



सीएसआईआर - राष्ट्रीय रासायनिक प्रयोगशाला  
CSIR - NATIONAL CHEMICAL LABORATORY  
डॉ. होमी भाभा मार्ग / Dr. Homi Bhabha Road,  
पुणे / Pune - 411008



विज्ञापन संख्या / Advertisement No. NCL/01-2025/ADMIN-JSA दिनांक / Dated 04.04.2025

ऑनलाइन आवेदन आरंभ करने की तिथि / Date of commencement of online applications : 07.04.2025 (10:00 AM onwards)

ऑनलाइन आवेदन प्राप्त करने की अंतिम तिथि / Last date for receipt of online applications : 05.05.2025 (till 05:30 PM)

**“Hard copy of Application NOT to be sent”**

सीएसआईआर-राष्ट्रीय रासायनिक प्रयोगशाला (एनसीएल), पुणे, वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद (सीएसआईआर), जो विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त निकाय है, के तत्वावधान में एक प्रमुख वैज्ञानिक शोध एवं विकास संस्थान है। CSIR - National Chemical Laboratory (NCL), Pune, is a premier Scientific research and development institute under the aegis of the Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science & Technology, Government of India.

निम्नलिखित पदों को भरने हेतु योग्य भारतीय नागरिकों से ऑनलाइन आवेदन आमंत्रित किए जाते हैं :

Online applications are invited from Indian citizens for filling up the following positions:

Post Code	Name of Post	No. of posts & Reservation	Upper Age Limit as on 05.05.2025*	Classification and Pay Level as per 7 <sup>th</sup> CPC Pay Matrix	Essential Qualifications
JSA*	कनिष्ठ सचिवालय सहायक (सामान्य) Junior Secretariat Assistant (General)	11 (अनारक्षित/UR - 05) (अन्य पिछड़ा वर्ग/OBC (NCL) - 02) (अनुसूचित जाति/SC - 02) (अनुसूचित जनजाति/ ST - 01) (आर्थिक रूप से कमजोर वर्ग/EWS - 01)	28 years	Group C (Non-Gazetted) लेवल / Level - 2 (19,900 - 63,200)	10+2/XII <sup>th</sup> or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time.
	कनिष्ठ सचिवालय सहायक (भंडार एवं क्रय) Junior Secretariat Assistant (Stores & Purchase)	04 (अनारक्षित/UR - 02) (अनुसूचित जनजाति/ST-01) (आर्थिक रूप से कमजोर वर्ग/EWS-01)			
	कनिष्ठ सचिवालय सहायक (वित्त एवं लेखा) Junior Secretariat Assistant (Finance & Accounts)	03 (अनारक्षित/UR - 02) (अनुसूचित जाति/SC - 01)			

\*JUNIOR SECRETARIAT ASSISTANT

- Out of 18 posts of Junior Secretariat Assistant (Gen/S&P/F&A), 01 post is reserved for Ex-Servicemen.
- \* Please see details of age relaxation under Age limit & Relaxation Column.

**Candidates are strongly advised to apply well in time without waiting for the last date for submission of online applications.**

**Job description for JSA (Gen/S&P/F&A):** Candidates are required to provide assistance to the General Administration/Stores & Purchase/Finance & Accounts besides any other official work as and when assigned.

Note: The number of vacancies indicated against each post is provisional and may increase or decrease.

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

प्रयुक्त संक्षिप्त रूप/Abbreviations used:

UR - अनारक्षित / Unreserved, OBC(NCL) - अन्य पिछड़ा वर्ग(नॉन-क्रीमी लेयर) / Other Backward Class (NON CREAMY LAYER), EWS - आर्थिक रूप से कमजोर वर्ग / Economically Weaker Sections, SC - अनुसूचित जाति / Scheduled Caste, ST - अनुसूचित जनजाति / Scheduled Tribe, PwBD - बेंचमार्क विकलांगता वाला व्यक्ति - दिव्यांगजन / Person with Benchmark Disability, W.P.M. - Words Per Minute, KDPH - Key Depression per Hour, Gen: General; S&P: Stores & Purchase; F&A: Finance & Accounts

### **Suitability for PwBDs**

Designation	Suitable category of Benchmark Disability
Junior Secretariat Assistant	a) B, LV b) D, HH c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above

- Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (As per the provisions of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification No. 38-16/2020-DD-III, dated 04.01.2021, as amended from time to time)

## 1. Application Fee:

### ➤ Fee payable: Rs.500/- (Five Hundred only)

Unreserved (UR), OBC, and EWS Candidates	500/-
Women/SC/ST/PwBD/Ex-Servicemen candidates/CSIR permanent employees	NIL

- Fee can be paid online through UPI, Net banking or by using Credit or Debit cards.
- Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

## 2. Age limit & Relaxations :

- The minimum age for applying is 18 years as on the last date of submission of online application i.e. 05.05.2025
- The Upper age limit not exceeding 28 years as on 05.05.2025

Sr. No.	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years
02	OBC (Non-Creamy layer)	3 years
03	PwBD (Unreserved)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the actual military service rendered from the actual age as on the closing date of receipt of the online application.
07	Widows/Divorced Women/ Women judicially separated and who are not remarried (UR/OBC)	Up to 35 years of age
08	Widows/Divorced Women/ Women judicially separated and who are not remarried (SC/ ST).	Up to 40 years of age
09	CSIR Departmental Candidates	There is no age limit provided they possess the prescribed essential qualification.
10	Any other age relaxation	As per extant GoI/DoPT/CSIR Recruitment Rule

- a. The cut-off date for determining the upper age limit/ qualifications/ claim of SC/ST/OBC(NCL)/EWS/PwBD/Ex-servicemen 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. 05.05.2025.

- b. There is no age limit for the departmental candidates (permanent employees working in CSIR laboratories/institutes) for the post of Junior Secretariat Assistant (General), Junior Secretariat Assistant (Stores and Purchase) and Junior Secretariat Assistant (Finance and Accounts) provided they possess the prescribed essential qualification. CSIR departmental candidates means the **Permanent CSIR Employees only**.
- c. Candidates belonging to the reserved categories of SC/ST/OBC(NCL)/EWS/PwBD/Ex-servicemen must upload a scanned copy of their respective certificate(s) in the prescribed format as the case may be (Annexed) signed by the Competent authority valid for appointment of posts under the Central Government. In addition, the OBC candidates have to submit a declaration as per Annexure - III.
- d. The upper age limit is relaxable upto 05 [Five] years for **SC/ST candidates** and 03 (Three) years for **OBC(NCL) candidates**, as per Government of India orders in force, only in respect of those cases where the posts are reserved for these respective categories [copies of certificate(s) to be uploaded with the application, as required]. SC/ST/OBC(NCL) 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 unreserved candidates with respect to their selection. Application Fee exemption is, however, applicable for eligible candidates in such cases.
- e. 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 OBC's, failing which their candidature will not be considered under any of the applied reserved category and will be treated as Unreserved, 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 Unreserved.
- f. **EWS (Economically Weaker Section):**  
Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs. 8.00 Lakh (Rupees Eight Lakh only) are to be identified as EWS for benefit of reservation. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
- 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.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term "Family" for this purpose will 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.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority, in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for Unreserved category, will be considered under Unreserved (UR) vacancies only.

Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for submission 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. Further, Family Gross Annual Income shall be computed for the financial year prior to the year of last date of submission of online application.

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 application.

**g. Widows, Divorced Women and Women Judicially separated from Husbands and who are not remarried:** As per the Govt. of India provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands and who are not remarried, the upper age limit is relaxable up to the age of 35 years for UR/OBC (upto 40 years for candidate belonging to SC/ST community 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 judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit that they have not remarried since.

**h. Persons with Benchmark Disabilities (PwBDs):**

Age relaxation of 10 (ten) years for Unreserved (15 years for SC/ST and 13 years for OBC candidates, for the post reserved for them) 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.

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 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.

No application fee is payable by PwBD candidates, PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN THEIR APPLICATIONS, THEIR CATEGORY/COMMUNITY LIKE SC/ST/OBC(NCL)/UR/EWS and also produce certificate of the concerned Caste/Community, if applicable, as this is a horizontal reservation.

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 medial fitness as prescribed by the Government of India for Group "C" posts to be filled by Direct Recruitment.

**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:**

- (1) In case of persons with benchmarks disabilities in the category of blindness, locomotors disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive examination/test is allowed, if so desired/opted by the candidate.
- (2) In the case of other category of persons with benchmark disabilities, the provision of scribe will be permitted on production of certificate (**Annexure X & XI**) at the time of examination/test 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.
- (3) 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 date 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 permitted subject to production of a certificate (**Annexure VIII & IX**) at the time of examination 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 with this advertisement. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:
  - I. Chief Medical Officer/Civil Surgeon/Chief District Medical Officer-Chairperson
  - II. 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

(\*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). The facility of scribe will be permitted on production of certificate as per aforesaid Annexure in support of his/her claim.

- (4) **The facility of scribes/passage reader will be permitted to the PwBD/ PwD candidates only if he/she has opted for the same in the online application form.**
  - (5) **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.
  - (6) The candidate with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examination as per the required Annexure enclosed with this advertisement. 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/thumb impressed by the candidate as well as the scribe will be submitted along with proforma as per the required Annexure enclosed with this advertisement. 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.
  - (7) A person acting as a scribe for one candidate cannot be a scribe for another candidate. If a candidate is detected as assisting another PwBD/ PwD candidate as a scribe in this examination, then the candidatures of both the candidates will be cancelled.
  - (8) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed to use of scribe as described above. The candidates referred to at preceding para (h), who are eligible for the use of a scribe but not availing the facility of a scribe will also be given compensatory time of 20 minutes per hour of examination.
  - (9) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
  - (10) 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.
  - (11) 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/test and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.
  - (12) During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is found after the examination that the scribe independently answered the questions.
- i. **Ex-Servicemen:** 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. Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of 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.

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.

Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as Ex-servicemen.

- j. Candidates belonging to SC/ST/OBC (NCL)/EWS/PwBD/Ex-Servicemen may note in respect of the above that, their candidature will remain provisional till the Certificate of their falling under SC/ST/OBC (NCL)/EWS/PwBD/Ex-Servicemen is verified / confirmed by the Appointing Authority from the Certificate issuing Authority. Candidates who are to be provisionally appointed against the post reserved for SC/ST/OBC (NCL)/EWS/PwBD/Ex-Servicemen are cautioned that if the verification reveals that their claim to belong to SC/ST/OBC/EWS/PwBD/Ex-Servicemen, as the case may be, is false, their service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
- k. There is no provision for relaxation of age limit for employee of Central Government / State Government / Autonomous Bodies (except CSIR permanent employee), etc.

### 3. SCHEME OF EXAMINATION, SYLLABUS AND BREAKUP OF MARKS:

#### a) Mode of selection :

A Selection Committee duly constituted by the Director, CSIR-NCL, shall shortlist candidates fulfilling the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

#### b) Scheme of Competitive Examination :

**Pattern and Syllabus of Examination for the post of Junior Secretariat Assistant (General) / Junior Secretariat Assistant (Stores and Purchase) / Junior Secretariat Assistant (Finance and accounts):**

परीक्षा में कुल दो पेपर (पेपर - I और पेपर - II) होंगे। There will be two papers (Paper - I, & Paper - II).

परीक्षा का प्रकार Mode of Examination	ओएमआर अथवा कंप्यूटर आधारित वस्तुनिष्ठ बहु विकल्प चयन परीक्षा। OMR based or Computer Based Objective Type Multiple Choice Examination
प्रश्नों का माध्यम Medium Of Questions	अंग्रेजी भाषा के प्रश्नों को छोड़कर अन्य प्रश्न हिन्दी और अंग्रेजी दोनों भाषाओं में बनाए जाएंगे। The questions will be set both in English and Hindi except the questions on English Language.
परीक्षा का स्तर Standard of Exam	कक्षा / Class XII
कुल प्रश्न Total No. of Questions	200
कुल आवंटित समय Total Time Allotted	2 घंटा 30 मिनट/ 2 hours 30 minutes (3 hours and 20 minutes for the candidates eligible for scribe)



पेपर - I / Paper - I (आवंटित समय / Time Allotted - 90 मिनट / Minutes)

विषय Subject	कुल प्रश्न No. of Questions	अधिकतम अंक Maximum Marks	नकारात्मक अंक Negative Marks
बौद्धिक क्षमता परीक्षा Mental Ability Test*	100	200 (प्रत्येक सही उत्तर के लिए 2 अंक / Two marks for every correct answer)	इस पेपर में नकारात्मक अंक नहीं होगा। <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 Judgment, etc.

पेपर - II / Paper - II (आवंटित समय / Time Allotted - 1 घंटा/hour)

विषय Subject	कुल प्रश्न No. of Questions	अधिकतम अंक Maximum Marks	नकारात्मक अंक Negative Marks
सामान्य जागरूकता General Awareness	50	150 (प्रत्येक सही उत्तर के लिए 3 अंक / Three marks for every correct answer)	प्रत्येक गलत उत्तर के लिए एक अंक काटा जाएगा। One negative mark for every wrong answer
अंग्रेजी भाषा English Language	50	150 (प्रत्येक सही उत्तर के लिए 3 अंक / Three marks for every correct answer)	प्रत्येक गलत उत्तर के लिए एक अंक काटा जाएगा। One negative mark for every wrong answer

**c) Proficiency Test in Computer typing speed and in using computer:**

English Typing @ 35 w.p.m or Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes. 35 / 30 w.p.m correspond to 10500 / 9000 KDPH (Key Depression Per Hour) on an average of 5 key depression for each word.

The instructions for PwBD candidates regarding proficiency test in computer typing shall be as per Government of India/CSIR guidelines. Candidates eligible for scribe will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes. **Passage dictators will be allowed to those VH candidates for the Typing test who have opted for scribe in the online Application Form.** The Passage Dictator will read out the passage to VH candidate within the allotted time period.

Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the CSIR-NCL, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (Annexure-XII) to the CSIR-NCL from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per Annexure-V to Annexure-VII of the Advertisement, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by CSIR-NCL.

- **Evaluation of Type-scripts of (Typing) typewriting test - Nature of Mistakes:** The criteria / methodology of evaluation of Type-scripts of typewriting test / Typing in computer type speed and in using computer in Hindi/English, calculation of mistakes etc. will be as per CSIR Letter No. 5-1(116)/2011-PD dated 23.04.20214 and 13.07.2015.

The methodology for calculating the accurate typing speed, i.e. upto 5% mistakes shall be ignored for UR/EWS/OBC (NCL)/SC/OH/VH candidates and upto 7% mistakes shall be ignored for ST/HH/Ex-Servicemen candidates.

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

5% mistakes of total words typed are ignored.

Total strokes typed : 1600

Words typed :  $1600/5 = 320$

Mistakes : 19

Ignorable Mistakes : 5% of 320 = 16

Admissible mistakes :  $19-16 = 3$

**As per formula:** 
$$\frac{\text{No. of words}}{10} - (\text{Number of mistakes})$$

=  $(320/10) - 3$

=  $32 - 3$

= 29 w.p.m.

**d) Preparation of Merit List:**

- 1) Typing test in computer is qualifying in nature.
- 2) Paper-I of the Competitive examination is also qualifying in nature. The Selection Committee will fix the minimum cut-off marks in Paper-I.
- 3) 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
- 4) The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper-II.

**e) Sequence / order of conducting Competitive Examination and Typing Test in computer for Junior Secretariat Assistant (Gen/ S&P/F&A):**

The decision regarding the sequence/order of conducting the Typing test in computer followed by a competitive examination or vice versa will be taken by the Selection Committee and it will be notified in the website of CSIR-NCL viz. <https://recruit.ncl.res.in> for information of all concerned.

**f) Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Junior Secretariat Assistant (Gen/ S&P/F&A):**

- (i) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test will be placed higher;
- (ii) Date of Birth, with older candidate will be placed higher;
- (iii) Candidate acquiring minimum educational qualification earlier will be placed higher;
- (iv) Alphabetical order in which first names of the candidates appear.

**Note:** The duly constituted Selection Committee may fix a minimum qualifying mark in Competitive Examination for each category of posts. The same will be notified on the website of CSIR-NCL viz <https://recruit.ncl.res.in> for information of all concerned.

**g) Evaluation:**

- (i) Tentative Answer Keys of the **Competitive** Examinations will be made available to the candidates through website of CSIR-NCL, after the Examination. Candidates may go through the answer key and submit their representation within the stipulated time limit along with valid supporting document/evidence. The details in this regard including the applicable charges shall be notified on <https://recruit.ncl.res.in>
- (ii) There shall be no provision for re-evaluation/re-checking of the scores at any Stage of the examination. No correspondence/communication in this regard shall be entertained.
- (iii) Marks scored by the candidates in examinations, if conducted in multiple shifts, will be normalized by using a formula and such normalized scores will be used to determine the final merit and cut off Mark. The formula will be as per CSIR rules mentioned in Annexure-XV enclosed with this advertisement.

**h) Document Verification (DV):**

Before issue of offer of appointment, the candidates will be required to produce the Original copy of the documents uploaded with online application form as well as any other documents as may be specified by the CSIR-NCL, failing which their candidature is likely to be rejected.

**4. Benefits under Council service:**

- a) These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
- b) In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme 2004, reimbursements of Medical Expenses, Leave Travel Concession, etc. are available as per extant CSIR rules issued from time to time.
- c) The posts will be governed by the New Pension System applicable w. e. f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, as per rules.
- d) CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.

**5. General Conditions / Information:**

- 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 the **last date of receipt of online applications**. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for these posts which is compulsory even if a candidate has some higher qualifications. **No enquiry asking for advice as to eligibility will be entertained.** The prescribed educational qualifications should have been obtained from a University/

Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of submission of online application i.e. 05.05.2025

- c) Mere possession of essential qualification does not entitle candidates to be called for Written Examination/Typing Test. A duly constituted Selection Committee may adopt its own criteria and screen the applications for short-listing the candidates to be called for Written Examination /Typing Test. The CSIR-NCL reserves the right to call only those candidates for Written Test/Typing Test, who in its opinion are likely to be suitable and no correspondence/communication will be entertained in this regard. The candidature is provisional at all the stages of recruitment/selection process.
- d) The educational qualification such as 10<sup>th</sup> /SSC, 10+2/XII<sup>th</sup> or its equivalent, any other qualification mentioned by him/her in the application should have been obtained through recognized Boards/University/Institution, etc. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected. The decision of the CSIR-NCL with regard to equivalence of qualification(s) and about recognition of Board/Universities/Institutes shall be final and binding.
- e) **For the posts of Junior Secretariat Assistant (Gen/ S&P/F&A), the medium of Typing Test will be the same (Hindi / English) as opted in the Online Application Form. The medium once opted cannot be changed at later stage. Therefore, this option should be chosen carefully.**
- f) As the scrutiny of applications will be done on the basis of information furnished in the online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Any discrepancy found between the information given in the online application and as evident in original documents, will make the candidate ineligible for appearing in the Competitive Examination/Typing Test or even at the subsequent stages of the recruitment process.
- g) 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 a particular reserved category is false OR it reveals that the claim of the candidate that he/she belongs to the SC/ST/OBC-Non creamy layer/EWS/PwBD/Ex-Servicemen is false, his/her services/candidature 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.
- h) No travelling allowance will be paid to appear for the Competitive Written Examination or Typing Test.
- i) The selected candidates will be on probation for 2 years from the date of joining the post. 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.



- j) Applicant must disclose as to whether any of their close relatives are permanent employees of CSIR- NCL or any other laboratory/Institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/ brother/sister or any/ other person related to them by blood or marriage, whether they are dependent or not.
- k) 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 uploaded.
- l) Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility Criteria prescribed under GOI instructions are encouraged to apply.
- m) The decision of the **Director, CSIR-National Chemical Laboratory (CSIR-NCL), Pune** in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Written Examination/Typing Test shall be final and binding on the candidates.
- n) Canvassing in any form and / or bringing any influence, political or otherwise will be treated as a disqualification for the post.
- o) The Director, CSIR - NCL reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right to not to fill up the posts. **The number of vacancies indicated against each post/ category is provisional and may increase or decrease.** The selection procedure of these posts is subject to the CSIR/Govt. of India instructions prevalent at the time of various stages of the selection.
- p) Notification regarding the details of shortlisted candidates to be called for Written Examination/Typing Test along with the criterion adopted, selection and any updates shall be displayed only on our website <https://recruit.ncl.res.in> from time to time.
- q) Decision of the Competent Authority, CSIR-NCL in all matters relating to recruitment, eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard by CSIR-NCL.
- r) Recruitment for the post of Junior Secretariat Assistant (General), Junior Secretariat Assistant (Stores & Purchase), and Junior Secretariat Assistant (Finance & Accounts) is governed by **"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 CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 and other applicable norms/rules of GoI.
- s) **All further information regarding this advertisement like date, time and venue of Written Examination/Typing Test, addendum/corrigendum or any variation in the number of post/cancellation of post etc., will be made available through CSIR-NCL website <https://recruit.ncl.res.in> ONLY. Therefore, candidates are advised to keep regularly visiting the website.**
- t) NO INTERIM ENQUIRY OR COMMUNICATION SHALL BE ENTERTAINED.
- u) The Director, CSIR - NCL has a right to amend, delete and add terms & conditions to this advertisement.



- v) For any issue that is not covered in this advertisement, appropriate instructions of CSIR shall be applicable.

#### 6. How to apply:

- a) Eligible and interested candidates are required to apply ONLINE only through our official website <https://recruit.ncl.res.in> No other mode of application will be considered.
- b) If the candidate does not have a valid E-mail ID, he/she should create a new valid E-mail ID before applying online. Candidate must fill in their correct and active e-mail address and mobile number in the online application, as communication may be made by the CSIR-NCL. The registered email address should be active till the completion of recruitment process.
- c) Candidates are advised to go through the instructions for online filling of the application carefully and for easiness of the candidates, instructions to fill the online form are also provided separately on the official website <https://recruit.ncl.res.in>
- d) **Online Application will be available on our website <https://recruit.ncl.res.in> up to 05.05.2025 till 5.30 p.m.**
- e) **A non-refundable application fee of Rs. 500/- (Five Hundred only), which is exclusive of GST and processing fees/transaction charges, wherever applicable may be deposited through the link available in the online application. After successful completion of payment, the acknowledgement of application fee receipt of Rs.500/- must be uploaded at appropriate place in "Upload Certificate details"**
- The candidates belonging to **SC/ST / PwBD / Women / Permanent CSIR Employees / Ex-Servicemen** are exempted from payment of the application fee. No other mode of payment is allowed like DD, Challan, Postal Orders etc.
- f) The Candidate is required to upload his/her recent passport size scanned colour photograph (max size 100 KB), signature (max size 50 KB) and also relevant certificates (max size 3 MB each) at the specified places in the online application. Applications with blurred photographs or signatures will be rejected summarily.
- g) In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA DGPA/CPI grades etc., Candidates are required to convert the same into percentage based on the formula as per their Boards/University/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/ DGPA/CPI grades etc. into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.
- h) Application once made will not be allowed to be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- i) Candidates need to give their preferences for the posts among Junior Secretariat Assistant (JSA) i.e., 1) General Cadre, 2) Finance & Accounts Cadre and 3) Stores & Purchase Cadre, in the Online application. "Allocation of cadre to the candidates shall be decided by CSIR-NCL from amongst selected panel on merit cum preference".

- j) When the application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take a printout of the Application Form and payment details and preserve the same for their own records. Printout of the online Application Form is not required to be sent to the CSIR-NCL.
- k) **For any technical query while applying online, please send e-mail to [recruit@ncl.res.in](mailto:recruit@ncl.res.in) within the stipulated date and time i.e. 05.05.2025 till 05:30 PM**
- l) **Incomplete online application in any respect (i.e. without uploading signature, photograph, scanned pdf copy of requisite original certificates/documents, application fee, if applicable etc.) will not be entertained and will be liable to be summarily rejected.**
- m) Applicants working in Government Departments, Autonomous bodies and Public Sector Undertakings shall be required to intimate to their Department / Office and have to upload a 'No Objection & Vigilance Certificate' in the prescribed format (**Annexure - XIII**) from their present employer stating that the applicant if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded while applying as per Annexure - XIII, failing which their candidature will NOT be considered. CSIR-NCL will not accept any person on lien or deputation basis.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of - (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/ her candidature or (v) obtaining support for his/ her candidature by unfair means, or (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable: (a) to be disqualified from the examination for which he/ she is a candidate (b) to be debarred either permanently or for a specified period from any examination conducted by CSIR-NCL (c) for termination of service, if he/ she has already joined CSIR-NCL.

**7. Following documents must be uploaded along with online Application Form:**

**Documents to be uploaded not exceeding the size 3 MB (Whichever is applicable)**

1. Latest Passport size Colour Photograph (max.100Kb)
2. Signature (max.50Kb)
3. Fee receipt of Rs. 500/- as application fee, wherever applicable.
4. Aadhaar Card.
5. 10th Class Mark Sheet/Certificate.

6. 12th Class Mark Sheet/Certificate or Equivalent qualification Certificate.
7. Matriculation/ Secondary Examination Certificate/Birth certificate as Proof of Date of Birth (Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered or granted.)
8. Copy of Gazette Notification/Affidavit/ Certificate from the appropriate authority in support of change in name/mismatch in name/variation in name of the candidate/parents (if applicable).
9. Caste/Category certificate (wherever applicable) in the formats as per Annexures prescribed by the Govt. of India.
10. No Objection & Vigilance Certificate in the prescribed format (wherever applicable).
11. Certificate related to PwBD (wherever applicable) in the prescribed format.
12. In case of widow/divorced women/judicially separated women, relevant certificate/copy of judgement/decreed from the appropriate court of law. Additionally, an affidavit confirming that such candidate has not remarried.
13. In case of Ex-servicemen, the valid Ex-Servicemen certificate and full discharge book alongwith prescribed Annexure - XIV.
14. Any other documents in support of the claim made in the application, as applicable.

**Note: -**

1. In case the face in the photograph or signature or essential documents, as attached is unclear / smudged, the candidate's application shall be rejected.
2. After uploading the Photograph / signature / essential documents/Annexures in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may re-upload the same, prior to submitting the form.
3. Candidate should also ensure that photo and signature are uploaded at the appropriate places ONLY. If not, the candidate's application shall be rejected.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**Date of commencement of online applications : 07.04.2025 (10:00 AM onwards)**

**Last date for receipt of online applications : 05.05.2025 (till 05:30 PM)**

**Sd/-  
(Senior Controller of Administration)**

**List of Annexures'**

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**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND  
SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER  
THE GOVERNMENT OF INDIA**

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

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

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

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the  
Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled 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



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

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

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

Signature.....

\*\*Designation.....  
(With Seal of Office) State/Union Territory\*  
Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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

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

**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 09th March, 2004, OM No. 36033/3/204-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. Administrative/Secretary to Administrator/Development Officer (Lakshadweep)

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

**ANNEXURE-III**

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

I \_\_\_\_\_ Son/daughter of Shri  
\_\_\_\_\_ resident of village/town/city \_\_\_\_\_ district  
\_\_\_\_\_ state \_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ community which is recognized as a backward class by the Government of  
India for the purpose of reservation in services as per orders contained in the Department of  
Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also  
declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the  
Schedule to the above referred Office Memorandum dated 8-9-1993, O.M No. 36033/3/2004-  
Estt.(Res.) dated 09th 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 : \_\_\_\_\_

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 \_\_\_\_\_ PostOffice \_\_\_\_\_ District \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ PinCode \_\_\_\_\_

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

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Passport size attested  
photograph of the applicant

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

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.

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

Form-V  
Certificate of Disability

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

[See rule 18(1)]

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

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

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

This is to certify that I have carefully examined Shri/Smt/Kum \_\_\_\_\_  
Son/Wife/Daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(DD/MM/YY) Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No  
\_\_\_\_\_ Permanent resident of House  
\_\_\_\_\_ No \_\_\_\_\_ Ward/Village/Street  
\_\_\_\_\_ Post Office \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_ Whose photograph is affixed

above, and am satisfied that

A. he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

B. the diagnosis in his/her case is \_\_\_\_\_

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorised Signatory of  
Notified Medical Authority

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



Form-VI  
Certificate of Disability  
(In cases of multiple disabilities)

[See rule 18(1)]

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

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

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

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

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

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

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

Office \_\_\_\_\_ District \_\_\_\_\_ State, whose photograph is affixed

above, and am satisfied that:

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

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

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

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

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

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

16. 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 issued

**ANNEXURE-VII**

Form-VII

Certificate of Disability

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

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

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

[See rule 18(1)]

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 he/she is a case of \_\_\_\_\_ Disability, His/her extent of percentage  
physical impairment / disability has been evaluated as per guidelines  
(\_\_\_\_\_ number and date of issue of the  
guidelines to be specified) and is show against the relevant disability in the table below:

S. No.	Disability	Affected 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.	Hemophilia			
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

(Counter signature and seal of the

Chief Medical Officer/Medical Superintendent/

Head of Government, in case the

Certificate is issued by a medical

Authority who is not a government

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

Servant (With Seal)

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.

ANNEXURE-VIII

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

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 scribed 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:



ANNEXURE-IX

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

I \_\_\_\_\_, candidate with \_\_\_\_\_  
\_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_  
\_\_\_\_\_ (name of the examination) bearing Roll/Reg. 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-

ANNEXURE-X

Certificate regarding physical limitation of an Examinee to Write

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

Signature

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

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

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

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

ANNEXURE- XI

Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_  
(name of the disability) appearing for the \_\_\_\_\_  
(name of the examination) bearing Roll/Reg. 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: \_\_\_\_\_

ANNEXURE-XII

**Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test**

This is to certify that Sh./Smt./Kum \_\_\_\_\_ son/ daughter/ wife of Shri \_\_\_\_\_ is suffering from \_\_\_\_\_.

Clinical diagnosis as a result of which he/ she has the following disabilities. (Brief description of his/ her disabilities)

\_\_\_\_\_

\_\_\_\_\_

This is a permanent disability and the extent of his/ her disability works out to \_\_\_\_\_% of disability. This disability is likely to interfere with Typewriting (specify)

\_\_\_\_\_



Signature of Civil Surgeon:  
Name:  
(Official Stamp)  
Place:  
Date:

Photograph of candidate clearly showing face with affected portion of the body

Signature of candidate:  
Name:  
Roll/Reg. Number:

NO OBJECTION & VIGILANCE CERTIFICATE

This is to certify that Sh./Smt./Ms/Dr. .... has been working in .....(Office / Organization name) since.....(date) . Presently he / she is holding the post of ..... on regular / temporary / tenure / contract basis which is a full time employment, in pay level [as per VII CPC] / Pay Scale [in IDA] .....

It is further certified that this Organization/Department/Institute has no objection to his / her applying for the post of Junior Secretariat Assistant (Gen/S&P/F&A) in CSIR - National Chemical Laboratory, Pune. In case of his / her selection, he / she will be relieved within one month of the receipt of the appointment order and his / her lien will / will not be retained by this organization.

Further, it is also to certify that no vigilance / disciplinary case and departmental enquiry is either pending or contemplated against him / her. The integrity of the officer is also certified.

**Date:**

**Signature of employer with office stamp**

**Place:**



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

Form of Certificate applicable for Released/Retired Personnel

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

2. He has been released from military services:

% a) on completion of assignment otherwise than

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

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

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

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

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

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

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

SEAL

%. Delete the paragraph which is not applicable.

**Normalization method/formula to be used for normalizing the scores of candidates in multi-session examinations**

It is notified for all concerned that following normalization formula/method for normalization of scores/marks shall be used by CSIR for normalizing the raw scores of candidates in the examination conducted in multiple shifts.

- 1) **Percentile Scores:** Percentile scores are scores based on the relative performance of all those who appear for the examination. The marks obtained are transformed into a scale ranging from 100 to 0 for each shift of examinees. The percentile score is not the same as the percentage of marks obtained.
- 2) The Percentile Score indicates the percentage of candidates that have scored EQUAL TO OR LESS MARKS (same or lower raw scores) out of total candidates who have appeared in that session. Therefore, the topper (highest score) of each shift will get the same Percentile of 100.
- 3) The Percentile score shall thereafter be converted into the Normalized Score for the examination (instead of the raw marks of the candidate) and shall be used for the preparation of the merit list.
- 4) The Percentile score of a candidate for a particular shift will be calculated as below

$$\text{Percentile Score} = \frac{\text{Number of candidates appeared in the 'Shift' with raw score EQUAL TO OR LESS than the candidate}}{\text{The total number of the candidates who appeared in the 'Shift'}} \times 100$$

- 5) The percentile scores will be calculated up to 7 decimal places.
- 6) In order to finalize the merit based on percentile score as mentioned above it will include only those candidates in the merit who have secured prescribed minimum percentage of Marks for eligibility in various categories: UR, EWS, OBC (Non creamy layer), SC, ST and PwBD as per qualifying criteria prescribed by CSIR. Short listing of candidates for various stages shall be based on the "Normalized Marks" obtained by them.
- 7) **CALCULATION OF "NORMALIZED MARKS" FROM PERCENTILE SCORES:**

For this, the Percentile Score of each candidate will be converted into "Normalized Marks" by interpolation of raw marks into "Base Shift" by using standard mathematical formula of interpolation for the purpose of deciding minimum qualifying marks. The Raw Marks of each candidate will be normalized using the Equi-percentile method as detailed below:

**1.1) Selection of Base Shift:**

"Base Shift" is a shift having the "Highest Mean" (Average) among all the shifts of CBT/Examination with a condition that it's Present Candidate Counts should be 70% or more than the average of all Shifts. In case the "Highest Mean" of two Shifts are same then Shift having "Highest Individual Marks" shall be considered as "Base Shift". In case both the

“Highest Mean” and “Highest Individual Marks” are same then the Shift having “Highest Present Count” shall be considered as “Base Shift” to break the tie.

**1.2) Calculation of Normalized Marks:** When Percentile Score is to be converted to normalized marks for deciding minimum qualifying marks.

- a) X is the percentile score of a candidate. If X percentile score is found in base shift, then corresponding marks are directly available, otherwise following formula of interpolation is to be used. This formula is nothing but interpolation formula. For the candidates whose Percentile Score is greater than or equal to the Base Shift percentile:

$$N = \left[ \frac{(Y_2 - Y_1) * (X - X_1)}{(X_2 - X_1)} \right] + Y_1$$

N = Normalized Marks

X<sub>2</sub> is immediate higher percentile score in base shift

X<sub>1</sub> is immediate lower percentile score in base shift

Y<sub>2</sub> is marks corresponding to X<sub>2</sub> percentile score in base shift

Y<sub>1</sub> is marks corresponding to X<sub>1</sub> percentile score in base shift

- b) For the candidates whose Percentile Score is less than the Base Shift Percentile:

$$N = Y_1 - \frac{(Y_2 - Y_1) * (X_1 - X)}{(X_2 - X_1)}$$

N = Normalized Marks

X<sub>1</sub> is immediate higher percentile score in base shift

X<sub>2</sub> is immediate next higher percentile score in base shift

Y<sub>1</sub> is marks corresponding to X<sub>1</sub> percentile score in base shift

Y<sub>2</sub> is marks corresponding to X<sub>2</sub> percentile score in base shift

- 8) The ‘Normalized Marks’ of all the candidates for all the shifts would be merged and shall be called the final normalized scores which will then be used for the compilation of results and further processing for deciding the relative merit.
- 9) In case of two or more candidates securing same threshold Normalized Percentile Score, all the candidates with equal scores will be called for stage-II examination without breaking the tie. In case there is no second stage of examination, the policy of CSIR on breaking the tie shall be applied.