



**CSIR- CENTRAL ROAD RESEARCH INSTITUTE  
DELHI MATHURA ROAD, PO: CRRI  
NEW DELHI – 110025**

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(Website: [www.crridom.gov.in](http://www.crridom.gov.in))

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

**Advertisement No.: CRRI/02/PC/JSA-JST/2025  
TOTAL NUMBER OF VACANCIES: 209**

Commencement of Online Registration/ submission of Online Application /Fee Submission:	22/03/2025 (from 10:00 AM IST)
Last date of Submission of Online Application (Thereafter website link will be disabled)	21/04/2025 (upto 05:00 PM IST)
Date of Written Examination (Computer Based Test )	<b>Tentatively to be held in the month of May/June, 2025.</b> Date(s) will be Notified later on CSIR-CRRI Website. Please visit the CRRI website regularly.
Date of Proficiency test in Computer /Stenography	<b>Tentatively to be held in the month of June, 2025.</b> Date(s) will be Notified later on CSIR-CRRI Website. Please visit the CRRI website regularly
<b>“Hard Copy of Application shall not to be sent to the Office ”</b>	

**ABOUT CSIR AND ITS DELHI BASED LABORATORIES/ INSTITUTES**

**The Council of Scientific & Industrial Research (CSIR)** established in 1942, is an Autonomous body under the aegis of Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India. It is Nation’s premier Scientific Industrial R&D Organization and has a dynamic network of 37 National Laboratories, 39 Outreach Centres, 1 Innovation Complex and three units with a Pan-India presence across the country. There are four constituent laboratories/Institutes of CSIR located in New Delhi namely CSIR-Central Road Research Institute, (CSIR-CRRI), CSIR- Institute of Genomics and Integrative Biology, New Delhi (CSIR-IGIB), CSIR-National Institute of Science Communication and Policy Research, New Delhi (CSIR-NIScPR), CSIR-National Physical Laboratory, New Delhi (CSIR-NPL). The brief introductions of these Laboratories/Institutes are as under:

**CSIR-Central Road Research Institute, New Delhi (CSIR-CRRI)** is a premier research laboratory under the aegis of the Council of Scientific and Industrial Research (CSIR), which is an autonomous body under the Ministry of Science & Technology, Government of India. The major areas of R&D thrust of the institute include basic and applied research in various areas of roads and transportation engineering and technology to provide Science and Technology (S&T) based innovative solutions. These include traffic engineering and road safety, road safety auditing, transportation planning and environment, planning & engineering aspects of rural roads, sustainable transportation for smart cities, intelligent transport system, Environmental Impact Assessment (EIA) studies, bridge engineering and related structures, and highway instrumentation, pavement engineering and materials (rigid, flexible and composite pavements), pavement evaluation, road asset management and deterioration modelling, ground improvement, landslides management and hazard mitigation.

**CSIR-National Physical Laboratory, New Delhi (CSIR-NPL)** is a premier laboratory under the Council of Scientific & Industrial Research (CSIR), and the National Metrology Institute (NMI) created

by an Act of Parliament. Currently, it comprises of six scientific / technical divisions. CSIR-NPL has very active research groups working in the areas of quantum phenomena based metrology, precision measurement relating to engineering materials, electronic materials, nano-science & nanotechnology, thin films & surface science, graphene & carbon nanotubes, environmental pollutants & bio-instruments, cryogenics and instrumentation.

**CSIR-National Institute of Science Communication and Policy Research, New Delhi (CSIR-NIScPR)**, is a premier institute involved in multidisciplinary R&D programmes in the areas (i) Science, Technology, and Innovation (STI) Policy Studies (ii) Techno-Socio-Economic Assessment Studies (iii) Science Communication & Promoting Scientific Temper (iv) Popularization & Dissemination of Science through research journals in different areas of Science and Technology (S&T).

**CSIR-Institute of Genomics & Integrative Biology, New Delhi (CSIR-IGIB)** is a premier Institute of Council of Scientific and Industrial Research (CSIR), engaged in research of national importance in the areas of genomics, molecular medicine, bioinformatics and proteomics.

Applications are invited from Indian nationals to fill up the following Administrative Posts at CSIR-Central Road Research Institute, New Delhi (CSIR-CRRI), CSIR-Institute of Genomics and Integrative Biology, New Delhi (CSIR-IGIB), CSIR-National Institute of Science Communication and Policy Research, New Delhi (CSIR-NIScPR), CSIR-National Physical Laboratory, New Delhi (CSIR-NPL) and CSIR Headquarters, New Delhi:

## 1. DETAILS OF THE VACANCY POSITIONS / QUALIFICATION ETC

### (a) Junior Secretariat Assistant (Gen/F&A/S&P) - Vacancy Code: JSA202501

No. of Posts & reservation status	Classification and Pay Level / Pay Matrix	Essential Qualification	Age Limit*
No. of Posts: <b>177</b> [Category wise break up are given at Sl. No. 2.1 ]	Group C (Non-Gazetted) Pay Level 2 (₹19900 - ₹63200)	10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time.	Not exceeding 28 years

### (b) Junior Stenographer - Vacancy Code: JST202502

No. of Posts & reservation status	Classification and Pay Level / Pay Matrix	Essential Qualification	Age Limit*
No. of Posts: <b>32</b> [Category wise break up are given at Sl. No.2.1 ]	Group C (Non-Gazetted) Pay Level 4 (₹25500 - ₹81100)	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.	Not exceeding 27 years

\* Please see details of age relaxation under Age Relaxation Column.

**Abbreviations** : Gen: General; S&P: Stores & Purchase; F&A: Finance & Accounts

**Note:** The number of vacancies indicated against each Vacancy code is provisional and may increase or decrease at the time of selection.

**Preference for Posts/Cadres/Laboratories/Institutes/HQ:** Candidates have to exercise the option both for cadre and Laboratory/Institute/Headquarters which will be a one-time option in the Online application and will be irrevocable throughout the process of selection. Once the candidate is allocated the cadre and the Laboratory/Institute/Headquarters, he/she will have to abide by the allocation made. The Cadres for the posts of JSA (Gen/F&A/S&P) is maintained locally. Hence, the selected candidates after being allocated Cadre and Laboratory/Institute/Headquarters will be regulated according to the Laboratory/Institute/Headquarters and the Cadre to which he/she is

posted upon selection with regards to seniority, promotion and other service matters. Under no circumstances can seniority, promotion or any other service matter of one candidate be compared vis-à-vis with any other candidate allocated a different Laboratory/Institute/Headquarters or allocated a different Cadre even if posted in the same Laboratory/Institute/Headquarters. Further, it may be noted by the candidates that the final selection will be made as per availability of vacancies in a particular post and/or cadre and/or Lab/Instt./HQ and as per extant GoI reservation policy. Thus, the candidate will not have any claim or right regarding their preferences.

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## 2. DETAILS OF VACANCIES & RESERVATION STATUS OF THE POSTS

2.1 The details of number of posts along with reservation position in various **Delhi based CSIR Laboratories/Institutes and Headquarters** are as under:

S. No.	Name of Labs /Instt.	Post & Cadre	Category wise Break up							
			UR	OBC (NCL)	SC	ST	EWS	Total	PwBD	ESM
I	CSIR- CRRI	JSA (G)	03	02	00	01	00	06	00	01
		JSA (F&A)	01	01	00	00	00	02		
		JSA (S&P)	04	01	00	00	00	05		
		Jr. Steno	01	01	00	00	00	02		
II	CSIR Hqrs.	JSA (G)	25	16	09	04	06	60	03 Posts for (a), (b) & (d)	06
		JSA (F&A)	12	07	04	02	02	27	01 Post for (a)	03
		JSA (S&P)	10	04	02	01	01	18	01 Post for (b)	02
		Jr. Steno	07	05	03	01	02	18	01 Post for (c)	01
III	CSIR-IGIB	JSA (G)	06	02	01	00	01	10	01	02
		JSA (F&A)	04	01	00	00	00	05		
		JSA (S&P)	03	01	00	00	00	04		
		Jr. Steno	03	01	00	00	00	04		
IV	CSIR-NIScPR	JSA (G)	05	03	01	01	01	11	01	00
		JSA (F&A)	04	01	00	01	00	06	00	00
		JSA (S&P)	04	01	01	00	00	06	00	00
		Jr. Steno	03	00	00	00	00	03	00	00
V	CSIR- NPL	JSA (G)	04	02	00	01	00	07	00	00
		JSA (F&A)	03	01	00	00	00	04	00	00
		JSA (S&P)	04	01	01	00	00	06	01	00
		Jr. Steno	04	01	00	00	00	05	01	00
Grand Total			110	52	22	12	13	209**	10	15

**Abbreviations used:** **UR** - Unreserved, **EWS** – Economically Weaker Section, **OBC(NCL)** - Other Backward Classes (Non Creamy Layer), **SC** - Scheduled Castes, **ST** - Scheduled Tribes, **ESM** – Ex-Servicemen, **PwBD** – Person with Benchmark Disability,

- 2.2\*\* Out of the above mentioned **209 Vacancies, 10 posts are reserved for Persons with Benchmark Disability** suffering from not less than 40% of relevant disability and **15 posts for Ex-servicemen**, on production of required documentary evidence from Competent Authority
- 2.3 The suitability of posts for various benchmark disabilities as per 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 for specific posts, is as detailed below:

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

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

### 3. APPLICATION FEE

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

3.2

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

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

### 4. AGE LIMIT AND RELAXATION IN THE UPPER AGE LIMIT

- 4.1 The cut-off date for determining the age, qualifications, claim of SC/ ST/ OBC (NCL)/ EWS/ PwBD status or any other benefit viz. fee relaxation, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for submission of online application i.e. **21.04.2025**.
- 4.2 Permissible relaxation in upper age limit for different categories in accordance with extant Rules/ guidelines of Government of India/CSIR are as under :

Sl. No.	Category	Age-relaxation permissible beyond upper age limit
(i)	Scheduled Caste/Scheduled Tribe (SC/ST)	5 Years
(ii)	Other Backward Classes (OBC-NCL)	3 Years
(iii)	PwBD (Unreserved)	10 years
(iv)	PwBD (SC/ST)	15 years
(v)	PwBD (OBC-NCL)	13 years
(vi)	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date
(vii)	CSIR Departmental Candidates	No age limit
(viii)	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age
(ix)	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST).	Up to 40 years of age
(x)	Any other category	No age relaxation

- 4.3 Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Laboratory/Institute/Headquarters for determining the age and no subsequent request for change will be considered or granted. Date of birth should be supported with High School or Higher Secondary or Secondary School Certificate or extracts from Birth Register.
- 4.4 SC/ST/OBC(NCL)/EWS/PwBD/Ex-servicemen candidates are required to upload a copy of the certificate in the prescribed format as the case may be (**Annexure-I , II, IV, V, X,XI & XII**) signed by the specified authority valid for appointment of posts under the Central Government. In addition, the OBC(NCL) candidates have to submit a declaration as per **Annexure III**.
- 4.5 The persons claiming age relaxation under sub-para 4.2 (viii) & (ix) above, would be required to produce following documentary evidence:
- In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- 4.6 The cut-off date for determining the age, qualifications, claim of SC/ ST/ OBC(NCL)/ EWS/ PwBD status or any other benefit viz. fee relaxation, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for submission of online application.
- 4.7 The benefit of reservation under EWS category will be regulated as per DoPT OM No. 36039/1/2019-Estt.(Res.), dated 31.01.2019 and any other GoI instructions applicable in this regard, at the time of last date of submission of application.
- 4.8 Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for submission of application for the post. Income & Asset Certificates issued subsequent to the crucial/cut-off date and for the later Financial Year shall not be accepted. Further, Family Gross Annual

Income shall be computed for the financial year prior to the year of last date of submission of online application.

- 4.9 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim SC/ ST/ OBC(NCL)/ EWS/ PwBD/ ESM status or avail any other benefit.
- 4.10 Relaxation in case of Ex-servicemen will be applicable as per provisions of CSIR/GoI, issued from time to time. 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 fulfill 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.
- 4.11 Age relaxation is not admissible to sons, daughters and dependents of Ex- Servicemen. Therefore, such candidates should not indicate their category as ex- servicemen.

## **5. SCHEME OF EXAMINATION, SYLLABUS AND BREAK UP OF MARKS**

### **5.1 Selection Procedure & Scheme of Examination, Syllabus and Break up of Marks for the post of Junior Stenographer**

- a. **Selection Procedure:** The selection will be made based on the merit list of Competitive Written Examination and Proficiency Test in Stenography which is qualifying in nature. The details of scheme of written examination are as mentioned below

#### **b. Scheme of Competitive Written Examination for Junior Stenographer post:**

Mode of Examination	OMR Based or Computer Based Objective type multiple choice examination
Medium of Question	The questions will be set in both English and Hindi except the questions on English Language
Standard of Exam	10+2/Class XII
Total No. of Questions	200
Total time Allotted	2 hours (2 hours and 40 mins. for candidates eligible for scribe)

Competitive written exam for the post of Junior Stenographer will consist only of one paper with three parts as per details below:

Subject	No. of Questions	Maximum Marks	Negative Marks
General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
General Awareness	50	50	0.25 marks is deducted for every wrong answer
English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer



- c. **Proficiency test in stenography:** The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in their application form) at the speed of 80 w.p.m. The transcription time is as follows:

S.No.	Language of skill test	Time Duration (in minutes)	Time Duration (in minutes) for candidates eligible for scribe
1.	English	50	70
2.	Hindi	65	90

d. **Preparation of Merit List :**

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

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

- e. **Sequence/Order of conducting Competitive Written Examination and Proficiency Test in stenography:** The sequence/order of conducting the Proficiency Test in stenography followed by a competitive written examination or vice versa will be decided by the Selection Committee and the same will be notified through the website of CSIR-CRRI for information of all concerned.

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

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

**5.2 Selection Procedure & Scheme of Examination, Syllabus and Break up of Marks for the post of Junior Secretariat Assistant (Gen/F&A/S&P)**

- a. **Selection Procedure:** The selection will be made based on the merit list of Competitive Written Examination and Proficiency Test in computer typing which is qualifying in nature. The eligible shortlisted candidates will be called for Competitive Written Examination.
- b. **Scheme & Syllabus of Competitive Written Examination for the post of Junior Secretariat Assistant [Gen/F&A/S&P]:**

For these posts, there will be two papers (paper I and Paper II). The Paper II will be evaluated for only those candidates who secure the minimum threshold marks (to be determined by Selection Committee) in the paper I. Paper-I is qualifying in nature. Merit list will be prepared based on marks obtained in Paper – II.

Mode of Examination	OMR Based or Computer Based Objective type multiple choice examination
Medium of Question	The questions will be set in both English and Hindi except the questions on English Language
Standard of Exam	Class XII
Total No. of Questions	200
Total time Allotted	2 hours and 30 minutes

**Paper-I (Time allotted- 90 minutes)**

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

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

**Paper-II (Time allotted- 1 Hour)**

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

- c. **Proficiency Test in Computer:** English Typing @ 35 w.p.m and Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes 35 / 30 w.p.m. correspond to 10500 / 9000 KDPH on an average of 5 key depression for each word. All the candidates who will be shortlisted by the Selection Committee based on their performance in Competitive Written Examination will be called for the Proficiency/Typing Test in Computer.
- d. **Preparation of Merit List:**
- I. Proficiency Test in Computer is qualifying in nature.
  - II. Paper-I of the Written Examination is also qualifying in nature. The Selection Committee will fix the minimum cut-off marks in Paper-I.
  - III. Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-I.
  - IV. The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper-II.
- e. **Sequence/Order of conducting Competitive Written Examination and Proficiency Test in Computer:**
- The sequence/order of conducting the Proficiency Test in Computer followed by a competitive written examination or vice versa will be decided by the Selection Committee and the same will be notified through the website of CSIR-CRRI for information of all concerned.
- f. **Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Junior Secretariat Assistant (Gen/F&A/S&P):**
- i. Candidate with lesser negative marks in the Paper-II 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.

**6. EVALUATION**

- 6.1 Tentative Answer Keys of the Computer Based Examinations will be made available to the candidates through website of CSIR-CRRI, after the Examination. Candidates may go through the answer key and



submit online representation within the time limit and represent on payment of Rs.100/- per question, which is non-refundable. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the Answer keys will be scrutinized before finalizing the answer keys and the decision of the CSIR-CRRI, in this regard will be final.

- 6.2 There shall be no provision for re-evaluation/re-checking of the scores at any Stage of the examination. No correspondence in this regard shall be entertained.
- 6.3 The formula for error calculation will be notified later on CSIR-CRRI Website.
- 6.4 Marks scored by the candidates in examinations, if conducted in multiple shifts, will be normalized by using a formula and such normalized scores will be used to determine the final merit and cut off Mark. The formula will be as per CSIR rules and will be notified subsequently through website of CSIR-CRRI.

## **7. EXAMINATION CENTRE**

- 7.1 **Examination Centre:** All the examinations (Paper I and Paper II) & Proficiency Test in Computer Typing for the posts of Junior Secretariat Assistant (Gen/F&A/S&P) and single paper written examination & Proficiency test in stenography for the posts of Junior stenographer will be held at various locations of Delhi NCR, which will be Notified on CSIR-CRRI website in due course of time.

## **8. TERMS AND CONDITIONS**

### **8.1 Benefits under Council Service:**

- a. The above posts carry Pay and Allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), etc., as admissible to Central Government employees at the place of posting 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 above, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, House Building Advance etc., are available to Council employees, as per CSIR rules issued from time to time.
- c. The posts will be governed by the New Pension System applicable w. e. f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, as per rules.
- d. CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.

### **8.2 General Conditions and information:**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfil 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 submission of online applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed educational qualifications should have been obtained from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of submission of online application i.e. **21.04.2025**.
- c. The candidate should mention in the application all the qualifications in the relevant column over and above the minimum prescribed qualification, supported with documents.

- d. Merely fulfilling the minimum prescribed qualifications will not vest a right in a candidate for being called for Written Exam (CBT) 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.
- e. 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.
- f. All applicants must ensure to upload scan pdf copy of original documents of the relevant certificates i.e. proof for Date of Birth certificate (Matriculation or equivalent certificate for age proof), educational qualification, caste certificate, EWS certificate etc., if applicable, along with online application, failing which application will not be considered. Incomplete applications or applications without uploading the scan pdf copy of original certificates/documents, requisite application fee are liable to be rejected.
- g. In case of qualification equivalent to essential qualification, the candidates are required to ensure that the degrees/diploma/certificates produced by them in support of essential qualifications are issued by UGC/AICTE recognized universities/institutes/boards in case if at any later stage it is found that the Diploma/Degree/Certificate has been issued from an unrecognized institute/university/Boards, the candidacy or appointment will be liable to be rejected or cancelled, respectively as per extant rule provisions applicable.
- h. 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 uploaded/produced.
- i. The date of determining the upper age limit, qualifications, etc., shall be the last date of submission of online applications i.e. **21.04.2025**.
- j. The medium of Proficiency Test of Typing Test / Stenography Test will be the same (Hindi /English) as opted in the Online Application Form. **The medium once opted in online application form cannot be changed at later stage.** Therefore, this option should be chosen carefully.
- k. 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 Exam (CBT) /Proficiency Test in Typing/Stenography or even at the subsequent stages of the recruitment process.
- l. It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate that he/she belongs to the SC/ST/OBC(NCL)/EWS/PwBD is false OR it reveals that the claim of the candidate that he/she belongs to the non-creamy layer (for OBC-NCL) 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.
- m. No travelling allowance will be paid to candidates to appear for Written Exam (CBT) or Proficiency Test in Computer Typing or Stenography.
- n. The selected persons should be ready to serve anywhere under the administrative control of the Joint Secretary(Admn.), CSIR or the Director of the respective laboratory/Institute where they get selected and they can be transferred to any of the Labs/ Institutes of CSIR anywhere in India as and when the need arises.
- o. 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.

- p. Applicants must disclose as to whether any of their close or blood relatives are employees of 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.
- q. The Competent Authority, CSIR-CRRI 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.
- r. The decision of the Competent Authority, CSIR-CRRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Written Exam (Computer Based Test), Proficiency test in Computer Typing/Stenography will be final and binding on the candidates.
- s. **Candidates have to exercise the option both for cadre and Laboratory/Institute/Headquarters which will be a one-time option at the time of filling up of the application form and will be irrevocable throughout the process of selection. Once the candidate is allocated the cadre and the Laboratory/Institute/Headquarters, he/she will have to abide by the allocation made.**
- t. The Cadres for the posts of JSA (Gen/F&A/S&P) is maintained locally. Hence, the selected candidates after being allocated Cadre and Laboratory/Institute/Headquarters will be regulated according to the Laboratory/Institute/Headquarters and the Cadre to which he/she is posted upon selection with regards to seniority, promotion and other service matters.
- u. Under no circumstances seniority, promotion or any other service matter of one candidate can be compared vis-à-vis with any other candidate allocated a different Laboratory /Institute /Headquarters or allocated a different Cadre even if posted in the same Laboratory/ Institute/ Headquarters.
- v. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.
- w. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- x. Any further information regarding this advertisement like date, time and venue of tests, addendum/ corrigendum or any variation in the number of post/ cancellation of post etc., will be made available through CSIR-CRRI website [www.crridom.gov.in](http://www.crridom.gov.in) ONLY. Therefore, candidates are advised to keep visiting regularly the website of the Institute [www.crridom.gov.in](http://www.crridom.gov.in).
- y. As the scrutiny of applications will be done on the basis of information furnished in the Online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and CSIR-CRRI will NOT be responsible for any of the consequence of furnishing such wrong/false information.
- z. **Incomplete online applications in any respect (i.e. without uploading signature, photograph requisite educational qualification documents, application fee, if applicable etc.) will not be entertained and is liable to be summarily rejected.**
- aa. The decision of the Competent Authority, CSIR-CRRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test etc. will be final and binding on the candidates. The Competent Authority, CSIR-CRRI has a right to amend, delete and add terms and conditions to this advertisement.
- bb. This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature

may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.

- cc. Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- dd. 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. Further they are also requested to upload original copy of NOC issued by their employer while filling up the online application along with other documents.
- ee. 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 is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.
- ff. **Document Verification (DV):** Before issue of offer of appointment, all the candidates are required to produce Original Documents submitted along with copy of online application from as well as any other documents as may be specified by the respective CSIR Laboratory/Institute/Headquarters, failing which their candidature is likely to be rejected.
- gg. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

## 9. INSTRUCTION TO THE CANDIDATES

- a. CSIR-CRRI will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination (CBT) and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification. Candidates may also note that they would be required to submit their certificates/documents of Essential Qualifications/caste/category, etc. as and when sought by the CSIR-CRRI. After scrutiny of the certificates/documents in support of Essential Qualifications/ caste/relaxation etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.
- b. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. **Printout/Hardcopy of the online Application Form is not required to be sent to CSIR-CRRI.**
- c. Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the CSIR-CRRI through e-mail.
- d. Admit Card for all stages of examination will be issued online on CSIR-CRRI website. Candidates are therefore advised to regularly visit the website of CRRI ([www.crridom.gov.in](http://www.crridom.gov.in)) to download admit card/hall ticket.
- e. Information about the Examination (CBT) indicating the time table for the candidates will be uploaded on the websites of CSIR-CRRI about tentatively one week before the date of examination. If any candidate does not find his detail on the website, one week before the date of examination, he must immediately contact the Office with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.
- f. Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to CSIR-CRRI. Facility to download Admit Card/Hall Ticket will be made available 3-7 days before the examination on CSIR-CRRI website. Candidate must bring printout of the Admit Card/Hall Ticket to the Examination Hall.

- g. In addition to the Admit Card/Hall Ticket, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card, such as: Aadhaar Card/ Printout of E-Aadhaar, Voter's ID Card, Driving License, PAN Card, Passport, ID Card issued by University/ College/ School, Employer ID Card (Govt./ PSU), Ex-serviceman Discharge Book issued by Ministry of Defence. Any other photo bearing valid ID card issued by the Central/ State Government. If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admit Card/Hall Ticket and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
- h. PwBD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.
- i. Any other document mentioned in the Admit card/Hall Ticket shall also be carried by the candidates while appearing in the Examination (CBT). Applications with blurred signature/ no signature/miniature signature, fee not received/ incomplete application etc. will be rejected. The application module has been designed to capture live photograph of the candidate filling up the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with full frontal view. In case the photograph captured is not as per acceptable specimen, the candidates are advised to recapture the photograph. Applications with photographs not in accordance with the acceptable specimen are liable to be rejected. The appearance of a candidate in the examination should be as per the photograph in the application form.

## **10. GUIDELINES FOR PERSONS WITH DISABILITIES INCLUDING USE OF SCRIBE**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their own cost during the examination/proficiency test, with prior approval of CSIR-CRRI. In all such cases where a scribe is allowed, the following rules will apply:

- 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 by the candidate (**Annexure-VI**).
- b. In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate at the time of examination 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-VI & Annexure -VII**.
- c. The facility of scribe will also be allowed to PwBD 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-VIII and Annexure-IX**.
- d. The facility of scribe/ passage reader will be allowed to a PwBD candidate only if he/she has opted for the same in the online application form. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.
- e. The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination.
- f. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- g. The scribe may be from any academic stream.



- h. The candidates with benchmark disabilities (PwBD) allowed for own scribe shall be required to submit the details of the own scribe, before the examination as per **Annexure-VI, Annexure- VII, Annexure- VIII and Annexure-IX**, as applicable and detailed at Para 10 (b) & 10 (c) above and submit the originals on the day of examination. In addition, the scribe has to produce a valid ID proof [as per list given at Para-9(c)] in original 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 relevant Annexures mentioned above. 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.
- i. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- j. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- k. **Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.**
- l. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based. It shall not be possible for the CSIR-CRRI to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- m. 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.
- n. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

## **11. OTHER CONDITIONS**

- a. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- b. Decision of the Competent Authority, CSIR-CRRI in all matters relating to recruitment, eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard by CSIR-CRRI.
- c. The responses (answers) of individual candidates will be analyzed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the competent authority in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/ valid, the **Competent Authority**, CSIR-CRRI reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- d. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the CSIR recruitment process in the future. If such instances



go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

- e. **Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for posts/cadres/CSIR Laboratories/Institutes/ Headquarters etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CSIR-CRRI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the application form.**
- f. Online applications once registered will not be allowed to be withdrawn and/or the application fees once paid will not be refunded nor be held in reserve for any other examination.
- g. **CSIR-CRRI** will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The Original certificates/documents in support of their Educational Qualifications and Caste / Category, etc. shall be sought at the time of Document Verification by respective Laboratories / Institutes/ HQ. Physical and Medical standards Examination will be taken up by respective Laboratories /Institutes/HQ after the declaration of result. Candidates may also note that they would be required to submit their certificates / documents of Essential Qualifications / caste / category, etc. as and when sought by the User Department/ Organization. After scrutiny of the certificates / documents of Essential Qualification/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

## **12. BIOMETRIC DATA – CAPTURING AND VERIFICATION**

Biometric data (thumb impression) and the photograph of the candidates may be captured at the examination hall at every stage of selection process 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 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 bring to the notice of the concerned authority in the test Centre.

## **13. HOW TO APPLY**

- a. Eligible candidates are required to apply ONLINE only through CSIR-CRRI website. The link for ONLINE APPLICATION will be available on CSIR-CRRI's website from **22.03.2025 (from 10:00 AM) to 21.04.2025 (till 05:00 PM)**. Thereafter, the Online link will automatically get disabled. **No other mode of application will be accepted.**
- b. Candidates are advised to submit Online Application Form well in advance, without waiting for the last date/time to apply. CSIR-CRRI 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/- through NET Banking/Debit Card/Credit Card/UPI, for each post code by clicking the link provided in the online application through SBI e-Pay (direct link will be available in online application). The candidates belonging to SC/ST/PwBD/Women / ESM category are exempted from submission of application fee. On making payment, the receipt generated should be uploaded along with the scan copy of the original certificates/documents.
- e. After submission of ONLINE APPLICATION(s), Applicants shall print the computer generated application(s). **Applicants do not need to send the hard copy of the duly filled application form to CSIR-CRRI.** They only need to keep the duly filled application form in their record for reference and future communication with respective CSIR Laboratory/Institute/HQ.
- f. 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.
- g. Applications from employees of Central Government, State Government, Autonomous Bodies, etc., will be considered only if No Objection Certificate (NOC) is uploaded which should be certified by the employer that the employer has no objection to the candidate in applying for the posts advertised by CSIR-CRRI and 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 NOC.
- h. Not more than one application should be submitted by any candidate for each post code. **In case of multiple applications for each post code, the candidature of the candidate(s) will be summarily rejected/cancelled** and the application fee paid for multiple registration(s)/application will stand forfeited.
- i. Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the CSIR-CRRI website on account of heavy load on the website during the closing days.
- j. Once the candidate has been allotted his first available preference, as per his merit, he will not be considered for any other option. **Candidates are, therefore, required to exercise preference of Post/Cadre/Laboratory/Institute/Headquarters very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and is/will be IRREVERSIBLE.** Subsequent request for change of allocation/ service by candidates will not be entertained under any circumstances/ reasons.

## 14. GUIDELINES FOR ONLINE APPLICATION

### DETAILED GUIDELINES/PROCEDURES FOR

#### A. APPLICATION REGISTRATION

#### B. PAYMENT OF FEES

### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

#### (i) Scan their:

→ **Latest Photograph (Size: 10 kb to 200 kb)** The candidates should ensure that the photograph captured is clear, without cap or spectacles/goggles, and with full frontal view.

**(Application with blurred/fake/fabricated photograph shall be summarily rejected)**

→ **Signature (with blue/black ink on plain White Paper), (Size: less than 04 kb to 30 kb)**  
(Signature in CAPITAL LETTERS will NOT be accepted.)

#### (ii) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee (Debit Card/Credit Card/Online Banking/UPI).**

- (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 Admit Card/Hall Ticket 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.

1. Candidates have to go to the CRRI's website [www.crridom.gov.in](http://www.crridom.gov.in) and click on the option "APPLY ONLINE" which will open a new screen of Application Portal.
2. To register application, click on "NEW REGISTRATION " and verify Email-Id by entering OTP.
3. Fill the Registration Form. After online registration, the system will generate a unique **Registration Number and Password** sent on registered email of candidate. Candidate(s) must keep the unique **Registration Number and Password** for future reference.
4. Candidates can proceed to fill other details of the Application Form. 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**.
5. Candidate(s) must upload relevant documents/certificates/testimonials along with their recent coloured photograph and signature as specified therein. Further, candidate(s) must pay the online application fee, if applicable. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials.
6. Click on the 'Preview' button to preview and verify the entire application form before FINAL SUBMIT.
7. Click on 'Final Submit' button to submit the online application form.
8. Candidate(s) must keep the printout of the application which can be downloaded by clicking on "Confirmation Page".
9. Eligibility of candidate(s) will be based on the details provided by the candidate in the online application form. Hence, it is necessary that candidate(s) should furnish only correct/accurate, complete and valid information in the online application form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false/invalid information will lead to rejection of the candidature/application.
10. In case of any difficulty in filling up the online application form, the candidates are advised to contact the **Helpline No. 9741158410 (from 09:30 AM to 06.00 PM, except Sundays and public holidays)**

**B. PAYMENT OF FEES (ONLINE MODE) :**

The application form is integrated with the payment gateway and the payment process can be completed by the following Instructions:

1. **The online application fee is ₹ 500/- (Rupees Five hundred only) which is exclusive of GST and processing fees / transaction charges.** The online application fee is non-refundable.
2. Women/SC/ST/PwBD/Ex-Servicemen are exempted from paying the online application fee.
3. The online application fee must be paid through the payment gateway integrated with the online application system. Payment of online application fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidate(s).
4. The payment can be made by using Debit Cards, Credit Cards, Internet Banking, UPI.
5. After making your payment, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER OF THE BANK. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE/PAYMENT FAILURE. CSIR-CRRI WILL NOT BE RESPONSIBLE FOR PAYMENT FAILURE / DOUBLE PAYMENT.
6. On successful completion of the transaction, an e-Receipt will be generated.

7. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Registration Number and Password and repeat the process of payment.
8. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details, if applicable. Please note that if the same cannot be generated, online transaction may not have been successful.
9. 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.
10. To ensure the security of your data, please close the browser window once your transaction is completed.

**Note:**

- (1) After uploading the Photograph and signature, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) 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. If the photo and signature is not uploaded at the place of Photo & singature, Admission for Examination will be rejected/denied. Candidate himself/herself will be responsible for the same.
- (3) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (4) After successfully submitting the online application form, the candidates are advised to take a printout of their “**Confirmation Page**” for future reference.

#### **15. 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 –

- a. using unfair means or
- b. impersonating or procuring impersonation by any person or
- c. 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
- d. resorting to any irregular or improper means in connection with his/ her candidature or
- e. obtaining support for his/ her candidature by unfair means, or
- f. 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:
  - (i) to be disqualified from the examination for which he/ she is a candidate
  - (ii) to be debarred either permanently or for a specified period from any examination conducted by the CSIR
  - (iii) for termination of service, if he/ she has already joined the Institute.
- g. The Competent Authority, CSIR-CRRI may also report the matter to Police/ Investigating Agencies, as deemed fit and the Competent Authority may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

#### **16. CHECK LIST OF THE DOCUMENTS TO BE UPLOADED WHILE FILLING UP ONLINE APPLICATION:**

- a. Scan Copy of Recent Colour Passport Size Photograph & Signature.

- b. Scan copy of Matriculation/ Birth Certificate or equivalent certificate **(in original)** indicating Name and Date of Birth. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/ mismatch in name/ variation in name of candidate/ parents (if applicable).
- c. Scan copy of educational qualification certificates and/or marksheet etc. **(in original)**
- d. Scan copy of caste/category certificate, Income & Asset certificate (for EWS), PwBD certificate and other applicable certificates **(in original)** in the prescribed Government of India format signed by the specified authority, if applicable
- e. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- f. Scan copy of full Discharge book & valid Ex-Servicemen certificate, (in original) if applicable.
- g. Copy of the judgment/decreed from the appropriate court of law for widow, divorced, or judicially separated women, to verify the status of divorce or judicial separation, if applicable. Additionally, an affidavit confirming that such candidate has not remarried.
- h. In case of candidates already in government service, scanned copy of NOC **(in original)** issued from current employer.
- i. Any other documents in support of the claim made in the application, as applicable.

**Note:** Candidates are cautioned not to furnish any incomplete, false or misleading information or upload any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC(NCL)/EWS/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-CRRI 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.

#### **DISCLAIMER**

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

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

**HINDI VERSION FOLLOWS**

**Sd/-**

**Senior Controller of Administration  
CSIR-CRRI, New Delhi**



**Performa - I**

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

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

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

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab 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) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ 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)
- (vi) 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. 36012/22/93Estt. (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 & ASSEST 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).

Recent passport size  
attested photograph  
of the applicant

Signature with seal of Office.....  
Name.....  
Designation.....

\*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-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. \_\_\_\_\_

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:

(B)

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

(C) 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



**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 in an examinee to write**

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

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

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

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

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

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

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

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

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

Signature of medical authority

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

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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

I \_\_\_\_\_, candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre ) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the state). My educational qualification is \_\_\_\_\_. 1. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination. 2. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate)

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

Place:

Date:

## Form-V

## Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)  
[See rule 18(1)]

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

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

Certificate No.....

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

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness (Please tick as applicable)

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature 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-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 par 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

(Signature and seal of 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 certificate 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 TO BE 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-Serviceman (Re-employment in Central Civil Services and Posts) Rules. 1979 as amended from time to time

Place: .....

Date: .....

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

SEAL

% . Delete the paragraph which is not applicable.

## B. Form of Certificate for Serving Personnel

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

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

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

3. no disciplinary case is pending against him.

Place: .....

Date: .....

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

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

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

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

Place:

Date:

Signature and Name of Candidate

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

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

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

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

Place:

Date:

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