



**CSIR-CENTRAL BUILDING RESEARCH INSTITUTE**  
(Council of Scientific & Industrial Research)  
**ROORKEE - 247 667**  
(Website : [www.cbri.res.in](http://www.cbri.res.in))



### **Advertisement No: CSIR-CBRI-8/2025**

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

**Commencement of Online Application: 10.05.2025 (05:30PM)**

**Last date of submission of Online Application: 25.05.2025(05:30PM)**

<https://cbri.res.in/notifications/recruitments>

**Tentative schedule for conduction proficiency test/ written examination**

Date of open the Portal for publication of online applications	10.05.2025 (05:30 PM)
Date of closing the Portal for submission of online application	25.05.2025 (05:30 PM)
Tentative Date of conducting the Proficiency test	08.06.2025
Tentative Date of conducting the written examination	22.06.2025

The CSIR-Central Building Research Institute (CSIR-CBRI) 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 CSIR-CSIR is looking for sincere, enthusiastic and dedicated individuals and invites applications from Indian nationals to fill up the following Administrative Posts at CSIR-CBRI, Roorkee:

#### **Description of the post(s):**

Post Code No.	Name of the Post	Total Posts*& Reservation category#	Pay Level in Pay Matrix	Upper Age Limit as on 25.05.2025
JST254	Junior Stenographer	<b>05 Posts</b> [UR-05] {out of these posts 01 post is to be filled up from ESM}	Pay Level 4 (₹25500- ₹81100)	27 Years

**Note1** : The crucial date for determining the upper age limit, minimum educational qualification etc. shall be the closing date for submission of online applications i.e. **25.05.2025**.

**Application Fees:** Rs.500/- for UR/OBC/EWS. The candidates belonging to SC/ST/PwBD/ Women/ ESM category are exempted from submission of application fee.

**Abbreviations used:** **UR**-Unreserved, **EWS**-Economically Weaker Section, **OBC**-Other Backward Classes, **SC**-Scheduled Castes, **ST**- Scheduled Tribes, **ESM**-Ex-Servicemen, **PwBD**- Person with Benchmark Disability.

## **Junior Stenographer**

### **1. Minimum Educational Qualification:**

10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.

**Note:** In respect of the equivalent clause, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce an order/letter in this regard, issued by the Competent Authority, indicating the authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected. The decision of the CSIR-CBRI with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.

### **2. Selection Procedure:**

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

The selection will be made based on the merit list of Competitive Written Examination. The Proficiency Test in Stenography is qualifying in nature. These tests will be conducted for only those candidates who are shortlisted by the duly constituted Selection Committee. The details of scheme of written examination are as mentioned below:

#### **Scheme of Competitive Written Examination:**

<b>Mode of Examination</b>	OMR based or computer based objective type Multiple choice Examination
<b>Medium of Questions</b>	The question will set both in English and Hindi except question on English Language
<b>Standard of Exam</b>	10+2/XII
<b>Total No. of Questions</b>	200
<b>Total time allotted</b>	2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only one paper with 03 parts as detailed below:

Part	Subject	No. of question	Maximum marks	NegativeMarks
I	General Intelligence & Reasoning	50	50	0.25 marks will be deducted for every wrong answer
II	General Awareness	50	50	0.25 marks will be deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks will be deducted for every wrong answer

#### **Proficiency Test in Stenography:**

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

Sl. No	Language of Skill Test	Time Duration (In minutes)	Time Duration (In Minutes) for the candidates eligible for scribe
I	English	50	70
II	Hindi	65	90

### **Evaluation of Transcripts of Stenography Test:**

#### **NATURE OF MISTAKES:**

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

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

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

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

#### **NOTE:**

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

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

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

#### **Percentage of ignorable mistakes allowed**

The Percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under:

- 7% - In case of Unreserved.
- 10% - In case of all reserved categories (ESM & PwBD, if any, etc.)

#### **Preparation of Merit List:**

- a. **The proficiency test will only be qualifying in nature.**
- b. The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination.
- c. 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.

**Sequence/Order of conducting Competitive Written Examination and Proficiency Test in stenography:**

The Decision regarding the sequence/order of conducting the Proficiency Test in stenography followed by a competitive written examination or vice versa will be taken by the Selection Committee.

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

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

**Indicative Syllabus:**

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

**General information and conditions: -**

**1. Benefits under CSIR Council Service:-**

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.

In addition to the emoluments indicated above, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, etc., are available as per rules of CSIR.

The selected candidates will be governed by the "National Pension Scheme" based on defined contributions as adopted by CSIR for its employees.

CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.

## **2. Age Relaxation:-**

- a. There is no age limit for CSIR departmental candidates for the post of Junior Stenographer provided they possess the prescribed qualification. CSIR departmental candidates mean the Permanent CSIR Employees only and not the temporary/contractual/project staff etc.
- b. There is no provision for relaxation of age limit for employees of Central Government/ State Government/ Autonomous bodies, etc. for the post of Junior Stenographer.
- c. 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.
- d. Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R. 757 (E), issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time.
- e. 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.
- f. SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DOPT OM No. 36011/1/98-Estt. (Res), dated 01.07.1998 and they are treated at par with general candidates in respect of their selection. However, application Fee Exemption is applicable for SC/ST candidates in such cases.
- g. The candidates belonging to the reserved category of SC/ST/OBC/EWS must submit along with their applications, a self-attested photocopy of the certificate which should be in the prescribed form issued by the Competent Authority Empowered to issue such Certificates (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders.
- h. The SC/ST/OBC/EWS Certificates should be only in the prescribed Government of India formats. The Certificates in any other format will not be acceptable. Candidates seeking reservation as SC/ST/OBC in the prescribed format from the competent authority, should indicate clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/ town the candidate is ordinarily a resident of.
- i. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce latest Income and Asset Certificate in the prescribed format issued by the Competent Authority. For information and compliance, the prescribed formats for producing SC/ST/OBC/EWS Certificate referred to above are enclosed as Annexures in this advertisement

- j. The upper age limit is relaxable up to the age of 35 years for Widowed, divorced women and women judicially separated from their Husbands and who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence.
- k. In case of widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
- l. 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 that they have not remarried since.
- m. **Age relaxation to Persons with Benchmark Disabilities (PwBDs):**

Age relaxation of 10 (Ten) years in upper age limit shall be allowed to persons suffering from the benchmark disabilities as per GOI instructions:

### **3. Provision of Scribe and/or Compensatory time for (i) Persons with Benchmark Disability, and (ii) Persons with less than 40% Benchmark Disability and having difficulty in writing**

(a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.

(b) In the case of other category of persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per Annexure enclosed.

(c) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification OM No. F.No. 29-6/2019-DD-III dated 10.08.2022, persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. **persons having less than 40% disability and having difficulty in writing**, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per Annexure enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:

- (i) Chief Medical Officer / Civil Surgeon / Chief District Medical Officer - Chairperson
- (ii) Orthopaedic / PMR specialist
- (iii) Neurologist, if available\*
- (iv) Clinical Psychologist / Rehabilitation Psychologist / Psychiatrist / Special Educator
- (v) Occupational therapist, if available\*
- (vi) Any other expert based on the condition of the candidate as may be nominated by the Chairperson

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

(d) The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the CSIR-CBRI. Appropriate choice in this regard will have to be given by the

candidate through email to 'recruitment@cbri.res.in', whenever such need arises.

(e) In case the candidate opts for a scribe, the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination. The scribe should not be a candidate of this examination.

(f) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Annexure enclosed. In addition, the scribe has to produce a valid ID proof in original (Aadhar Card, Voter ID Card, PAN Card, etc.) at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma as per Annexure enclosed. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims related thereto.

(g) A compensatory time of 20 min per hour of examination will be provided to the persons who are allowed use of scribe as described above. The candidates referred to at preceding sub paras (b) and (c), who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

(h) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

(i) Partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the examination hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the examination hall.

(j) The PwBD candidates who have availed the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination

#### **4. Other Conditions:-**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfil all the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications i.e. **25.05.2025 upto 5:30 PM**. They are advised to satisfy themselves before applying that they possess at least the essential qualification laid down for the post as detailed in this advertisement. **No enquiry asking for advice as to eligibility will be entertained.** The duly constituted Selection Committee will adopt its criteria for short-listing the candidates such as meeting the eligibility criteria as per the advertisement, application form accompanied by self-attested copies of the relevant educational qualifications, caste/community, requisite application fee, etc. **The candidature is provisional at all the stages of recruitment/selection process.**
- c. The application form should be accompanied by self-attested copies of the relevant educational qualifications such as Class 10th/SSC, Class 10+2/XII or its equivalent, any other qualification mentioned by him/her in the application, experience if any, caste/community, etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.  
Only SSC/Matriculation/10th Standard/SSLC/HSC Certificate or Birth Certificate issued by appropriate government authority will be accepted as age proof for date of birth. Where date of birth is not available in Certificate/mark sheets issued by concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be accepted. **Each page of documents uploaded withonline application form must be self-attested by the candidate, otherwise the application shall be considered as an incomplete application form. Incomplete applications or**

applications not accompanied with the required self-attested Certificates/documents, requisite application fee are liable to be rejected.

- d. If any documents/Certificates furnished are in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- e. The date of determining the upper age limit, qualification etc., shall be the last date of submission of online applications i.e. 25.05.2025 **upto 5:30 PM**.
- f. The medium of Proficiency Test / Stenography Test will be the same (Hindi / English) as opted for the Written Examination. The medium once opted cannot be changed at later stage. Therefore, this option should be chosen carefully.
- g. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the Written Examination/Proficiency Test or even at the subsequent stages of the recruitment process.
- h. It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate that he/she belongs to the SC/ST/OBC/EWS/PwBD is false OR it reveals that the claim of the candidate that he/she does not belongs to the creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.
- i. No travelling allowance will be paid to candidates to appear for Competitive Written Examination or Proficiency Test.
- j. The selected persons should be ready to serve anywhere under the administrative control of the Director, CSIR-CBRI, Roorkee viz. at the Headquarters in Roorkee or its Regional Centres located at Delhi and they can be transferred to any of the Labs/ Institutes of CSIR anywhere in India as and when the need arises.
- k. The selected candidates will be on probation for a specific period from the date of joining the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.
- l. Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR-CBRI or CSIR or any other laboratory/Institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/brother/sister or any person related to them by blood or marriage, whether they are dependent or not
- m. The Director, CSIR-CBRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR instructions prevalent at a given point of time during various stages of selection process.
- n. The decision of the Director, CSIR-CBRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Written examination, Proficiency test will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate(s).
- o. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.



- p. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

**NO INTRIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

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

**5.HOW TO APPLY**

- a. Eligible candidates are required to apply ONLINE by accessing the website <https://cbri.res.in> or accessing the link "<https://cbri.res.in/notifications/recruitments>" available on CSIR-CBRI Website <https://cbri.res.in>
- b. For online application process, please refer "How-to-apply online" instructions, "Fee Payment Procedure" and 'Application Replica' available on the above- mentioned website.
- c. The application is to be submitted in three distinct steps within prescribed timeline, as below: - i) Registration [online] ii) Fee Submission [online], if applicable. iii) Online application submission.
- d. If the candidate does not have a valid email id, he/she should create a new valid email ID before applying online and should be kept active during the entire recruitment process.
- e. The deadlines for the above-mentioned stages of application are as follows: -
  1. Start Date for Registration/fee submission for Online Application: 09.05.2025 at 5:30 PM.
  2. Last Date for Submission of Online application: 25.05.2025 at 5.30 PM.
- f. Candidates are required to pay application fee of Rs.500/- as per 'Fee Payment Procedure' available on the website. No fee is payable, subject to uploading of relevant document,for SC/ST/PwBD/Women/Ex-Servicemen. Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.
- g. Candidate is required to upload his/her recent passport size scanned colour photograph, signature each [max size 50 KB] and also relevant certificates [max size 1 MB each] at the specified placed in the online application.
- h. Applications submitted cannot be withdrawn, and fees paid are non-refundable under any circumstances. Additionally, fees cannot be held in reserve for future examinations or selections.
- i. If the Board, University, or Institute awards CGPA/SGPA/OGPA/DGPA/CPI grades etc., the candidate must convert these into a percentage using the formula provided by the concerned Board /University/Institution. Additionally, copy of the conversion formula issued by concerned Board/University/Institution must be uploaded along with

- online application. Failure to submit the conversion formula along with the online application form, if applicable, will result in the application being treated as incomplete.
- j. Only one application per candidate will be accepted for each postcode. If a candidate submits multiple online applications for the same postcode using different email addresses, only the most recent completed application will be considered. Candidates should retain a copy of the application print-out and any payment details for their records, as these will not be available after the application deadline.
  - k. A candidate can apply for multiple postcodes, provided they fulfill all eligibility criteria for each individual postcode. However, the candidate must complete a separate application (excluding primary/registration details) along with the requisite application fee separately for each postcode.
  - l. The candidate must register with their name, email address, and mobile number. After successful registration, the candidate can log in using their credentials to apply through the Online Application Portal. Once the application form is completed, the candidate can upload all relevant supporting documents and verify or edit the application to ensure it is accurate and complete. After finalizing the application, the candidate must click 'Submit' on the draft application and update the payment details, if applicable, to successfully submit the application form. Once the application is submitted, no further modifications or amendments will be permitted. It is important to keep a printout of the completed application form. Candidates should **NOT** send a hard copy of the application after submission. They will be requested to submit a hard copy at the appropriate time.
  - m. Once submitted, any request for change or correction in the application form will not be accepted under any circumstances.
  - n. In the event of a fake or fabricated application or registration, that misuses the name or photo of any other person, the candidate and/or cyber café will be held accountable for appropriate legal action.
  - o. Candidates currently working in CSIR/Government Organisations/Autonomous Bodies/Statutory Bodies/Universities/PSU etc., as regular employee, must upload a 'No Objection Certificate' (NOC) from their employer, along with their online application. Failure to do so will render their application as incomplete and their candidature is liable to be rejected summarily.
  - p. Candidates are advised to check the website regularly. For addendum/corrigendum and updated information regarding this advertisement please visit our website <https://www.cbri.res.in> regularly.
  - q. No separate call letters will be mailed to candidates. All notifications and communications will be sent via email provided by the candidate in the application form.
  - r. Any information provided by an applicant in their online application form will be binding

on the candidate. They will be liable for prosecution and civil consequences if the information or details submitted are found to be false at any later stage.

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

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

- a. The printed copy of SBI Collect e-receipt/ Transaction reference for the application fee of Rs. 500/- (wherever applicable).
- b. Recent passport size colour photograph uploaded at appropriate place.
- c. Signature of the candidate uploaded at appropriate place.
- d. Copy of Matriculation/10th Standard or equivalent marksheet/certificate indicating date of birth or School leaving certificate indicating Date of Birth in support of Name and Date of Birth.
- e. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/ mismatch in name/ variation in name of candidate/ parents (if applicable).
- f. Copy of educational certificate(s) and/or marksheet(s) supporting the essential qualifications and any higher qualifications.
- g. Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Economically Weaker Section/ PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- h. Self-Attested photocopy of full Discharge book & valid Ex-Servicemen certificate, if applicable.
- i. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- j. Copy of the 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.
- k. Copy of experience certificate(s), if any.

- I. Copy of the 'No Objection Certificate' (NOC) from the employer for candidates currently working as regular employee in CSIR or its Labs/Institutes /Government Organisations /Autonomous Bodies /Statutory Bodies / Universities /PSUs etc.
- m. Any other relevant certificates in support of the claim(s) made in the application, as applicable.

- Note 1: The documents/ certificates uploaded must be legible.
- Note 2: Applications without the required document(s) will be considered as incomplete will be summarily rejected.
- Note 3: Candidates will be asked to bring the documents in original along with the self- attested photocopies at an appropriate time.
- Note 4: The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ seminar/ Interview/ test will be final and binding on the candidates.

#### DISCLAIMER

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

**Controller of Administration**

Sl. No.	Annexure Number	ParticularsoftheAnnexures'
1.	Annexure-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
2.	Annexure-II	Form of certificate to be produced by Other Backward Classes applying for appointment to Posts under the government of India
3.	Annexure-III	Form of declaration to be submitted by the OBC-NCL candidate (in addition to the community certificate)
4.	Annexure-IV	Income & Asset certificate to be produced by Economically Weaker Sections
5.	Annexure-V	Form-VCertificateof Disability
6.	Annexure-VI	Form-VICertificateof Disability
7.	Annexure-VII	Form-VIICertificateofDisability
8.	Annexure-VIII	Certificate for person with specified disability covered under the definition of Section2(s) oftherpwdAct,2016 but not covered under the definition of Section 2(r) of the saidAct,i.e.Personshavinglessthan40%disabilityand havingdifficultyinwriting.
9.	Annexure-IX	Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the rpwd Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. Persons having less than 40% disability and having difficulty in writing.
10.	Annexure-X	LetterofUndertakingforUsingOwnScribe
11.	Annexure-XI	Certificate regarding physical limitation of an Examinee to Write
12.	Annexure-XII	Certificate to be produced by serving/retired/released armed forces personnel for availing the age concession for posts filled by direct recruitment

## Annexure-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 recognized as a Scheduled Caste/Scheduled Tribe\* under: -

@The Constitution (Scheduled Castes) Order, 1950 @ The Constitution (Scheduled Tribes) Order, 1950

@The Constitution (Scheduled Castes) Union Territories 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 Reorganization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) 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 (Reorganization) Act, 1987.]

@The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@The Constitution (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 herewill have the samemeaning 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

- (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:-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)**



**Annexure-III**

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

I \_\_\_\_\_ Son/daughter of Shri \_\_\_\_\_ resident \_\_\_\_\_ of village/town/city  
\_\_\_\_\_ district \_\_\_\_\_ state  
\_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ community which is recognized as a backward class  
by the Government of India for the purpose of reservation in services as per orders contained in  
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.

3. 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 completer permanent paralysis of limbs or dwarfism and in cases of blindness)

[Seerule 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)

(A) The diagnosis in

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorised Signatory of  
Notified Medical Authority)

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

## Form-VI Certificate of Disability

(In cases of multiple disabilities) [See rule 18(1)]

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

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

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

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

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

\_\_\_\_\_ of Shri \_\_\_\_\_ Date \_\_\_\_\_ of Birth  
(DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years,

male/female. Registration No. \_\_\_\_\_  
\_\_\_\_\_ permanent \_\_\_\_\_ resident of

House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State,

whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guide line (..... Number and date of issue of the guide lines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

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

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

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

In figures..... percent

In Words: ..... percentage

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

3. Reassessment of disability is:

(i) not necessary

Or

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

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

# - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document

Date of Issue

Details of authority issuing certificate

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

## Form-VII Certificate of Disability

(Incases 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.	Hemophilia			

18	Thalassemia			
19	Sickle cell disease			

(please strike out the disabilities which are not applicable).

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

3. Reassessment of disability is:

(i) not necessary

Or

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

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

# - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document

Date of Issue

Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

(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 up to.....(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:

**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 of an Examinee to Write**

This is to certify that, I have examined Mr./Ms./Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o \_\_\_\_\_

a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of  
a Government healthcare 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 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 in efficiency, 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. .... RankName  
.....whose date of birth is .....serving in the  
Army/Navy/AirForcefrom.....

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

2. 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