



CSIR- CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY
(Council of Scientific and Industrial Research)
Uppal Road, Habsiguda, Hyderabad - 500 007, Telangana.
Website: <https://www.ccmb.res.in>



Advertisement No. 01/2025

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

Date of commencement of online applications : 01.03.2025

Last date for submission of online applications : 22.03.2025

CSIR-Centre for Cellular and Molecular Biology, Hyderabad (CSIR-CCMB) is a premier Research Institute under the aegis of Council of Scientific & Industrial Research (CSIR), an autonomous body under the Ministry of Science & Technology, Government of India. It is a leading research organization in frontier areas of modern biology and involved in conducting high quality basic research and training in multidisciplinary areas of modern biology and to seeking potential applications of the work.

CSIR-CCMB, Hyderabad invites **ONLINE APPLICATIONS** from Indian Citizens for the following Administrative posts:

Name of the Post	No. of Posts & Reservation status	Pay Matrix Level	Total Emoluments* (approx.)	Upper Age Limit** (As on last date of receipt of online applications)
Junior Secretariat Assistant (Gen.)	04 posts [UR-03, OBC-01]	Pay Matrix Level-2, Cell-1	Rs. 38,483/-	28 years
Junior Secretariat Assistant (F&A)	02 posts [UR-02]	Pay Matrix Level-2, Cell-1	Rs. 38,483/-	28 years
Junior Secretariat Assistant (S&P)	02 posts [UR-02]	Pay Matrix Level-2, Cell-1	Rs. 38,483/-	28 years

* Total approximate emoluments on minimum of scale including admissible allowances.

** Age relaxation wherever applicable shall be granted as per CSIR/GoI guidelines
Abbreviations used: **UR** - Unreserved, **OBC** - Other Backward Classes

Name of the Post & Post Code	No. of Posts & Reservation status	Essential Qualification (s)	Job Specification
Junior Secretariat Assistant (Gen.) (A 01)	04 posts [UR:03, OBC:01]	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.*	The incumbent is required to provide assistance in the functions of General Administration besides any other official work as and when assigned by Competent Authority
Junior Secretariat Assistant (F&A) (A 02)	02 posts [UR:02]	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.*	The incumbent is required to provide assistance in the functions of Finance & Accounts besides any other official work as and when assigned by Competent Authority
Junior Secretariat Assistant (S&P) (A 03)	02 posts [UR:02]	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.*	The incumbent is required to provide assistance in the functions of Stores & Purchase besides any other official work as and when assigned by Competent Authority

Note: * Presently 35 w.p.m in English/30 w.p.m. in Hindi correspond to 10500 KDPH/9000 KDPH (Key Depressions per Hour) on an average of 5 key depression for each word. Time allowed for typing test is 10 minutes, which is qualifying in nature.

General information and conditions:-

1. Benefits under Council service:

- a. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR employees. Council employees are also eligible for accommodation of their entitled type as per CSIR Resident Allotment rules subject to the availability in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against the above post, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Children's Education Allowances, Personal Computer Advance and House Building Advance are available as per CSIR rules.
- c. All new entrants will be governed by the “**National Pension System**” based on defined contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01.01.2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 1972 & 2021, as per rules.

2. Other conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of online applications.
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for proficiency test in computer type speed/Competitive Written Examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. Completion of degree will be reckoned from the date of issue of provisional certificate.
- d. The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete applications will not be entertained and **are summarily rejected.**
- 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. The decision of the Competent Authority, CSIR-CCMB with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- f. The period of experience rendered by a candidate on part time basis, daily wages, visiting / guest faculty will not be counted.
- g. If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or notary is to be submitted with the online application.
- h. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for online applications i.e. **22.03.2025**
- i. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that Grade.
- j. **The choice of medium (ENGLISH or HINDI) of proficiency test in computer type speed given by the candidates in the Online Application Form shall be treated as final and no change in the medium of proficiency test in computer type speed will be entertained subsequently.**

- k. The selected candidate(s) will be on probation for a period of two years from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- l. The selected candidate(s) will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Institute.
- m. Persons with Benchmark Disabilities (PwBD/Divyangjan) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for the relevant category of disability.
- n. Ex-Servicemen should upload the scanned copy of Discharge Certificate along with the online application.
- o. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in proficiency test in computer type speed /Competitive Written Examination.
- p. The decision of the **Director, CSIR-CCMB, Hyderabad/CSIR** in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of proficiency test in computer type speed /Competitive Written Examination will be final and binding on the candidates.
- q. **Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.**
- r. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.
- s. SC/ST/OBC/EWS/PwBD candidates are required to produce the relevant latest certificate in the prescribed format of Government of India (GoI) signed by the specified authority at the time of document verification for the posts reserved for respective category.
- t. All candidates who are shortlisted for proficiency test in computer type speed /Competitive Written Examination will be required to produce the relevant Certificates such as Mark sheets, Educational Qualification Certificates, Experience Certificates etc. as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by the competent authority at the time proficiency test in computer type speed /Competitive Written Examination /document verification, failing which the candidature of such candidates will be cancelled by this institute.

- u. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by this institute at the time of proficiency test in computer type speed /Competitive Written Examination/document verification.
- v. 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.
- w. The recruitment for the above posts is governed by the “**CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020**” as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

3. Age & other Relaxations:

- a. There is no upper age limit for the regular employees working in CSIR Laboratories/Institutions provided they possess the prescribed qualifications (as per attached **Annexure-II**). However, no age relaxation is allowed to applicants under employment of Central Government/ State Govt./Autonomous Bodies/PSU's.
- b. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC (Non-Creamy Layer) as per Government orders in force, only in those cases where the posts are reserved for respective categories, on production of relevant latest certificate in the prescribed Gol format signed by the specified authority.
- c. SC/ST/OBC(NCL)/PwBD/EWS certificates should be in the prescribed formats for appointment to posts under the Government of India (Gol). The OBC (Non-Creamy Layer) certificates must also meet the Non-Creamy Layer criteria for appointment to posts under the Gol as laid down by the Gol and not for appointment in any of the States of Union bearing references to those States Govt. orders (as per attached **Annexure-III, Annexure-IV, Annexure-VI, Annexure-VII(A), Annexure-VII(B), Annexure-VII(C), Annexure-VIII, Annexure-IX**).
- d. Candidate belonging to OBC (NCL) must upload a scanned copy of Latest OBC (NCL) Certificate valid as on last date of submission of online application (**as per attached Annexure-IV**).
- e. Eligibility for OBC candidates will be based on castes listed in the Central List of the Government of India, and their sub-caste must match the entries in this list; otherwise, their candidature will not be considered under any reserved category and will be treated as Unreserved (UR), if otherwise eligible. OBC candidates in the “Creamy Layer” are not entitled to concessions available to the OBC category and must indicate their category as Unreserved.

f. The OBC (Non-Creamy layer) are required to additionally furnish a 'Form of Declaration' supporting their claim that do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years (**Annexure-V**)

g. **Age relaxation to Persons with Benchmark Disabilities (PwBD)/(Divyangjan) category:** Age relaxation of 10 years is allowed (total 15 years for SC/ST and 13 years for OBC candidates in respect of the posts reserved for them) to the persons suffering from the following disabilities as per GoI orders:

- (a) low vision;
"low vision" means a condition where a person has any of the following conditions, namely:-
 - i. Visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200(Snellen) in the better eye with best possible corrections; or
 - ii. Limitation of the field of vision subtending an angle of less than 40 degree upto 10 degree
- (b) deaf and hard of hearing;
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) autism, intellectual disability, specific learning disability and mental illness;
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. valid

The persons claiming age relaxation under this sub-para would be required to produce a valid certificate in prescribed pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual.

h. Age relaxation to Widows, Divorced Women and Women judicially separated from husband and who are not remarried will be granted as per GOI and CSIR orders. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

- i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
- ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgement /decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.

i. Age relaxation to Ex-servicemen will be granted as per GOI and CSIR orders. Ex-servicemen are required to furnish in the prescribed format as per attached **Annexure X** for availing the age concession).

j. It may be noted that the appointments to these posts shall be provisional and subject to the verification of caste certificates & educational certificates through proper channels. If the verification reveals that the claim of the candidate is false OR it reveals that the claim of the candidate belong to Non-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 provision of the Bharatiya Nyaya Sanhita (BNS) for production of false certificate.

4. **Mode of Recruitment:**

The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for competitive written examination and proficiency test in computer type speed or vice versa. Recruitment to these posts shall be made on the basis of result of Competitive Written Examination and proficiency test in computer type speed.

The proficiency test in computer type speed will only be qualifying in nature; the final merit list will be prepared on the basis of the performance of the candidates in the written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer type speed.

A: Scheme of Competitive Written Examination:

Mode of Examination	OMR based or Computer based online Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set in both English and Hindi except the questions in English Language.
Standard of Examination	10+2/ XII
Total No. of Questions	200
Total Time allotted	Total 02 hrs 30 min.

Paper-I (Time allotted – 90 minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (2 marks for every correct answer).	<u>There will be no negative marks in this paper.</u>

* Mental Ability Test consisting of General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

The Paper II will be evaluated only for those candidates who secure minimum threshold marks (to be determined by the Selection Committee) in the Paper I.

Paper-II (Time allotted – 01 hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (3 marks for every correct answer)	One negative mark for every wrong answer.

English Language	50	150 (3 marks for every correct answer).	One negative mark for every wrong answer.
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B: Proficiency Test:

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

Proficiency in computer typing speed and in using computer

English typing speed of 35 w.p.m. OR Hindi typing speed of 30 w.p.m.

Time allowed – 10 minutes

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

The criteria /methodology of evaluation of Type-scripts of typewriting test / proficiency in computer type speed and in using computer in Hindi/English, calculation of mistakes etc. will be as per CSIR Letter No. 5-1(116)/2011-PD dated 23.04.2014 and 13.07.2015.

The final merit list will be prepared only on the basis of marks obtained by the candidates in Paper-II. The merit list will only comprise of those candidates who have qualified the proficiency test in computer type speed.

Resolution of Tie cases: Resolution of cases wherein two or more candidates have scored equal aggregated marks, the tie shall be resolved in accordance with CSIR Letter No. 5-1(211)/2014-PD dated 30.05.2023.

5. How to apply:

- a. Eligible candidates are required to apply **ONLINE** by visiting CSIR-CCMB website. No other mode of application will be entertained.
- b. The Online application will be available on CSIR-CCMB website <https://www.ccmb.res.in> [opens on **01.03.2025** from 11:00 AM and closes on **22.03.2025** at 11:59 PM]
- c. Candidates are advised to go through the instructions (available on CSIR-CCMB recruitment portal) for filling up of online applications carefully.
- d. Interested candidates are advised to apply in time to avoid last minute rush.**
- e. Candidates applying for more than **one post code** must submit separate applications indicating the post code of the post in the application form. Each application should be accompanied by separate SB Collect payment receipt.

- f. For submission of online applications, the candidates are required to pay a non-refundable fee of **Rs. 500/- (Rupee FIVE Hundred only)** through **State Bank Collect** [Clickhere](#) only. The transaction number/UTR number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt (SB Collect receipt) and preserve it for future communication.
- g. **The candidates belonging to SC/ST/PwBD/Women/Ex-Servicemen/CSIR Employees are exempted from payment of application fee.** Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.
- h. The last date for submission of online application is **22.03.2025**. This date will be the same for the candidates belonging to far-flung areas.
- i. In case of universities/institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute and mention the percentage so arrived at the appropriate place in the online application form, while filling the same.
- j. After completely filling the online application form candidate can submit and take printout of the online generated filled application for future communication. **THERE IS NO NEED TO SUBMIT A HARD COPY OF APPLICATION.**
- k. Application once made will neither be allowed to withdraw and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- l. Applicants currently working in CSIR/ Government Organizations /Autonomous Bodies/ Statutory Bodies/Universities/PSUs etc., as regular employee must inform their department or office and upload a "No Objection Certificate" (NOC) from their employer at the time of submitting the online application (as per attached **Annexure-I**), failing which their candidature will NOT be considered.
- m. Incomplete applications (i.e. without photograph, signature, non-payment of application fee (wherever applicable), without uploading applicable certificates/testimonials etc. will not be entertained and are liable to be summarily rejected.
- n. The candidates are required to verify all the fields in the online application form to ensure that the application is complete and correct in all respects before submitting the same. It must be ensured that the photograph and signature are appended in the respective fields of online application.
- o. The screening and selection of candidates will be conducted on the basis of the documents and information provided in the online application only. If at any stage it is discovered that a candidate does not meet the prescribed eligibility criteria or has submitted incorrect or false information in the application form; their candidature will be cancelled, even after selection and CSIR will not be responsible for any consequences resulting from the submission of such false/inaccurate information. Therefore, the

candidates must ensure that all information provided in the online application are accurate and correct.

- p. Any further information regarding this advertisement like date, time and venue of proficiency test in computer type speed /Competitive Written Examination, any Addendum/Corrigendum or any variation in number of posts/cancellation of post (s) etc. will be made available only on CSIR-CCMB website <https://www.ccmb.res.in>

For any updates, candidates are advised to visit CSIR-CCMB website regularly.

- q. **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED**

6. Following documents are required to be uploaded (not more than 1 MB for each document) during online application:

- a. Recent passport size clearly visible colour photograph.
- b. Clearly visible Signature of the candidate.
- c. Copy of SSC/10th Standard certificate & Mark sheet (reflecting Date of Birth)
- d. Copy of educational certificate(s) and/or marksheet(s) supporting the essential qualifications and any higher qualifications.
- e. Copy of Latest valid Caste/Category certificate, Ex-servicemen certificate etc. in the prescribed Government of India format signed by the specific authority, wherever applicable.
- f. Copy of relevant experience certificate (s), wherever applicable.
- g. 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. (**Annexure-V**)
- h. Copy of the judgement/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.
- i. Copy of the 'No Objection Certificate' (NOC) from the employer for candidates currently working as regular employee in CSIR/Government Organizations/ Autonomous Bodies / Statutory Bodies/ Universities/ PSUs etc (wherever applicable). (**Annexure-I**)
- j. Certificate related to PwBD/ Women seeking age relaxation etc. (wherever applicable) in the prescribed format. (**Annexure-VI, Annexure-VII(A), Annexure-VII(B), Annexure-VII(C), Annexure-VIII, Annexure-IX**)
- k. Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India (only if not mentioned in Secondary or Senior Secondary School Certificate)
- l. Any other relevant certificate/ document.

Sd/-

Sr. Controller of Administration

Index of the Format for Certificates:

1. Format of 'NO OBJECTION CERTIFICATE' from the employer of candidate currently working as regular employee in CSIR/ Government Organisations /Autonomous Bodies /Statutory Bodies/ Universities/ Public Sector Undertakings etc. (**Annexure-I**)
2. The Form of Certificate to be produced by CSIR regular employee for claiming Age Concession (**Annexure-II**)
3. The Form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India. (**Annexure-III**)
4. The Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India. (**Annexure-IV**)
5. Form of declaration to be submitted by the OTHER BACKWARD CLASSES (OBC) candidate (in addition to the community certificate (**Annexure-V**)).
6. Income & Assest Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate. (**Annexure-VI**)
7. Format of Disability Certificate(s) [**Annexure-VII (A), (B), (C)**] to be produced by PwBD applying for appointment to posts under the Government of India.
8. Format of Certificate regarding physical limitation of an examinee to write to be produced by PwBD applying for appointment to posts under the Government of India. (**Annexure-VIII**)
9. Letter of Undertaking for Using Own Scribe to be produced by PwBD applying for appointment to posts under the Government of India(**Annexure-IX**).
10. Format of Certificate to be produced by Ex-Serviceman applying for appointment to posts under the Government of India (**Annexure-X**).

FORMAT OF 'NO OBJECTION CERTIFICATE FROM THE EMPLOYER OF CANDIDATE CURRENTLY WORKING AS REGULAR EMPLOYEE IN CSIR/ GOVERNMENT ORGANISATIONS /AUTONOMOUS BODIES /STATUTORY BODIES/ UNIVERSITIES/ PUBLIC SECTOR UNDERTAKINGS etc.

(Letter Head of the Institution/Issuing Authority)

No.....

Date: [DD/MM/YYYY]

No Objection Certificate for Applying to Advertisement No. [Advertisement Number]

This is to certify that Dr./Mr./Ms. [Full Name of Employee], [Designation], is a permanent/regular employee of this department/organization and has been serving in the capacity of [Current Position] since [Joining Date].

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. [Advertisement Number] dated [Advertisement Date] for the position of [Post Code/Position]. This department/organization has no objection to Dr./Mr./Ms. [Employee's Name] participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. [Full Name of Employee] is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. [Full Name of Employee] is neither under suspension, nor any vigilance, disciplinary, or criminal cases is pending against him/her as of the date of issuance of this certificate.

This certificate is issued at the request of the applicant for the purpose of applying to the said advertisement.

Place:

For [Name of Department/Organization],

[Signature of Issuing Authority]

[Name of Issuing Authority]

[Designation of Issuing Authority]

[Official Seal/Stamp]

[Contact Information]

[Department/Organization Address]

THE FORM OF CERTIFICATE TO BE PRODUCED BY CSIR REGULAR EMPLOYEE FOR CLAIMING AGE CONCESSION

(Letter Head of the Institution/Issuing Authority)

No.....

Date: [DD/MM/YYYY]

CERTIFICATE FOR CLAIMING AGE CONCESSION FOR APPLYING AGAINST ADVERTISEMENT NUMBER

This is to certify that Dr./Mr./Ms. S/o./D/o/W/o Shri is a regularly appointed employee of (Name of the Institute) and duties performed by him/her during the period(s) are as under:

- (i)
- (ii)
- (iii) Cert

ified that:

*(a) Dr./Mr./Ms. holds substantively a permanent post of in the (Name of the Institute) with effect from to

OR

*(b) Dr./Mr./Ms.....has been continuously in temporary service on a regular basis in the of at (Name of the Institute) with effect from to

**strike out which is not applicable*

Place:

For [Name of the Institute],
[Signature of Issuing Authority]
[Name of Issuing Authority]
[Designation of Issuing Authority]
[Official Seal/Stamp]
[Contact Information]
[Department/Organization Address]

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

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

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

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

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

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

contd..

::2::

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati/ Kumari*.....Father /Mother* of Shri / Shrimati/ Kumari* of.....village /town*/ Terriotry.....in District/

Division*.....of..... the
State/Union Territory*.....who.....belong
..... to the
..... Caste / Tribe* which is recognized as a Scheduled
Caste/ Scheduled Tribe* in the State/Union Territory* issued by the... ..dated.....

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

Signature

Designation

[With seal of Office] State/Union Territory*

Place:

Date:

* Please delete the words which are not applicable.

• Please quote specific Presidential Order.

% Delete the paragraph which is not applicable

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

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

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/ I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administration/Development Officer (Lakshadweep)

Note :

ST candidates belonging to Tamil Nadu State should submit case 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 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 case of the candidate is mentioned as OBC.

** As amended from time to time.

\$ Listof 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 'OTHER BACKWARD CLASS' CANDIDATE
(IN ADDITION TO THE COMMUNITY CERTIFICATE) -

I Son/daughter of Shri
..... resident of village/town/city
district State hereby declare that I belong to
the.....Community

which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36102/3/2024-Estt.(SCT) dated 8-9-1983. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8- 9-1983, O.M. No.36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended from time to time.

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

Signature.....

Full Name.....

Address

Place :

Date :

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./Kumarison/daughter/wife of permanent resident of Village/Street Post office, District in the State/Union Territory Pin Code.....whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs.8 lakhs (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets*** :

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

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

Signature with seal of Office

Name

Designation

Recent size photograph of the applicant	Passport attested
--	----------------------

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

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

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

Form-V

Certificate of Disability

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

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

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

Certificate No.

Date:

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

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

Form-VI Certificate of Disability

(In cases of multiple disabilities)[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

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

Certificate No.

Date:

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

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

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

14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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

In figures..... percent

In Words percentage

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is : (i) not necessary Or (ii) is recommended/ after..... years.....months, and therefore this certificate shall be valid till DD)/(MM)/(YY)
 @ - eg. Left/Right/both arms/legs
 # - eg. Single eye /both/eyes
 € - eg. Left/Right/both ears
4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

Annexure – VII (C)

Form-VII Certificate of Disability

(In cases other than those mentioned in Forms V and VI)[See rule 18(1)] (Name and Address of the Medical Authority issuing the Certificate)

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

Certificate No.

Date:

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

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

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

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.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

Certificate regarding physical limitation of an examinee to write

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

Signature

Chief Medical Officer/

Civil Surgeon/

Medical Superintendent of a

**Government health care institution
Name & Designation**

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (eg Visual impairment Ophthalmologist, Loco motor disability-Orthopedic specialist / PMR)

Letter of Undertaking for Using Own Scribe

I____, a candidate with____(name of the disability) appearing for the_ (name of the examination) bearing Roll No_____ at ____ (name of the centre) in the District _____,_____(name of the State/ UT) My qualification is _____.

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

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

(Signature of the candidate with Disability)

Place:

Date:

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

Form of Certificate applicable for Released/Retired Personnel

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

2. He has been released from military services:

% a) on completion of assignment otherwise than

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

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

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

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

Place:

Date:

%. Delete the paragraph which is not applicable.

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

B. Form of Certificate for Serving Personnel

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

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

Force from

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

3. No disciplinary case is pending against him.

Place:

Date:

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

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking: Undertaking to be given by serving Armed Force personnel who are due to be released within one year

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

Place:

Date:

Signature and Name of Candidate

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

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

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

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

Place:

Date:

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