIR-NGRI or any other National Labs/Institutes/Units of the CSIR.
- s. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Institute.
- t. The number of vacancies indicated against the Post Code is provisional and may increase or decrease at the time of selection.
- u. The recruitment for the above posts is governed by the **“CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020”** as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.
- v. Applicants currently working in CSIR/Government Organizations/Autonomous Bodies/Statutory Bodies/Universities/PSUs etc., as regular employees must inform their department or office and upload a “No Objection Certificate” (NOC) from their employer at the time of submitting the online application (as per attached format), failing which their candidature will NOT be considered.
- w. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- x. Ex-Servicemen should upload the scanned copy of Discharge Certificate along with the online application.
- y. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

### **3. Age Limit and Relaxations :**

- a. The upper age limit is 28 years for the post as on the last date for receipt/submission of online application as mentioned in the Advertisement.
- b. There is no age limit for Departmental candidates (CSIR employees) provided they possess the prescribed qualifications.
- c. The upper age limit shall be relaxed by 05 years for Scheduled Caste [SC]/ Scheduled Tribe [ST] and 03 years for Other Backward Class [OBC(NCL)], as per Government orders in force, only in respect of those cases where the posts/vacancies are reserved for respective categories. SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be treated at par with general candidates in respect of their selection [Application Fee Exemption is, however, applicable for SC and ST candidates in such cases].
- d. Candidates belonging to the reserved categories of SC/ST/OBC(NCL) must upload a scanned copy of their certificate with their applications. This certificate should be in the prescribed format and issued by the Competent Authority authorized to issue such certificates, such as the SDO, District Magistrate, or Deputy Commissioner, as specified by the Government of India.
- e. SC/ST/OBC(NCL) certificates should be in the prescribed formats for appointment to posts under the Government of India (GoI). The OBC (Non-Creamy Layer) certificates must also meet the Non-Creamy Layer criteria for appointment to posts under the GoI as laid down by the GoI and not for appointment in any of the States of Union bearing references to those States Govt. orders. **Candidate belonging to OBC (NCL) must upload a scanned copy of Latest OBC (NCL) Certificate valid as on last date of submission of online application, failing which their candidature will not be considered and summarily rejected.**
- f. Eligibility for OBC candidates will be based on castes listed in the Central List of the Government of India, and their sub-caste must match the entries in this list; otherwise, their candidature will not be considered under any reserved category and will be treated as Unreserved (UR), if otherwise eligible. OBC candidates in the “Creamy Layer” are not entitled to concessions available to the OBC category and must indicate their category as General.

- g. The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- h. SC/ST/OBC(NCL)/PwBD/EWS etc. candidates are required to present the original certificate in the prescribed format, signed by the specified authority, as and when asked. Candidate must upload scanned copy of the requisite certificate along with online application. However, the claim of the candidate belonging to specific category will be regulated as per extant GoI guidelines on the subject.
- i. The upper age limit is relaxable up to the age of 35 years for Widows, Divorced Women and Women Judicially separated from Husbands, who are not remarried but no relaxation of educational qualification or method of recruitment (upto 40 years for members belonging to Scheduled Castes/ Scheduled Tribes candidates in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
- i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgement /decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.
- j. **Age relaxation to Persons with Benchmark Disability (PwBD):**  
Age relaxation of 10 (Ten) years [This implies that Scheduled Castes/Scheduled Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly, OBC candidates would get maximum upto 13 years including 3 years age relaxation meant for OBC category] in upper age limit shall be allowed to persons suffering from the 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.

The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability.

Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”

The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/reservation in posts who suffer from not less than 40% of relevant benchmark disability. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation will have to submit Certificate of Disability issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein. 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 posts to be filled by Direct Recruitment by Trade Test/Written Test. No application Fee is payable by them.

PLEASE NOTE: PwBD CANDIDATES SHOULD MENTION IN APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC(NCL)/GEN/EWS and also produce Certificate of the concerned Caste/Community, as this is a horizontal reservation. A candidate under the category PwBD will be considered to be eligible for appointment only if he/she (after such physical examination as the appointing authority may prescribe) is found to satisfy the requirements of physical and medical standards for the applied posts.



**Provision of Compensatory Time and Assistance of scribe for PwBD:**

- (i) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, The candidate have to bring his / her own scribe for competitive written examination.
- (ii) 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 enclosed.
- (iii) The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The scribe should not be a candidate of this examination.
- (v) The candidates with benchmark disabilities opting for scribe, shall be required to submit details of the scribe as per Annexure 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 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 of the post and claims relating thereto.
- (vi) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para (i) & (ii). The candidates referred at Para (i) & (ii) 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.
- (vii) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

The PwBD candidates who have availed the facility of Scribe/Passage Reader and/or compensatory time must produce relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

- k. The benefit of reservation under EWS category will be regulated as per DoPT OM No.36039/1/2019-Estt.(Res.) dated 31.01.2019 and any other GoI instructions applicable in this regard, at the time of last date of submission of online application. Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for receipt of application for the post. Income & Asset Certificates issued subsequent to the crucial/cut-off date and for the later Financial Year shall not be accepted.
- l. Further, Family Gross Annual Income shall be computed for the financial year prior to the year of last date of submission of online application. For example, if the closing date for receipt of application for a post is August, 2022, the financial year for computing gross annual income of the family shall be 2021-22 and the certificate shall be valid for 2022-2023.
- m. Upper age limit will be relaxable to Ex-Servicemen as per rules of Govt. of India and as applicable to CSIR.
- n. Any other Age relaxation shall be applicable as per extant GoI/CSIR Recruitment Rules.
- o. It may be noted that the appointments to these posts shall be provisional and subject to the verification of caste certificates & educational certificates through proper channels. If the verification reveals that the claim of the candidate is false OR it reveals that the claim of the candidate belong to 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 provision of the Indian Penal Code for production of false certificate.

#### **4. Mode of Selection :**

The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee will be invited for open competitive written examination and typewriting test on Computer.

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.

**For these posts, there will be two papers (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. The Final merit list will be prepared on the basis of marks obtained by the candidates in Paper-II.**

The syllabus for the written test is given below.

**Syllabus for the post of Junior Secretariat Assistant [Gen./F&A/S&P] :**

<b>Mode of Examination</b>	OMR Based or Computer Based Objective Type Multiple Choice Examination.
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except the questions on English Language.
<b>Standard of exam</b>	Class XII
<b>Total No. of Questions</b>	200
<b>Total Time Allotted</b>	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 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

**NOTE: Methodology of resolution of tie in marks between two or more Candidates securing equal aggregated marks is given below:**

- i. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher,
- ii. Date of Birth, with older candidate placed higher,
- iii. Candidate acquiring Essential Qualification earlier placed higher,
- iv. Alphabetical order in which first names of the candidates appear.

**5. How to apply :**

*Candidates are advised to go through carefully the instructions placed on website for online filling of the application.*

- a. Eligible candidates are required to apply **ONLINE** by accessing our website <https://www.ngri.res.in/>
- b. Candidate has to register with valid Email Address by accessing “New Registration” button on the top of the panel: (Follow the instructions on the page)
- c. After successful Registration process, the candidates can login using their credentials to apply through the Online Application Portal.
- d. Candidates are advised to follow the instructions while applying.
- e. If a candidate does not have a valid email ID, he/she should create a new valid email ID before applying online and should be kept active during the entire recruitment process.
- f. The deadlines for the above-mentioned stages of application are as follows: -
  1. **Date of Commencement for Registration/ : 02.04.2025 at 10:00 AM**  
**Fee Payment of Online Application**
  2. **Last Date for Submission of Online Application : 05.05.2025 at 06:00 PM**
- g. Candidates are required to remit the application fee of **Rs.500/- in favour of "Director, CSIR-NGRI" through online payment system only viz., SB Collect by using the following link:**  
<https://onlinesbi.sbi/sbcollect/icollecthome.htm?corpID=20666>  
**(Govt. Departments → Telangana → National Geophysical Research Institute → Application Fee for the post of JSA vide Advt No. 02/2025)**
- h. **No fee is payable for SC/ST/PwBD/Women/Ex-Servicemen subject to uploading of relevant document (as per CSIR instruction notified vide CSIR Policy Division Circular No. 5-1(603)/2018-PD dated 05.11.2024).** Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.

- i. Candidate is required to upload his/her recent passport size scanned colour photograph, signature and also relevant certificates at the specified place in the online application.
- j. Applications submitted cannot be withdrawn, and fee paid are non-refundable under any circumstances. Additionally, fees cannot be held in reserve for future examinations or selections.
- k. If a Board, University, or Institute awards CGPA/SGPA/OGPA/DGPA/CPI grades etc., the candidate must convert these into a percentage using the formula provided by the concerned Board/University/Institution. Additionally, copy of the conversion formula issued by concerned Board/University/Institution must be uploaded along with online application. Failure to submit the conversion formula along with the online application form, if applicable, will result in the application being treated as incomplete.
- l. The Candidates can apply for multiple postcodes. They should select the post(s) which they are willing to apply. Further, they have to select the order of preference for which they would like to be considered.**
- m. The candidate must register with their name, email address and mobile number. After successful registration the candidate can login using their credentials to apply through the through the Online Application Portal. Candidates must upload all relevant supporting documents and verify or edit the application to ensure it is accurate and complete. After finalizing the application, the candidate must update the payment details if, applicable, and click '**Final Submit**' to successfully submit the application form. Once the application is submitted, no further modifications or amendments will be permitted. It is important to keep a printout of the completed application form. Candidates should **NOT** send a hard copy of the application after submission. They will be requested to submit a hard copy at the appropriate time.
- n. Once submitted, any request for change or correction in the application form will not be accepted under any circumstances.
- o. In the event of a fake or fabricated application or registration, that misuses the name or photo of any other person, the candidate and/or cyber cafe will be held accountable for appropriate legal action.
- p. Candidates currently working in CSIR/Government Organizations/ Autonomous Bodies/Statutory Bodies/Universities/PSU etc., as regular employees, must upload a '**No Objection Certificate**' (NOC) from their employer, along with their online application. Failure to do so will render the application as incomplete.

- q. Incomplete applications i.e. application without photograph, unsigned, without application fee, without applicable testimonials/documents/ certificates in support of claims made by the candidates in the online application form will be rejected as invalid.
- r. Candidates are advised to check the website regularly. For addendum/corrigendum and updated information regarding this advertisement, please visit our website: <https://www.ngri.res.in>
- s. No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting this website regularly.
- t. No separate call letters will be mailed to candidates. All notifications and communications will be sent via email provided by the candidate in the application form.
- u. Any information provided by an applicant in their online application form will be binding on the candidate. They will be liable for prosecution and civil consequences if the information or details submitted are found to be false at any later stage.

NOTE: Applicants are advised to strictly adhere to the instructions. The information submitted in the online application will be considered as final for further processing. The validation rules and design of the online application are based on the requirements outlined in the advertisement and no representation in this regard will be entertained. Candidates should carefully read the advertisement and refer to the “Instructions” section on the application portal. Submission of an online application does not guarantee that the candidate meets all eligibility criteria stated in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if ineligibility is discovered at later stages. Appointments for reserved positions will be provisional, pending verification of caste certificates through appropriate channels. If verification reveals that a candidate’s claim to SC/ST/OBC/EWS/PwBD status is false or incorrect, their employment will be terminated immediately without assigning any reasons and without prejudice to further legal action as deemed fit.

**6. Following documents must be uploaded along with online application form:**

- a. The printed copy of SBI Collect e-receipt/ Transaction reference for the application fee of Rs.500/- (wherever applicable).
- b. Recent passport size colour photograph uploaded at appropriate place.
- c. Signature of the candidate uploaded at appropriate place.

- d. Copy of SSC/10<sup>th</sup> Standard or equivalent marksheet/certificate indicating date of birth or School leaving certificate indicating Date of Birth in support of Name and Date of Birth.
- e. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/mismatch in name/variation in name of candidate/parents (if applicable).
- f. Copy of educational certificate(s) and/or marksheet(s) supporting the essential qualifications and any higher qualifications.
- g. Copy of relevant experience certificate (s), if any.
- h. Copy of Scheduled Caste/ Scheduled Tribe/Other Backward Class (Non-Creamy Layer/Economically Weaker Section/PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- i. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- j. Copy of the judgement/decreed from the appropriate court of law for widow, divorced, or judicially separated women, to verify the status of divorce or judicial separation, if applicable. Additionally, an affidavit confirming that such candidate has not remarried.
- k. Copy of the 'No Objection Certificate' (NOC) from the employer for candidates currently working as regular employee in CSIR/Government Organizations/ Autonomous Bodies / Statutory Bodies/ Universities/ PSUs etc.
- l. Any other relevant certificates in support of the claim(s) made in the application, as applicable.

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

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

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

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

## DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by CSIR-NGRI, regarding process for recruitment shall be final and binding.

**Sd/-  
Controller of Administration**



## **FORMATS FOR CERTIFICATES:**

1. 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.
2. The Form of Certificate to be produced by Departmental Candidates Employees for Claiming Age Concession.
3. The Form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.
4. The Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.
5. Form of declaration to be submitted by the OTHER BACKWARD CLASSES (OBC) candidate (in addition to the community certificate).
6. Income & Assest Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate.
7. Format of Disability Certificate to be produced by PwBD applying for appointment to posts under the Government of India.  
  
Format of Disability Certificate(s) [Annexure-VII (A), (B), (C)] to be produced by PwBD applying for appointment to posts under the Government of India.
8. Format of Certificate regarding physical limitation of an examinee to write to be produced by PwBD applying for appointment to posts under the Government of India.
9. Letter of Undertaking for Using Own Scribe to be produced by PwBD applying for appointment to posts under the Government of India.
10. Format of Certificate to be produced by Ex-Serviceman applying for appointment to posts under the Government of India.

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 of the date of issuance of this certificate.

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

**Place: .....**

**For [Name of Department/Organization],**

[Signature of Issuing Authority] [Name of Issuing Authority] [Designation of Issuing Authority]

[Official Seal/Stamp]

[Contact Information]

[Department/Organization Address]

**THE FORM OF CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATES EMPLOYEES FOR CLAIMING AGE CONCESSION**

**(Letter Head of the Institution/Issuing Authority)**

No.....

Date: [DD/MM/YYYY]

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

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

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

Certified that:

\* (a) Dr./Mr./Ms. .... holds substantively a permanent post of ..... in the ..... (Name of the Institute) with effect from ..... to .....

OR

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

*\*strike out which is not applicable*

Place: .....

**For [Name of the Institute],**

[Signature of Issuing Authority] [Name of Issuing Authority] [Designation of Issuing Authority]  
[Official Seal/Stamp]  
[Contact Information]  
[Department/Organization Address]

**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 Orders, 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, 1990 ;
- The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002\
- The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002
- The Constitution (Scheduled Caste) Orders(Second Amendment) Act, 2002
- The Constitution (Scheduled Caste) Orders (Amendment) Act, 2007

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 /Shrimati/ Kumari\* .....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 reside(s).....in village/town\* .....of..... District/Division\* of the State/Union Territory\*.

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 have the same meaning as in Section 20 of the Representation will of the Peoples Act, 1950.

\*\* List of authorities empowered to issue Caste / Tribe Certificate:

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.
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 Administration/Development Officer (Lakshadweep)

**Note :**

ST candidates belonging to Tamil Nadu State should submit case 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 recognised 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 and O.M. No.36033/1/2013-Estt.(Res) dated 27<sup>th</sup> May, 2013\*\*

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

Dated:

Seal:

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

\*\* As amended from time to time.

\$ List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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

**FORM OF DECLARAION TO BE SUBMITTED BY THE ‘OTHER BACKWARD CLASS’ 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.36102/3/2024-Estt.(SCT) dated 8-9-1983. 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-  
9-1983, O.M. No.36033/3/2004-Estt.(Res.) dated 9<sup>th</sup> March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.)  
dated 14<sup>th</sup> October, 2008 and as amended from time to time.

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

Signature.....

Full Name.....

Address .....

Place : .....

Date : .....

Government of .....  
(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 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 size photograph of the applicant	Passport attested
--	----------------------

\*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 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 .....

(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 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

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:

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			
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 /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

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

**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

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum ..... son/wife/daughter of Shri ..... Date of Birth..... (DD)/(MM)/(YY) Age ..... years, male/female..... Registration No. .... permanent resident of House No..... Ward/Village/Street ..... Post Office ..... District..... State whose photograph is affixed above, and am satisfied that he/she is a case of disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (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.)

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.

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

**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, Loco motor disability-Orthopedic specialist / PMR)

**Letter of Undertaking for Using Own Scribe**

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

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

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

**(Signature of the candidate with Disability)**

Place:

Date:

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

Form of Certificate applicable for Released/Retired Personnel

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

2. He has been released from military services:

% a) on completion of assignment otherwise than

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

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

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

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

Place: .....

Date: .....

% . Delete the paragraph which is not applicable.

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

SEAL

**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**

1. 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