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आज़ादी का
अमृत महोत्सव

सी एस आई आर - केन्द्रीय यांत्रिक अभियांत्रिकी अनुसंधान संस्थान
CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् / Council of Scientific & Industrial Research

दुर्गापुर / Durgapur - 713 209



भारत का नवाचार इंजन
CSIR
The Innovation Engine of India

No. 8/2/2022(1)-Rct.

Dated : 14.02.2025



विज्ञापन संख्या / Advertisement No. 02/2025

(Date of opening of online applications: 14.02.2025)

(Last Date for Submission of online applications: 16.03.2025)

“CSIR/Govt. of India strives to have a workforce which reflects gender balance in support staff for R&D and women candidates are encouraged to apply”

CSIR- Central Mechanical Engineering Research Institute (CSIR-CMERI), Durgapur is a premier Institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. As the only national laboratory dedicated to mechanical engineering, the core mission of the CSIR-CMERI is to conduct research and develop cost effective and value added technologies in mechanical engineering and allied domains. Yet another element of CSIR-CMERI's mission is to contribute significantly to national skill development initiatives for sustainable empowerment. CSIR-CMERI envisages emerging as a global R&D institute having confidence of industries and visibility to society in mechanical engineering sciences and technologies.

CSIR-CMERI is looking for dynamic and competent bright candidates for appointment to the posts of Junior Secretariat Assistant (General / Finance & Accounts / Stores & Purchase) at this Institute. The posts are primarily meant for CSIR-CMERI Hqrs at Durgapur (West Bengal) & CSIR-CMERI Centre of Excellence for Farm Machinery at Ludhiana (Punjab). However, the incumbent shall be liable to be transferred from / to the Institute Centre CSIR-CMERI CoEFM, Ludhiana and vice versa and to any of the CSIR Labs/Instts. including its centres as per the need in public interest. The eligible candidates may apply for the following positions online through the Institute website : www.cmeri.res.in .

Post Code	Name of the posts	No. of posts & reservation status #	Pay Level/ Pay Matrix	Essential Qualification	Upper Age Limit
250201	Junior Secretariat Assistant (Gen)	08 [SC- 02, OBC- 01, EWS- 01, UR- 04]	Pay Level-2, Cell-1 (Total emoluments* approximately Rs. 36,000/- per month.)	10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.**	28 years (Relaxation available to SC / ST / OBC / PwBD/ Ex-SM etc. as per GOI Rules)
250202	Junior Secretariat Assistant (F&A)	04 [OBC- 01, UR- 03]			
250203	Junior Secretariat Assistant (S&P)	04 [SC- 01, OBC- 01, UR- 02]			

Out of the above mentioned 16 posts in total, 01 post is reserved for PwBD-VH and 01 post is reserved for Ex-servicemen.

Job requirement: Candidates are required to provide assistance to the General Administration/ Stores & Purchase/ Finance & Accounts dept. besides any other official work as and when assigned by the Competent Authority.

* Total Emoluments means approximate total emoluments per month on minimum of scale including House Rent Allowance as per rules stationed at Durgapur, West Bengal / Ludhiana, Punjab.

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

Abbreviation: UR: Unreserved, SC: Scheduled Caste, OBC: Other Backward Classes, EWS – Economically Weaker Section, PwBD: Persons with Benchmark Disabilities, VH: Visually Handicapped, w.p.m. – Words Per Minute, KDPH – Key Depression per Hour, Gen: General; S&P: Stores & Purchase; F&A: Finance & Accounts

I. SCHEME / SYLLABUS FOR WRITTEN EXAMINATION & PROFICIENCY TEST AND MODE OF SELECTION FOR JUNIOR SECRETARIAT ASSISTANT (GEN/S&P/F&A):

a) Competitive Written Examination:

There will be two papers (Paper-I and Paper-II) in the written competitive examination. Paper I is qualifying in nature. Proficiency Test (Computer Typing Test) in computer will be taken for those candidates who secure minimum qualifying marks (to be determined by the Selection Committee) in Paper-I. Further, merit list will be prepared based on marks obtained in Paper II for those candidates only, who qualify the proficiency test in computer typing.

Mode of Examination	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	Total 2 hours 30 minutes

Paper – I [Time Allotted – 90 minutes]

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

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

Paper – II [Time Allotted – 1 hour]

Subject	Number of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer.
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer.

➤ **Methodology of resolution of tie in marks between two or more candidates securing equal aggregated marks (as per CSIR Letter No. 5-1(211)/2014-PD dated 30.05.2023) is given below:**

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

b) Proficiency in Computer Typing speed and in using computer:

The medium of Typing Test (Proficiency Test) will be Hindi or English. The candidates will have to opt their medium of Typing Test i.e either English or Hindi in the online Application Form. The choice of medium of Proficiency test given by the candidates in their Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained subsequently.

Candidates opting for English medium should have typing speed of 35 w.p.m. and those opting for Hindi medium should have typing speed of 30 w.p.m. (Time allowed – 10 minutes.). [35 w.p.m. and 30 w.p.m correspond to 10500 KDPH / 9000 KDPH respectively on an average of 5 key depressions 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-CMERI, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-XIII**) to the CSIR-CMERI 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-VI to Annexure-VIII** 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-CMERI.

➤ **Evaluation of Type-scripts of (Proficiency) typewriting test – Nature of Mistakes:** The criteria /methodology of evaluation of Type-scripts of typewriting test / proficiency 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/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 : $\frac{\text{No. of words}}{10} (-) \text{Number of mistakes}$

$$= (320/10) - 3$$

$$= 32 - 3$$

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

II. BENEFITS UNDER COUNCIL SERVICE:

1. The posts carry usual Allowances, such as Dearness Allowance (DA) House Rent Allowance (HRA) and Traveling allowance (TA) etc. at Central Government rates as admissible to the Central Government employees and as made applicable to the employees of Council at Durgapur/ Ludhiana (Class 'Y' City), from time to time.
2. Council employees are also eligible for accommodation of entitled type as per CSIR house allotment rules depending upon availability, in which case HRA will not be admissible.
3. In addition, other benefits such as medical facilities, Leave Travel Concession (LTC) , House Building Advance, etc. are also admissible, as applicable to Council employees.
4. All new entrants will be governed by the 'National Pension System' on defined Contributions as for new entrants recruited in Central Government Services on or after 01-01-2004 and as adopted by CSIR for its employees. However, in cases where the selected candidate is working in Government Departments / Autonomous Bodies / Public Sector Undertakings / Central Universities and had joined the said organization prior to 01.01.2004 and where the Pension Scheme of Government of India is in vogue and the said candidate is presently governed by the said Pension Scheme, then, his pension will be regulated as per provisions of CCS (Pension) Rules, 2021, as amended from time to time by the GOI and as made applicable to the Council Servants.
5. CSIR provides excellent career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020, as amended from time to time.

III. AGE LIMIT AND RELAXATIONS:

1. The minimum age for applying is 18 years as on the last date of submission of online application.
2. The Upper age limit is 28 years. The cut-off date for determining the upper age limit/ qualifications/ experience/ /claim of SC/ST/OBC(NCL)/EWS/PwBD status or any other benefit viz. fee concession, reservation, age relaxation, etc., where not specified otherwise **shall be the last date of submission of online application i.e. 16.03.2025.**
3. Upper age limit is relaxable by **5 years in the case of SC/ST** and by **3 years in the case of OBC** candidates for the posts which are reserved for the respective categories. A person seeking appointment on the basis of reservation to OBC must ensure that he/ she possesses the community certificate and does not fall in creamy layer on the crucial date i.e. last date of submission of online application.
4. **There is no upper age limit for the regular employees working in CSIR Laboratories / Institutes** provided they possess the prescribed qualification on the crucial date. However, no age relaxation is allowed to applicants under employment of Central Government/ State Govt./Autonomous Bodies.
5. As per GOI provisions, age relaxation for **Widows, Divorced Women and Women judicially separated from Husbands, who are not remarried**, the upper age limit is relaxable up to the age of **35 years** (up to 40 years for members of SC/ST 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 at the time of test/examination:
 - i. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - ii. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgement / decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced & current marital status (i.e. she has not remarried since).

6. As per the GOI/CSIR instructions, in case of **Ex-Servicemen(ESM)**, the upper age limit is **relaxable by 03 years** after deduction of the military service rendered from the actual age as on closing date of receipt of online application. In case of Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof, the upper age limit is relaxable by 03 years (by 08 years for members of SC/ST in respect of the posts reserved for them). Detail information/instruction of Ex-servicemen is given at Annexure-I:
7. CSIR/CSIR-CMERI will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified and intimated by the Indenting Departments/Organizations for specific posts,

As per GOI instructions, as amended from time to time, age relaxation of **10 years (Unreserved category)** in the upper age limit [**PwBD (OBC): 13 years & PwBD (SC/ ST): 15 years**] shall be allowed to persons suffering from following benchmark disabilities,: (a) blindness or low vision (b) deaf and hard of hearing (c) loco motor disability or cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) autism, intellectual disability, specific learning disability and mental illness and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness.

The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for persons with disabilities or not, provided the post is identified as suitable for the relevant category of disability. Candidates with benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitle to reservation for Persons with Disabilities. 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 prescribed proforma issued by GOI, as amended from time to time. No Application Fee is payable by PwBD candidates.

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.

8. All statutory categories [SC/ST/OBC(NCL)/PwBD/Ex-Servicemen etc] candidates seeking any kind of relaxation are required to upload the applicable certificate in the prescribed format as the case may be (**Annexure II to XV**) signed by the specified authority valid for appointment to posts under the Central Government. The concerned candidates are also required to produce the applicable certificate in Original at the time of test/examination/document verification (as and when asked for).

N.B: Candidates belonging to **SC/ST/EWS/OBC/PwBD/ESM** may note in respect of the above that their candidature will **remain provisional** till the Certificate of their falling under SC/ST/EWS/OBC/PwBD/ESM 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/EWS/OBC/PwBD/ESM should note that if the verification reveals that their claim to belong to SC/ST/EWS/OBC/PwBD/ESM, 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.

9. **Provision of Compensatory Time and assistance of scribe for Persons with Disability:**

- (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 is allowed, if desired / opted by the candidate.
- (b) For the remaining Persons with Benchmark Disabilities, the provision of scribe will be permitted 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 proforma at **Annexure-XII**.
- (c) The facility of scribe will also be allowed to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be allowed on production of certificate as per **Annexure-IX**.
- (d) **The facility of scribes / passage reader will be permitted to the PwBD/ PwD candidates only if he has opted for the same in the online application form.**
- (e) In case the candidate is allowed the facility of scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The scribe should not be a candidate of this examination. The candidates with benchmark disabilities (PwBD) opting for scribe shall be required to submit details of the scribe as per proforma at **Annexure-XI**. The candidates with disabilities (PwD) eligible for scribe as per Para 9(c) above and opting for scribe shall be required to submit details of the scribe at the time of examination as per proforma at **Annexure-X**. In addition, the scribe has to produce a valid ID proof in original (Aadhar Card, Voter ID Card, PAN Card etc) in original at the time of examination/test. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-XI/ Annexure-X**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.
- (f) If a candidate opts for scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- (g) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 9 (a) 9 (b) and 9 (c) above.
- (h) The candidates referred at Para 9 (a) 9 (b) and (c) above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (i) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- (j) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- (k) The PwBD / PwD candidates who have availed the facility of Scribes/ Passage Reader and / compensatory time must produce relevant documents for the eligibility of scribe / compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

IV. GENERAL CONDITIONS / INFORMATION:

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of receipt of online applications. No enquiry asking for clarification as to eligibility will be entertained.
3. The date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for online application.
4. Date of Birth filled by the candidate in the online application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted for determining the age.
5. 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 receipt of online application.
6. 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.
7. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted.
8. 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.
9. SC/ST/EWS/OBCs, PwBD, ESM, EWS, etc, certificates, as applicable, should be issued by the competent authority in the prescribed format/proforma on the crucial date.
10. Diploma of 3-year duration, acquired after pass 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.
11. **The choice of medium (ENGLISH or HINDI) of Proficiency test given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained subsequently.**
12. Applicants working in Government Departments shall be required to produce a 'No Objection Certificate' from their employer at the time of document verification, failing which their candidature will NOT be considered. The date of such document verification will be intimated in due course. However, such candidates should intimate their employer about their application against the advertisement.
13. The candidate should ensure to submit her/his application complete in all respect along with the required certificates/documents, as attachments, before its submission.
14. Incomplete applications i.e. application without or unclear photograph, unsigned, without application fee, etc. and lack of required testimonials / documents / certificates/ undertaking in support of claims made by the candidates in the Online application form are liable to be rejected as invalid. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.

15. Merely fulfilling the minimum prescribed qualifications will not vest a right in a candidate for being called for Written Test and Proficiency Test or appointment. If on verification either before or after at any of the stages of selection process, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
16. The decision of CSIR-CMERI / CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Written Test and Proficiency Test will be final and binding on the candidates.
17. The number of vacancies indicated against each Vacancy Code is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to the CSIR/Gol instructions prevalent at a given point of time during various stages of selection process.
18. This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable for removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.
19. The individuals recruited shall be placed on probation for a period for two years from the date of joining, which may be extended and curtailed at the discretion of the Appointing Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.
20. No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service: provided that the GOI/ CSIR/ CSIR-CMERI may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
21. The appointment to the post shall be governed by the provisions of the Central Civil Services [Conduct] Rules, 1964, Central Civil Services [Classification, Control and Appeal] Rules, 1965 as amended from time to time and other Service Rules, to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final and binding.
22. The decision of the CSIR-CMERI/ CSIR in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection and conduct of examination/ proficiency test, etc. will be final and binding on the candidates. CSIR-CMERI reserves the right to cancel the advertisement or reserves the right not to fill up the posts without assigning any reason thereof.
23. These posts are local and the normal place of posting is either in CSIR-CMERI Hqrs at Durgapur (West Bengal) or CSIR-CMERI Centre of Excellence for Farm Machinery at Ludhiana (Punjab). However, the incumbent shall be liable to be transferred from / to the Institute Centre CSIR-CMERI CoEFM, Ludhiana and vice versa. Further, the appointees are also liable to be posted in any of the Lab/Institutes of CSIR situated anywhere in India as and when required.
24. Applicants must submit the requisite information asked for and upload the necessary documents viz. Latest Photograph, Signature, left thumb impression, hand-written declaration and the documents in support of 10th / Matriculation certificate (bearing DOB), 10+2/ XII certificate or its equivalent, Category (SC/ ST/ EWS/ OBC(NCL)/ ESM/PwBD/PWD), wherever applicable, NOC from current employer in case of the Applicants working in Government Departments, and/or any other documents, in support of claims made by the candidates in the Online application

25. Persons with Disabilities (PWD) and women candidates fulfilling the eligibility conditions prescribed under this advertisement are encouraged to apply.
26. Candidates shall not be reimbursed / paid any Travelling Allowance / Daily Allowance for appearing for Written test / Proficiency test.
27. CSIR-CMERI reserves the right not to fill up all the posts, if it so desires. The number of vacancies & reservation of posts indicated above may vary i.e. increase or decrease at the time of actual selection.
28. In case candidates could not submit their online application due to failure of server/any technical issue at the last moment, last date will not be extended. Therefore, candidates are advised in their own interest to submit online application well in advance without waiting for the last date of submission of application to avoid the possibility of disconnection/inability or failure to login to the CSIR website on account of heavy load on the website during the closing days.
29. Canvassing in any form and /or bringing in any influence political or otherwise will be treated as a disqualification for the post.
30. Before issue of offer of appointment, all the candidates are required to produce Originals of all documents submitted for document verification along with online application as well as any other documents as may be specified by the CSIR-CMERI/CSIR, failing which their candidature are liable to be rejected.
31. Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive (against the Advt. No. 02/2025) will be hosted on the CSIR-CMERI website only. Hence, applicants are requested to follow the Institute website i.e. <https://www.cmeri.res.in> for updates.
32. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

V. HOW TO APPLY:

1. Applicants working in Government Departments shall be required to intimate to their Department / Office and have to upload 'No Objection Certificate' from their employer while applying, failing which their candidature will NOT be considered. CSIR-CMERI will not accept any person on lien or deputation basis.
2. Eligible candidates are required to apply on-line through CSIR-CMERI website: website i.e. <https://cmeri.res.in> . No other mode of application will be accepted.
3. Online application will be available on CSIR-CMERI website from 14.02.2025 to 16.03.2025.
4. The candidates have to remit **application fee Rs. 500/- (five hundred only)**, which is exclusive of bank transaction charges, through NET Banking/ Debit Card/Credit Card, etc. The online application fee is non-refundable. Scheduled Caste/Scheduled Tribe/Persons with Benchmark Disabilities/Women/ Ex-servicemen/ CSIR Employees are exempted from submission of application fee.
5. Not more than one application should be submitted by any candidate. However, the Candidates may opt for multiple post codes in a single application form. In that case, no separate application fee will be required to be paid and the candidates will have to give their preference for the posts/ Cadres viz. General (Gen), Finance & Accounts (F&A) and Stores & Purchase (S&P) in the Online application. "Allocation of cadre i.e. General, Finance & Accounts and Store & Purchase to the candidates from amongst select panel shall be decided by CSIR-CMERI on merit cum preference".

NB: Not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.

VI. DETAILED GUIDELINES/PROCEDURES FOR (A) APPLICATION REGISTRATION, (B) PAYMENT OF FEES, AND (C) DOCUMENT SCAN AND UPLOAD:

➤ **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION:**

Before applying online, candidates should-

(i) scan their:

- ✓ Latest Photograph [Size (4.5cm × 3.5cm) :
- ✓ signature (with black ink on plain White Paper),
- ✓ left thumb impression (on white paper with black/ blue ink)-)
- ✓ Certificate & Marksheet of 10th / Matriculation level,
- ✓ Certificate & Marksheet of 10+2 / XII or its equivalent,
- ✓ Category certificate [SC/ST/EWS/OBC(NCL), wherever applicable
- ✓ Certificate/documents/undertakings i.r.o. ESM/ PwBD, NOC from current employer(Applicants working in Government Departments; wherever applicable and/or any other required documents (if any)

Multiple documents are required to compile in a single PDF file, before upload

- ✓ A hand written declaration (on a white paper with black ink) –
The text for the hand written declaration is as follows –

“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form are correct, true and valid. I will present the supporting documents in original as and when required.”

(Signature of the Applicant)

- (ii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges (Debit Card/Credit Card/Online Banking/UPI). Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate. THE LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FEES IS : 16.03.2025
- (iii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. **Intimation may be sent to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

A. Application Registration

The following procedures must be strictly followed otherwise it may lead to rejection of application:

2. Candidates have to go to the Institute's website www.cmeri.res.in and click on the option "**APPLY ONLINE**" which will open a new screen.
3. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
4. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application

- form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
5. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
 6. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
 7. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
 8. Candidates can proceed to upload Photo, Signature and the required documents as per the specifications given in the Guidelines for Scanning and Upload of Photograph, Signature, required documents detailed under point "C".
 9. Candidates can proceed to fill other details of the Application Form.
 10. Click on the 'Preview' Tab to preview and verify the entire application form before final submission.
 11. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature, required documents uploaded and other details filled by you are correct.
 12. Click on 'Payment' Tab and proceed for payment.
 13. Click on 'Submit' button.

B. PAYMENT OF FEES:

MODE OF PAYMENT: ONLINE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

C. Guidelines for scanning and Upload of Documents:

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm):

- Photograph must be a recent passport size colour photo.
- Make sure that the photo is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the photograph is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20 kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - o Dimensions 140 x 60 pixels (preferred)
 - o Size of file should be between 10 kb – 20kb
 - o Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - o File type: jpg / jpeg
 - o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height) and File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - o File type: jpg / jpeg
 - o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height) and File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Documents (file type – PDF) in support of DOB, Educational Qualification(s)/, caste/community/disability/ Ex-servicemen, NOC(Applicants working in Government Departments) , etc. (where applicable):

- o Educational Certificates: Certificate & Marksheet of 10th / Matriculation level (bearing DOB) and Certificate & Marksheet of 10+2 / XII or its equivalent, etc. (Size: 20 KB – 500 KB)
- o Category certificate[SC/ST/EWS/OBC(NCL)], (Size: 20 KB – 500 KB)
- o PWD/Ex-servicemen Certificate/ undertakings (Size: 20 KB – 500 KB)
- o NOC from current employer (Applicants working in Government Departments) (Size: 20 KB – 500 KB)

N.B.: Multiple documents, to be uploaded, are required to compile in a single PDF file, before upload

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using "Save As" option in the File menu. Size can be adjusted by using crop and then resize option.

➤ Procedure for uploading the documents:

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration and other required documents.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration / Certificate & Marksheet of 10th / Matriculation, Certificates & Marksheet of 10+2 / XII or its equivalent, caste/ community certificate/ ESM/ PwBD certificates, NOC from current employer (Applicants working in Government Departments) and/ or any other required documents (if any)"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file/ and essential documents has been saved.
- Select the file by clicking on it
- Click the "Open/Upload"
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration and essential documents as specified.

Note:

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration or essential documents, as attached is unclear / smudged, the candidate's application may be rejected.
2. After uploading the Photograph / signature / left thumb impression / hand written declaration/ essential documents in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration or essential documents is not prominently visible, the candidate may edit his/ her application and re-upload the same, prior to submitting the form.
3. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible
7. After registering online candidates are advised to take a printout of their system generated online application forms.

VII. **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, interview 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/ interview 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 the Institute (c) for termination of service, if he/ she has already joined the Institute.

VIII. **OTHER INSTRUCTION TO THE CANDIDATES:**

- The online examination (CBT) will be conducted tentatively in the month of May, 2025.
- (a) DOWNLOAD OF CALL LETTER: Candidates will have to visit the Institute's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
- (b) CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test.
- (c) IDENTITY VERIFICATION: In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof. **Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the

examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/affidavit in original.

- (d) Mobile phones, calculators or any electronic devices are strictly prohibited at the examination venue.
- (e) **BIOMETRIC DATA** – Capturing and Verification: Biometric data (thumb impression) and the photograph of the candidates may be captured at the examination hall at any stage to verify the identity of the candidate. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Candidates are requested to take care of the following points in order to ensure a smooth process:
- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day, if selected.
 - If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
- (f) **PROCESS FOR ARRIVING AT SCORES** - The Scores of Online Examination are obtained by adopting the following procedure: (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers, where applicable. (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores* * Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms. (iii) Test-wise scores and scores on total is reported with decimal point upto two digits.

IX. CENTRE CLAUSES:

- (a) The examination will be conducted online in venues given in the respective call letters.
- (b) No request for change of centre/venue/date/session for Examination shall be entertained.
- (c) Institute, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (d) Institute also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (e) Candidate will appear for the examination at an Examination Centre at his/her own expenses and Institute will not be responsible for any injury or losses etc. of any nature for attending the exam.

NB: The online exam (CBT)/ test will be held in/ around Kolkata. CSIR-CMERI, however, reserves the right to allot any other Centre to the candidate.

In the event of any inconsistency between Hindi and English version, the English version shall prevail

CONTROLLER OF ADMINISTRATION

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- The term “**Ex-servicemen**” will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Service and Posts) Rules, 1979, as amended from time to time and the instructions issued by the Government vide DoP&T’s OM No.36012/3/ 2021-Estt. (Res.II) dated 27.02.2023, which provides, inter-alia, as under :-

“Candidates working in the Armed Forces would become eligible for applying Civil posts only when he completes the prescribed period of Armed Forces Service within a year from the last date of receiving application in connection with Special Recruitment/Examination, etc., prescribed by the Competent Authority. Provided, when selection process takes more than one year, from the last date of receiving of applications, the candidate will not be declared ineligible under Ex-servicemen category only on the ground that he has got himself released from Armed Forces after one year from the last date of receiving of application.”

Such candidates are also required to be in possession of the prescribed certificate and the Undertaking as at Appendix-V(A) and V(B) of the Rules, by the closing date of the application.

- **Explanation: An “ex-serviceman” means a person :**

- a) Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
 - i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or
 - ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - iii) who has been released from such service as a result of reduction in establishment;

or

- b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service;

or

- c) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

- d) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

- e) Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

- A matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group “C” posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.
- **Age relaxation is not admissible to sons, daughters and dependents of Ex- Servicemen. Therefore, such candidates should not indicate their category as ex- servicemen.**
- Ex-Servicemen who have already secured employment in civil side under Government in Group “C” & “D” posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he (hereinafter may be read as “he/ she”) immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date- wise details of applications for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.
- The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
- For any serviceman of the three Armed Forces of the Union to be treated as Ex- Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his (hereinafter may be read as “his/her”) application for the Post/ Service the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.

* * *

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* ofof 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 Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

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

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

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

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

Signature.....

**Designation.....

(With Seal of Office)
State/Union Territory*

Place:.....

Date:.....

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable

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

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

(i) District Magistrate/Additional District Magistrate/Collector/Deputy commissioner/Additional Deputy Commissioner/Deputy Collector/ 1st Class stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides

(V) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note:

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

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ village/town _____ in District/Division belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____ * and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**

Signature _____
Designation _____ \$

Dated:
Seal :

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.
**- As amended from time to time.
\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.
Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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

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

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

Signature

Full Name

Address

Place:.....

Date:.....

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

Income & asset certificate to be produced by Economically Weaker Sections

Certificate No:

Date:

Valid for the year:.....

This is to certify that Shri/Smt./Kumari son/daughter/wife of permanent resident of, Village/Street, Post Office, Territory Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family**is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets**:

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

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

Signature with seal of Office

Name

Designation.....

Recent
passport size
attested
photograph of
the applicant

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

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

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

Form-V
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case 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. _____

Date: _____

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

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____% (in figure) _____percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/thumb impression of the person in whose favour certificate of disability 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 par 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			

Sl. No.	Disability	Affected par of body	Diagnosis	Permanent physical impairment/mental disability (in%)
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)
(Name and Address of the Medical Authority issuing the Certificate)
[See rule 18(1)]

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

Certificate No. _____

Date: _____

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

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

18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

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

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

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate
--------------------	---------------	--

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

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

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

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

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

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of (Vill/PO/PS/District/State), aged..... years, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name) Orthopedic / PMR specialist	(Signature & Name) Clinical Psychologist / Rehabilitation Psychologist/Psychiatrist/ Special Educator	(Signature & Name) Neurologist (if available)	(Signature & Name) Occupational therapist (if available)	(Signature & Name) Other Expert, as nominated by Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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

I, candidate with (nature of disability/condition) appearing for the (name of the examination) bearing Roll No. at (name of the centre) in the District, (name of the state). My educational qualification is

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

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

(Signature of the candidate)
(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

Letter of Undertaking for Using Own Scribe

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

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

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

(Signature of the candidate with Disability)

Place:

Date:

Certificate regarding physical limitation for 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-Orthopaedic specialist/PMR)

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)

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

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

Signature of candidate:
Name:
Roll Number:

Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.) _____ (Rank) _____ (Name) _____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____ .

(Signature of Commanding Officer)
Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, bearing Roll No... ,
appearing for the Document Verification of the Examination,
..... , do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex- Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.)in Group “C” and “D” posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason... in the

office of I hereby undertake that I have submitted the self-declaration/undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have already availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am not eligible for the benefit of reservation provided to ex-servicemen;

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

Signature:
Name:
Roll Number:
Date:
Date of appointment in
Armed Forces:
Date of Discharge:
Last Unit/ Corps:
Mobile Number:
Email ID: