



**सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र**  
**CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE**  
**( वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद Council of Scientific and Industrial Research)**  
**सीएसआईआर रोड CSIR Road, तरमणी, Taramani, चेन्नै Chennai 600113**  
**विज्ञापन संख्या /Advertisement No. SE-1/2025, दिनांक/Date: 10.06.2025**

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

Date of commencement of online application:	10.06.2025
Last date for closing of online application:	30.06.2025
Date of Computer Proficiency Test - JSA & Proficiency in Stenography Test for JST	Second week of July 2025 (Tentative)
Date of Competitive Written Examination – JSA & JST	Third week of July 2025 (Tentative)

**CSIR-Structural Engineering Research Centre (CSIR-SERC)** is a premier research laboratory under aegis of the Council of Scientific and Industrial Research (CSIR), which is an autonomous body under the Ministry of Science & Technology, Government of India. CSIR-SERC is looking for sincere, enthusiastic and dedicated individuals and invites applications from Indian Nationals to fill up the following Administrative posts at CSIR-SERC, Chennai:

**1. DETAILS OF THE VACANCY POSTIONS / QUALIFICATION ETC**

पोस्ट कोड Post Code	पदों का नाम/ Name of the post.	पदों की संख्या एवं आरक्षण श्रेणी No. of posts & Reservation category	वेतन स्तर, वेतन मैट्रिक्स Pay Level, Pay Matrix	आवश्यक योग्यता Essential Qualification	ऊपरी आयु सीमा Upper Age Limit
JST	कनिष्ठ आशुलिपिक / Junior Stenographer	02 (Unreserved)	वेतन स्तर-4 Pay Level-4 ₹ 25500-81100	<p><b>आवश्यक /Essential</b> 10+2/XII or its equivalent* and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.</p> <p><b>वांछित /Desirable</b> 1. Good written and verbal communication skills in English &amp; Hindi; Ability to understand and accurately transcribe spoken English &amp; Hindi; Ability to take dictations accurately at high speed. 2. Knowledge of computer, preferably MS Office, MS Word, MS Excel, Power Point after fulfilling essential qualification.</p>	27 years  (Relaxation available to PwBD/ ESM etc. as per GOI Rules)
नौकरी की आवश्यकत/Job Requirement To perform Secretarial / Stenographic, typing and any other official/ Administrative work as and when assigned by Competent Authority.					

पोस्ट कोड Post Code	पदों का नाम/ Name of the posts	पदों की संख्या एवं आरक्षण श्रेणी No of posts and reservation category	वेतन स्तर, वेतन मैट्रिक्स Pay Level, Pay Matrix	आवश्यक योग्यता Essential Qualification	ऊपरी आयु सीमा Upper Age Limit
JSA	Junior Secretariat Assistant (General)	Posts: 06 (UR-4, OBC-1, SC-1)	वेतन स्तर 2/ Pay Level- 2 ₹ 19900-63200	<b>आवश्यक /Essential</b> 10+2/XII or its equivalent* and proficiency in Computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT from time to time.	28 years (Relaxation available to SC / OBC / PwBD/ ESM etc. as per GOI Rules)
	Junior Secretariat Assistant (Finance & Accounts)	Posts: 01 (OBC NCL-1)	वेतन स्तर 2/ Pay Level- 2 ₹ 19900-63200	<b>आवश्यक /Essential</b> 10+2/XII or its equivalent* and proficiency in Computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT from time to time.	
	Junior Secretariat Assistant (Stores & Purchase)	Posts: 01 (SC-1)	वेतन स्तर 2/ Pay Level- 2 ₹ 19900-63200	<b>आवश्यक /Essential</b> 10+2/XII or its equivalent* and proficiency in Computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT from time to time.	

**Note: The crucial date for determining the upper age limit, minimum educational qualification etc., shall be the closing date for submission of online applications i.e. 30.06.2025**

\*Diploma of 3-year duration, acquired after passing in 10th standard, shall be treated as equivalent to 12th Standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. The diploma that is to be considered as equivalent shall be a recognized course and awarded by a recognized institution.

## 2. APPLICATION FEES:

2.1 Fee payable: **Rs.500/- (Rs. Five hundred only).**

2.2

Unreserved (UR), OBC (NCL) Candidates	500/-
Women/SC/ST/PwBD/Ex-Servicemen Candidates	NIL

2.3 Fee can be paid online through online [State Bank Collect](#)

2.4 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

2.5 Candidates eligible and wish to be considered for both Junior Stenographer (JST) and Junior Secretariat Assistant (JSA) are required to apply separately for both post codes and pay the respective application fee (if applicable).

However, a **single application** is sufficient for applying to different cadres of Junior Secretariat Assistant (JSA) subject to the eligibility for the same by giving preferences in the online application for the post(s)/cadre(s) candidate wish to be considered among Junior Secretariat Assistant (JSA) of General (Gen) Cadre, Finance & Accounts (F&A)

Cadre and Stores & Purchase (S&P) Cadre.

The preference for the post(s)/cadre(s) exercised by the candidate in the online application is final and no change in the Order of Preference(s) in the options exercised by them would be permitted later.

2.6. CSIR-SERC shall make the final allocation of post(s)/cadre(s) in accordance with select panel on Merit-cum- Preference of the post(s)/cadre(s) given by the candidate in the online application subject to eligibility.

**Abbreviations used:** **UR** - Unreserved, **OBC (NCL)** – Other Backward Classes (Non Creamy Layer), **SC** - Scheduled Castes, **ST** - Scheduled Tribes, **PwBD** – Person with Benchmark Disability., **ESM**- Ex-service man

**Post Code for the purpose of Online Application:**

Post Code No.	Name of the Post	Category
JST	Junior Stenographer	UR
JSA	Junior Secretariat Assistant (General)	UR
	Junior Secretariat Assistant (General)	OBC
	Junior Secretariat Assistant (General)	SC
	Junior Secretariat Assistant (Finance & Accounts)	OBC
	Junior Secretariat Assistant (Stores & Purchase)	SC

**3. SCHEME OF COMPETITIVE WRITTEN EXAMINATION (CWE) OF JUNIOR STENOGRAPHER**

Mode of examination	OMR based or computer based objective type multiple choice examination
Medium of questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of exam	10 + 2/XII
Total number of questions	200
Total time allotted	2 hours (2 hours and 40 minutes for candidates eligible for Scribe)

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

Part	Subject	No. of Questions	Max. Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks will be deducted for every wrong answer.
II	General Awareness	50	50	0.25 marks will be deducted for every wrong answer.
III	English Language & Comprehension	100	100	0.25 marks will be deducted for every wrong answer.

**I. Indicative Syllabus:**

- (a) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- (b) **General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may

be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economic scene, general polity including Indian Constitution and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.

(c) **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English

Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. His/her writing ability will also be tested.

## II. Proficiency Test in Stenography

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

Sl No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1.	English	50	70
2.	Hindi	65	90

## III. Evaluation of Transcripts of Stenography Test:

### NATURE OF MISTAKES:

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

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

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

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

### NOTE:

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

$$\text{Percentage of Errors} = \frac{(\text{Full mistakes} + \text{half mistakes}/2) \times 100}{\text{Total words dictated}}$$

### Number of words in the master passage

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

### Percentage of ignorable mistakes allowed for the proficiency test:

- (a) In case of **UR** Category – 7%
- (b) In case of **Reserved** Categories (SC , OBC, ESM, PwBD) – 10%

#### IV. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in stenography:

It has been decided to conduct Proficiency Test in stenography first and Competitive Written Examination later.

#### Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Junior Stenographer:

- (a) Candidate with lesser negative marks, in the Competitive Written Examination, will be placed higher;
- (b) Date of Birth, with older candidate placed higher;
- (c) Candidate acquiring minimum educational qualification earlier, placed higher
- (d) Alphabetical order in which first names of the candidates appear

#### V. Preparation of Merit List:

- (a) The proficiency test in stenography will only be qualifying in nature.
- (b) CSIR-SERC shall release list of candidates who qualified in Proficiency Test based on documents uploaded by the candidates with respect to essential qualification. Physical verification of documents with respect to eligibility conditions etc. will be undertaken only before CWE. Only those candidates who qualified in Proficiency Test & physical verification of documents and fulfils eligibility conditions will be allowed to appear for CWE. Therefore, candidates are advised to apply only and only if they fulfil the eligibility conditions. Else, their candidature is liable to be rejected at any stage of recruitment, even after joining the post.
- (c) The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination.
- (d) The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.

**Note: The duly constituted Selection Committee may fix a minimum qualifying marks in Paper of Competitive Written Examination for each category.**

#### 4. SCHEME OF COMPETITIVE WRITTEN EXAMINATION (CWE) FOR JUNIOR SECRETARIAT ASSISTANT (General/ F&A / S&P)

Mode of examination	OMR based or computer based objective type multiple choice examination
Medium of questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of exam	10 + 2/XII
Total number of questions	200
Total time allotted	2 hours 30 minutes

Competitive Written Examination will consist of two papers (Paper -1 and Paper 2). Paper -2 will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper -I.

Paper	Time allotted	Subject	No. of Questions	Max. Marks	Negative Marks
I	90 Minutes	Mental ability test	100	200 (two marks for every correct answer)	There will be <b>no Negative Marks</b> in this paper.

Paper	Time allotted	Subject	No. of Questions	Max. Marks	Negative Marks
II	60 Minutes	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

#### I. Indicative Syllabus:

- (a) **Mental ability:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc. Besides the test will be so devised to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.
- (b) **General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economic scene, general polity including Indian Constitution and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.
- (c) **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc.

#### II. Computer Proficiency Test (CPT): evaluation methodology is as under:

Time allotted	10 Minutes for Both English and Hindi typing test
English Typing test	35 words per minute in computer (35 w.p.m. corresponds to 10500 KDPH on an average of 5 key depressions for each word).
Hindi Typing test	30 words per minute in computer (30 w.p.m. corresponds to 9000 KDPH on an average of 5 key depressions for each word).

#### Evaluation of type-scripts of typewriting test in English/Hindi is as under:

- i) Formula for calculating typewriting speed in English/Hindi:

$$\frac{\text{No. of words}}{10} \quad ( - ) \text{ Number of mistakes}$$

- ii) Percentage of ignorable mistakes:



a) up to 5% mistakes shall be ignored for UR/ OBC/SC/OH/VH candidates.

b) up to 7% mistakes shall be ignored for ST/HH/Ex. Servicemen (ESM) 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 :  $5\% \text{ of } 320 = 16$

Admissible mistakes :  $19-16 = 3$

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

$= (320/10) - 3$

$= 32-3$

$= 29 \text{ w.p.m}$

### III. Typewriting Errors and Number of Corresponding Mistakes:

S.No.	Description of Typewriting Errors	Number of mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting – it should be uniformly 5 spaces for each paragraph	one	one
2.	Overlapping / piling up of letters (also known as Faulty Shifting)	one	one
3.	Overtyping / “X” ing of word or even full line	one	one
4.	Mis-spelt word including Transposition	one	one
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	one	one
6.	Erasing is not allowed	one	one
7.	Repetition of any number of words (only once to be counted as mistake)	one	one
8.	Each repeated mistake	one	one
9.	Punctuation marks; Omission of punctuation marks in typing	Half	Half
10.	Irregular line spacing	Half	Half
	Irregular left margin	Half	Half
	Highly irregular right margin	Half	Half
11.	Omission of space between words	Half	Half
12.	Difference in space, if not the following Full Stop - 2 spaces Question Mark - 2 spaces Exclamatory Mark - 2 spaces Coma Mark - 1 space Colon / Semi Colon Mark - 1 space Hyphen - No space (Beginning & After)	Half Mistakes each time	Half Mistakes each time

13.	<p>Wrong syllabification (Division of words) irregular division of words. Following is the description where division of words is permitted:</p> <ul style="list-style-type: none"> <li>➤ As they are pronounced, like precaution (pre-caution)</li> <li>➤ Separating prefixes or suffixes</li> <li>➤ Words having double consonants (like Suc-cess)</li> <li>➤ Compound Words (like under estimated) Where division of words is not at all permitted:</li> <li>➤ If there is only one syllable, then there will be no division</li> <li>➤ When only two / three letters remain to be typed</li> <li>➤ Figures and Proper Nouns are not divided</li> <li>➤ Last word of paragraph / page should not be divided</li> <li>➤ Separating prefixes or suffixes.</li> </ul>	If there is any variation, than that is specified, it is to be counted as one mistake.	If there is any variation, than that is specified, it is to be counted as one mistake.
14.	Extra space in middle of the word	Half	Half
15.	Extra space between words	Ignore	Ignore
16.	Mechanical error or machine mistake	Can be ignored	Can be ignored
17.	Incomplete last word of the passage	No mistake	No Mistake
18.	Capital letter errors	Not applicable	Half

**The choice of medium of Computer Proficiency Test opted by the candidates in the Online Application Form is treated as final and no change in the medium of Computer Proficiency Test will be entertained.**

- Criteria for Evaluation of type-scripts of typing test is as per CSIR Letter No. 5-1 (116)/2011-PD dated 13-07-2015.

#### **IV. Preparation of Merit List:**

- a. All candidates who applied for the posts of JSA(General/F&A/S&P) online will be called for Computer Proficiency Test (CPT). The computer proficiency test will only be qualifying in nature.
- b. **CSIR-SERC shall release list of candidates who qualified in CPT based on documents uploaded by the candidates with respect to essential qualification, category, age etc. Physical verification of documents with respect to eligibility conditions etc. will be undertaken only before CWE. Only those candidates who qualified in CPT & physical verification of documents and fulfils eligibility conditions will be allowed to appear for CWE. Therefore, candidates are advised to apply only and only if they fulfil the eligibility conditions. Else, their candidature is liable to be rejected at any stage of recruitment, even after joining the post.**
- c. Paper 1 of the Competitive Written Examination is also qualifying in nature. The Selection Committee will fix the minimum threshold marks in Paper-1.
- d. Paper-2 will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-1.
- e. The Final merit list will be prepared only on the basis of marks obtained by the candidates in Paper-2.

The selection of candidates to the above posts is provisional. If it is found later at any point of time, even after appointment, that the candidate does not fulfil any of the conditions of eligibility for the post(s) advertised vide CSIR-SERC advertisement No. SE-1/2025, his/her candidature will be summarily cancelled/terminated, without any notice and appeal against such cancellation/termination will not be entertained. Candidates are, therefore, advised to check carefully and satisfy themselves, that they fulfil all the conditions of eligibility for the post they had applied.

#### **V. Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for all the posts of Junior Secretariat Assistant:**

- i. Candidate with lesser negative marks, in the Competitive Written Examination, will be placed



higher

- ii. Date of Birth, with older candidate placed higher;
- iii. Candidate acquiring minimum educational qualification earlier, placed higher;
- iv. Alphabetical order in which first names of the candidates appear.

## 5. GENERAL INFORMATION AND CONDITIONS:

### 5.1 Benefits under Council Service:

- (a) The above 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 Residence Allotment Rules depending on availability in which case HRA will not be admissible.
- (b) In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as per CSIR rules.
- (c) The selected candidates will be governed by the “National Pension System” based on defined contributions as adopted by CSIR for its employees.
- (d) CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.

### 5.2 Age Relaxations:

- (a) There is no age limit for CSIR departmental candidates provided they possess the prescribed qualification. CSIR departmental candidates mean the Permanent CSIR employees only and not the temporary/contractual/project staff.
- (b) There is no provision for relaxation of age limit for employees of Central Government/State Government/Autonomous bodies etc.
- (c) The upper age limit is relaxable up to **03 years for OBC – Non creamy layer (NCL) and 05 (five) years for SC/ST**, as per Government of India orders in force **only in those cases where the posts are reserved for respective categories**, on production of relevant certificate in the prescribed form issued by the Competent Authority empowered to issue such certificates as per the Govt. of India orders.
- (d) SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DoPT OM No.36011/1/98-Estt. (Res), dated 01.07.1998 and they are treated at par with general candidates in respect of their selection. Application fee exemption is, however, applicable for SC/ST candidates in such cases.
- (e) The candidates belonging to the reserved category of SC/OBC/ must submit along with their applications, a self-attested photocopy of the certificate which should be in the prescribed form issued by the Competent Authority Empowered to issue such Certificates as per the Government of India Orders.

As for OBC certificates, both the conditions of OBC status as well as exclusion from ‘Creamy Layer’ with respect to Government of India criteria and not the respective State Government criteria, are to be met. The OBC (Non-creamy layer) certificate should be the latest one. The OBC certificates should be in the format **APPLICABLE FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA** with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should match with the entries in Central List of OBCs, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR, if otherwise eligible. The OBC candidates who belong to “Creamy layer” are not entitled to concession admissible to OBC category and such candidates have to indicate their category as General.

The SC//OBC Certificates should be only in the prescribed Government of India formats. The Certificates in any other format will not be acceptable. Candidates seeking reservation as SC//OBC in the prescribed format from the competent authority, should indicate clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC//OBC and the village/ town the candidate is ordinarily a resident of.

For information and compliance, the prescribed formats for producing SC/OBC/PwBD certificates referred to above are enclosed as Annexures in this advertisement.

(f) As per Govt. of India provisions, age relaxation for Widows, Divorced Women and Women judicially separated from husband, who are not remarried the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Castes/Scheduled Tribes and up to 38 years for members belonging to Other Backward Classes 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/decreed of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.

**(g) Age relaxation to Persons with Benchmark Disabilities (PwBD):**

Age relaxation of 10(ten) years [15(fifteen) years for SC/ST and 13 (thirteen) years for OBC candidates for the respective posts reserved for them] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:

- 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 CASTE/COMMUNITY LIKE SC/ST/OBC/GEN and also produce Certificate of the concerned Caste/Community, if applicable, as this is a horizontal reservation. Candidates with benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Disabilities.

A candidate under the category PwBD will be considered to be eligible for appointment only if he/she is found medically fit in accordance with the standards of medical fitness as prescribed by the Government of India for Group “C” posts to be filled by Direct Recruitment

- (h) 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 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.

**5.3 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**

- (a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.
- (b) In case of other category of persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per Annexure enclosed.
- (c) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification OM No. F.No. 29-6/2019-DD- III dated 10.08.2022, persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per Annexure enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:
- Chief Medical Officer / Civil Surgeon / Chief District Medical Officer – Chairperson
  - Orthopaedic / PMR specialist
  - Neurologist, if available\*
  - Clinical Psychologist / Rehabilitation Psychologist / Psychiatrist / Special Educator
  - Occupational therapist, if available\*
  - Any other expert based on the condition of the candidate as may be nominated by the Chairperson

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

- (d) The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the CSIR-SERC. Appropriate choice in this regard will have to be given by the candidate through email to 'admaoff@serc.res.in', whenever such need arises.
- (e) In case the candidate opts for a scribe, the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination. The scribe should not be a candidate of this examination.
- (f) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Annexure enclosed. In addition, the scribe has to produce a valid ID proof in original

(Aadhar Card, Voter ID Card, PAN Card, etc.) at the time of examination. A photocopy of the ID proof of

the scribe signed by the candidate as well as the scribe will be submitted along with proforma as per Annexure enclosed. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims related thereto.

- (g) A compensatory time of 20 min per hour of examination will be provided to the persons who are allowed use of scribe as described above. The candidates referred to at preceding sub paras (b) and (c), who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (h) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- (i) Partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the examination hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the examination hall.
- (j) The PwBD candidates who have availed the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.

## 6. OTHER CONDITIONS:

- (a) The applicant must be a citizen of India.
- (b) All applicants must fulfill all the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications i.e. **30.06.2025**. They are advised to satisfy themselves before applying that they possess at least the essential qualification laid down for the post as detailed in this advertisement. **No enquiry asking for advice as to eligibility will be entertained.** The duly constituted Selection Committee will adopt its criteria for short-listing the candidates such as meeting the eligibility criteria as per the advertisement, application form accompanied by self-attested copies of the relevant educational qualifications, caste/community, requisite application fee, etc. **The candidature is provisional at all the stages of recruitment/selection process.**
- (c) The application form should be accompanied by self-attested copies of the relevant educational qualifications such as Class 10th/SSC, Class 10+2/XII or its equivalent, any other qualification mentioned by him/her in the application, experience if any, caste/community, etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.

Only SSC/Matriculation/10th Standard/SSLC/HSC certificate or Birth certificate issued by appropriate government authority will be accepted as age proof for date of birth. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be accepted.

**Incomplete applications or applications not uploaded with the required self-attested certificates/documents, requisite application fee (wherever applicable) are liable to be rejected.**

- (d) If any documents/certificates furnished are 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.

- (e) **The date of determining the upper age limit, qualifications, claims of SC/OBC/PwBD status or any other benefit viz., fee concession, reservation, age relaxation etc., where not specified otherwise shall be the last date of submission of online applications i.e. 30.06.2025.**
- (f) **The medium of Proficiency Test / Typing Test / Stenography Test will be the same (Hindi /English) as opted for the Written Examination. The medium once opted cannot be changed at later stage. Candidates applying for multiple post codes shall opt for only one medium (Hindi / English) for all the post codes. Therefore, this option should be chosen carefully.**
- (g) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the Written Examination/Proficiency Test and Typing Test or even at the subsequent stages of the recruitment process.
- (h) It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate that he/she belongs to the SC/OBC/PwBD is false OR it reveals that the claim of the candidate that he/she belongs to the creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.
- (i) No travelling allowance will be paid to candidates to appear for Competitive Written Examination or Proficiency Test or Typing Test.
- (j) The selected persons should be ready to serve anywhere under the administrative control of the Director, CSIR-SERC, Chennai and they can be transferred to any of the Labs/ Institutes of CSIR anywhere in India as and when the need arises.
- (k) The selected candidates will be **on probation for a period of two 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.
- (l) Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR- SERC or CSIR or any other laboratory/institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/brother/sister or any person related to them by blood or marriage, whether they are dependent or not.
- (m) The Director, CSIR-SERC reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR instructions prevalent at a given point of time during various stages of selection process.
- (n) The decision of the Director, CSIR-SERC in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written examination, Typing/Proficiency test will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate(s).
- (o) For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.
- (p) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- (q) **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**



- (r) Any further information regarding this advertisement like date, time and venue of tests, addendum/ corrigendum or any variation in number of post/ cancellation of post etc., will ONLY be made available through CSIR-SERC website <https://www.serc.res.in>. Therefore, candidates are advised to keep visiting regularly the website of the Institute <https://www.serc.res.in>.

## 7. HOW TO APPLY:

- (a) Eligible candidates are required to apply ONLINE only through CSIR-SERC website. The link for ONLINE APPLICATION will be available on CSIR-SERC website from 10.06.2025 (09:00 AM) to 30.06.2025 (05:30 PM). Thereafter, the Online link will automatically get disabled.
- (b) **Candidates are advised to submit Online Application Form well in advance, without waiting for the last date/time to apply. CSIR-SERC will not be responsible for non-submission of application form and/or payment of application fee, for any reason whatsoever.**
- (c) If the candidate does not have a valid email ID, he/she should create a new email ID before applying online. This email ID should remain active till the completion of the selection process.
- (d) Candidates are required to pay application fee of Rs.500/- for each post code by clicking the link provided in the online application through State Bank of India SB Collect under the Payment Category of RECRUITMENT APPLICATION FEE . The candidates belonging to SC/ST/PwBD/Women/CSIR Employees/ ESM category are exempted from submission of application fee. **On making payment, the receipt generated should be printed & kept for future records.**
- (e) In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute. The candidates are advised to attach the copy of the certificate of CGPA to % conversion formula adopted by their University/Institute.
- (f) **Candidates desirous to apply for more than one Post Code should submit SEPARATE APPLICATION FOR EACH POST CODE, subject to fulfilling all eligibility criteria attached to each individual post along with requisite application fee of 500/- for each post code, wherever applicable.**
- (g) Application once submitted shall not be allowed to be withdrawn and fees paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- (h) Applications from employees of Central Government, State Government, Autonomous Bodies, etc., will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected, will be relieved within One month of the receipt of the appointment order. Vigilance clearance should also be recorded in the forwarding letter. Alternatively, NOC, having Vigilance Clearance also, from the current employer may be attached.
- (i) Helpline Email ID in case of any technical problem/help/issue while filling up Online Application Form is [admoff@serc.res.in](mailto:admoff@serc.res.in) & Tel No.044-22549100 (Working days between 9.00-17.30 Hrs)

**Note:** Candidates are cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/OBC/PwBD/Ex-Servicemen status etc. or resort to any sort of malpractice during the entire recruitment/selection process.

In case any illegality is detected at any stage of the recruitment/selection process or subsequently, CSIR-SERC reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.



Thus the applicants are advised to strictly follow the instructions.

Only one application per candidate will be accepted for each postcode. If a candidate submits multiple online applications for the same postcode using different email addresses/mobile numbers, only the most recent completed application will be considered and the application fee paid for other multiple registration(s)/application will stand forfeited.

**j. List of documents to be uploaded along with online Application Form:**

- (i) Latest passport size Colour Photograph.
  - (ii) Signature.
  - (iii) Fee receipt of Rs. 500/- as application fee, wherever applicable.
  - (iv) Aadhaar Card.
  - (v) 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.)
  - (vi) 12th Class Mark Sheet/Certificate or Equivalent Qualification Certificate.
  - (vii) Copies of educational certificate(s) and/or mark sheet(s) supporting the essential qualifications and any higher qualifications.
  - (viii) 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).
  - (ix) Caste/Category certificate (wherever applicable) in the formats as per Annexures prescribed by the Govt. of India.
  - (x) No Objection & Vigilance Certificate in the prescribed format (wherever applicable).
  - (xi) Certificate related to PwBD (wherever applicable) in the prescribed format.
  - (xii) In case of widow/divorced women/judicially separated women, relevant certificate/copy of judgement/ decree from the appropriate court of law. Additionally, an affidavit confirming that such candidate has not remarried.
  - (xiii) In case of Ex-servicemen, the valid Ex-Servicemen certificate and full discharge book along with prescribed Annexure - XIV.
  - (xiv) Any other documents in support of the claim made in the application, as applicable.
- k. When the application is successfully submitted, it will be accepted 'Provisionally'. **Candidate must take a printout of the Application Form and payment details and preserve the same for future purpose. Candidates should NOT send the hard copy of online application to CSIR-SERC.**

Applications not duly filled or uploaded without required certificates / documents will be summarily rejected.

**ADMINISTRATIVE OFFICER**

## LIST OF FORMATS FOR CERTIFICATES (ANNEXURE)

Proforma	Particulars of the Proforma	Page No.
<b>PROFORMA-I</b>	Format of 'NO OBJECTION CERTIFICATE' from the employer of candidate currently working as regular employee in CSIR/ Government Organizations /Autonomous Bodies /Statutory Bodies/ Universities/ Public Sector Undertakings etc.	<b>17</b>
<b>PROFORMA-II</b>	The Form of Certificate to be produced by Departmental Candidates Employees for Claiming Age Concession.	<b>18</b>
<b>PROFORMA-III</b>	The Form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.	<b>19</b>
<b>PROFORMA-IV</b>	The Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.	<b>21</b>
<b>PROFORMA-V</b>	Form of declaration to be submitted by the OTHER BACKWARD CLASSES (OBC) candidate (in addition to the community certificate).	<b>22</b>
<b>PROFORMA-VI</b>	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-VI (A), (B), (C)] to be produced by PwBD applying for appointment to posts under the Government of India.	<b>23-27</b>
<b>PROFORMA-VII</b>	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.	<b>28</b>
<b>PROFORMA-VIII</b>	Letter of Undertaking for Using Own Scribe to be produced by PwBD applying for appointment to posts under the Government of India.	<b>29</b>
<b>PROFORMA-IX</b>	Format of Certificate to be produced by Ex-Serviceman applying for appointment to posts under the Government of India.  Form of Certificate for Serving Personnel (Applicable for Serving Personnel who are due to be released within One Year)	<b>30</b>

**PROFORMA-I**

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 (ScheduledCastes) 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/-

% 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\*/Terriotry .....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.
3. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
4. Administrator/Secretary to Administration/Development Officer (Lakshadweep)

**Note :**

ST candidates belonging to Tamil Nadu State should submit case certificate ONLY FROM THE REVEVE DIVISIONAL OFFICER.



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

This is to certify that Shri/Smt./Kumari .....  
son/daughter of ..... village/town  
..... in District/Division belongs to the  
..... community which is recognized as a backward class  
under the Government of India, Ministry of Social Justice and Empowerment's Resolution No.  
..... dated .....  
\* and/or his family ordinarily reside(s) in the ..... District/Division of the  
..... State/Union Territory. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the  
Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated  
8.9.1993 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.

**PROFORMA – V**

**FORM OF DECLARATION 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.36102/3/2004-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 : .....


**PROFORMA- VI (A)**

**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 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:

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 issued.

**Form-VII Certificate of Disability**

(In cases other than those mentioned in Forms V and VI)[See rule 18(1)]

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

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

Certificate No.....

Date:.....

This is to certify that I have carefully examined Shri/Smt./Kum.....son/wife/daughter of Shri ..... 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.)

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

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

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:

**PROFORMA- IX**

**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**

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**