



सी.एस.आई.आर.—हिमालय जैवसंपदा प्रौद्योगिकी संस्थान  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)  
CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY  
पालमपुर—176 061(हिमाचल प्रदेश) / PALAMPUR-176 061(H.P.)



“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

**Advertisement Number: 01/2025**

Commencement of online application : **01<sup>st</sup> March, 2025**

Last date of submission of online application : **28<sup>th</sup> March, 2025**

Last date of receipt of hard copy of online submitted application : **11<sup>th</sup> April, 2025**

(For candidate residing in far flung areas viz North Eastern Regions, Andaman & Nicobar Islands, Lakshadweep, Lahaul & Spiti District of Himachal Pradesh, UT of Ladakh etc. the last date of receipt of hard copy of online application is **16<sup>th</sup> April, 2025**).

CSIR-Institute of Himalayan Bio-resource Technology (IHBT), Palampur is one of the National Institutes under the Council of Scientific & Industrial Research, which is an autonomous body under Department of Scientific and Industrial Research, Ministry of Science & Technology, Government of India. It is spread over 226.1 acres of land with the backdrop of snow-covered peaks of Dhauladhar Range in salubrious climate. The Institute is engaged in research and technology development with a mission to discover, develop and commercialize processes and products from himalayan bio-resources using cutting edge technology. CSIR-IHBT has successfully carried out mission-oriented projects on medicinal and aromatic plants, tea, temperate floriculture and is well equipped for Tissue culture and Biotechnology.

CSIR-IHBT invites online application(s) from the eligible citizens of India as per Administrative Services (Recruitment and Promotions) Rules 2020 as under:

Post Code	Name of Post	No. of Posts & reservation status	Pay Matrix Level	Essential Qualification & Experience	Age Criteria
JSA 2501	Junior SecretariatAssistant (General)	<b>07</b> [03-UR; 01-SC; 01-EWS;02-OBC]	Pay Level – 2 (Rs.19900- 63200)	10+2/XII or its equivalent and proficiency in computer type speed of 35 w.p.m. in English or 30 w.p.m. in Hindi and using computer as per prescribed norms fixed by the DOPT from time to time.	18 - 28 years  [The Maximum age limit is relaxable as perGOI/CSIR rules]
	Junior SecretariatAssistant (Finance & Accounts)	<b>02-UR</b>			
	Junior SecretariatAssistant (Stores & Purchase)	<b>01-UR</b>			

\* **Note 1:** Candidate has to give preference option amongst the three cadres of JSA (General /Finance & Accounts / Store & Purchase) and the final merit list will be prepared accordingly.

# **Note 2:** Out of 10 posts of Junior SecretariatAssistant (G./F&A/S&P) 01 post is reserved for ESM & 01 post is reserved for PwBD (OH/HH).

**Note 3:** Category identified as suitable for Junior Secretariat Assistant D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA= Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC= Leprosy Cured, AAV=Acid Attack Victims, MDy=Muscular Dystrophy.

**Abbreviations:** UR-Unreserved; SC-Scheduled Caste; OBC-Other Backward Classes; PwBD-Person with Benchmark Disability; OH: Orthopedically Handicapped; HH: Deaf & Hard of Hearing; EWS- Economically Weaker Section; ESM-Ex-serviceman.

## **1. GENERAL INFORMATION AND CONDITIONS:**

### **[1.1] BENEFITS UNDER COUNCIL SERVICE:**

- (a) The posts carry usual allowance 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 Council employees. Council employees are also eligible for accommodation of entitled type as per CSIR Residence Allotment Rules.
- (b) In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.
- (c) The posts will be governed by the National Pension System (erstwhile New Pension Scheme) applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 as per applicable instructions issued from time to time on the subject.

### **[1.2] OTHER CONDITIONS:**

- (a) The applicant must be a citizen of India.
- (b) The applicant must fulfill the essential eligibility requirement of the post and other conditions as stipulated in the advertisement. Candidates are advised to satisfy themselves their eligibility in all respects to the post(s) before applying as on the last date of online applications. **No enquiry will be entertained.**
- (c) The prescribed essential qualifications are the minimum one and mere possession of the same does not vest a right in a candidate to be called for Written Test and Typing Test.
- (d) Applicant from Government Departments/Autonomous bodies/Public Sector Undertakings, application should be forwarded through proper channel duly certified by the employer that the applicant (if selected) shall be relieved within stipulated period of the receipt of the appointment orders. However, a candidate should submit an advance copy of online application, before the closing date.
- (e) In respect of equivalent clause in essential qualification, if a candidate claims qualification as equivalent to the advertised qualification, then the candidate is required to produce valid document viz order/letter indicating the Authority (with number and date) under which it has been treated as equivalent.
- (f) 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.
- (g) Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (h) Any discrepancy found between the information given in application and as evident in original documents will make the candidate liable to be ineligible for the post.
- (i) The number of vacancies indicated against Post Code is provisional and may vary either way at the time of selection.

- (j) The date for determining the eligibility to the post shall be the date prescribed for closing of online applications.
- (k) Canvassing in any form and/or bringing any influence politically or otherwise will be treated as a disqualification for the post.
- (l) The selected candidates shall be on probation for a period of two years from the date of taking over charge of the post as per applicable rules.
- (m) The services in the Council are liable for transfer to anywhere in India/CSIR-IHBT can transfer employee from Headquarters of the Organization/Lab. to its extension/Field/Regional Centers and vice-versa.
- (n) **The details of centers of written competitive examination and Typing test will be intimated/displayed for general information of the candidates at the Institute's website [www.ihbt.res.in](http://www.ihbt.res.in) later on. Efforts will be made to conduct examinations/tests at Palampur, District Kangra, Himachal Pradesh but it may be conducted outside Palampur viz. at Chandigarh and/or Delhi etc. also.**
- (o) Further, all the subsequent information/notification/corrigendum/addendum regarding this Advertisement will be notified at the Institute website 'www.ihbt.res.in' only. Applicants are advised to visit on website on regular basis for updates.
- (p) Candidates shall not be reimbursed/paid any travelling allowance/daily allowance for appearing in Typing/Written Test.
- (q) **This advertisement does not necessarily tantamount to the selection being actually made and the selection process is subject to the CSIR/GOI instructions prevalent at a given point of time during various stages of selection process.**
- (r) The Director, CSIR-IHBT, Palampur reserves the right to amend, delete and add terms & conditions to this advertisement. The decision of the Director, CSIR-IHBT, Palampur in all matters will be final and binding.
- (s) **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

### [1.3] AGE & OTHER RELAXATIONS:

- (a) The upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC (NCL\*) as per applicable Government orders in force, only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed proforma.

**\* Sons and daughters of persons having gross annual income of ₹8 lakh or above for a period of three consecutive years would fall within the 'creamy layer' and would not be entitled to get the benefit of reservation available to the Other Backward Classes.**

- (b) There is no age limit for departmental candidates (regular employees working in CSIR laboratories/Institutes only) provided they possess the prescribed qualifications.

- (c) **No relaxation of age limit for applicants under employment of Central Govt./ State Govt. / Autonomous Bodies will be allowed.**

- (d) As per GOI provisions, age relaxation for Widows, Divorced Women and Women judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of SC/ST in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

I. In case of Widow: A certified copy of Death Certificate of her husband together with an Affidavit that she is not remarried.

II. In case of divorced Women and Women judicially separated from their husbands: A certified copy of the judgment/decreed of the appropriate Court of Law or the judicial separation, as the case may be, with an affidavit in respect of divorced Women that she is not remarried.

**(e) Economically Weaker Section (EWS):** Persons who are not covered under the existing scheme of reservations for Scheduled Castes, Scheduled Tribes and Other Backward Classes and whose family has gross annual income below Rs. 8.0 Lakh (Rupees Eight Lakh only) are to be identified as EWS for benefit of reservation. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 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.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority, in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. Failing which claim for EWS will not be entertained.

**(f) Ex-Servicemen (ESM):**

**Definition:**

- a) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
  - i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
  - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension: or
  - iii. who has been released from such service as a result of reduction in establishment: or
- b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely, pension holders for continuous embodies service or broken spells of qualifying service; or
- c) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension: or
- d) personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1987; or
- e) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- f) Ex-recruits boarded out or relieved on medical on medical grounds and granted medical disability pension.

**Note:** For any serviceman of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation/age –relaxation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the Competent Authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application.

**Relaxations to ESM:**

- i. Upper age limit is relaxable by 03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application for Ex-servicemen.
- ii. Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof – 03 years.
- iii. Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST) – 08 years.

**[1.4] Process of certification, format of certificates and provisional candidature:**

- a) Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate(s) from the concerned competent authority, in the prescribed formats (**Annexures III-X**), **failing which** claim for SC/ ST/ OBC/ EWS/ PwD / ESM, etc will not be entertained and the candidature/application will be considered under Unreserved (UR) category.
- b) **Crucial date for claim of eligibility to the post is the prescribed closing date for receipt of online applications of this Advertisement.**

**[1.5] Provisions of Compensatory Time and assistance of scribe for PwBD:**

- a) In case of persons with benchmark disabilities in the category of Low Vision and Locomotor Disability and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- b) 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 proforma at **Annexure-I**.
- c) The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the IHBT. Appropriate choice in this regard will have to be given by the candidate through email to Section Officer (Recruitment) at email id “**sorecruitment@ihbt.res.in**”.
- d) 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.
- e) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at **Annexure-II**. In addition, the scribe has to produce a valid ID proof in original (Adhaar 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 at **Annexure-II**. 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 relating thereto.
- f) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 8 (a) & (b). The candidates referred at Para (a) & (b) 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.

- g) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- h) 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.
- i) The PwBD candidates who have availed the facility of Scribes/Passage Reader and/or compensatory time must produce relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their claims thereto or candidature for the examination/Test etc., as the case may be. The decision of the Competent Authority of this Institute will be final and binding.

## **MODE OF SELECTION:**

### **Junior Secretariat Assistant (G/F&A/S&P)**

- i) **Syllabus and scheme of written test and typing test for the post of Junior Secretariat Assistant (Gen/S&P/F&A)**

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

<b>Mode of Examination</b>	<b>OMR based or Computer Based Objective type multiple Choice Examination</b>
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	Class XII
Total No. of Questions	200
Total time allotted	2 hours 30 minutes

#### **Paper – I** (Time allotted – 90 minutes)

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

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

#### **Paper – II** (Time allotted – 1 hour)

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

- ii) **Criteria for Evaluation of type-scripts of typewriting test in Hindi/English on Computer**

Example: For a typing test of 10 minutes:

5% mistakes of total words typed are ignored.

Total strokes types : 1600  
 Words types : 1600/5=320  
 Mistakes : 19  
 Ignorable mistakes : 5% of 320=16  
 Admissible mistakes : 19-16=3

**As per formula:** No. of words (-) No. of Mistakes  

$$\frac{10}{320/10}-3$$

$$= 32-3$$

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

**Note:** Upto 5% mistakes may be ignored for UR/OBC/SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex-servicemen candidates.

**iii) Typewriting Errors and Number of Corresponding Mistakes:**

SI. No.	Description of Typewriting Errors	Number of Mistakes to be counted	Hindi	English
1.	Paragraph Indenting — It should be uniformly 5 spaces for each paragraph		One	One
2.	Overlapping / Piling up of letters (also known as Faulty Shifting)		One	One
3.	Overtyping / 'X'ing of word or even full line		One	One
4.	Mis-spelt word including Transposition		One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)		One	One
6.	Erasing is not allowed		One	One
7.	Repetition of any number of words (only once to be counted as mistake)		One	One
8.	Each repeated mistake		One	One
9.	Punctuation marks; Omission of punctuation marks in typing		Half	Half
10.	Irregular Line Spacing Irregular left margin Highly Irregular Right margin		Half Half Half	Half Half Half
11.	Omission of Space between words		Half	Half
12.	Difference in space, if not the following: — Full Stop — 2 spaces Question Mark — 2 spaces Exclamatory Mark — 2 spaces Coma Mark — 1 space Colon/Semi colon — 1 space Hyphen (Beginning & after) — No space		Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words.  Following is the description where division of words is permitted: As they are pronounced, like precaution (pre-caution) - Separating prefixes or suffixes - Words having double consonants (like Success) - Compound Words (like underestimated)  Where division of words is not at all permitted: - If there is only one syllable, then there will be no division - When only two / three letters remain to be typed - Figures and Proper Nouns are not divided. - Last word of Paragraph / page should not be divided. - Separating prefixes or suffixes		If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake.
14.	Extra space in middle of the word		Half	Half
15.	Extra space between words		Ignore	Ignore
16.	Mechanical error or Machine mistakes can be ignored		Can be ignored	Can be ignored
17.	Incomplete last word of the passage		No mistake	No mistake

18.	Capital letter errors	Not Applicable	Half
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**[1] Methodology for resolution of tie cases whenever two or more candidates have secured equal aggregated marks the tie may be resolved in accordance with the order of precedence given below :**

- i) Candidates with lesser negative marks, if applicable, in papers (which have been considered for preparation of merit) of Written Test placed higher,
- ii) Date of Birth, with older candidate placed higher,
- iii) Candidate acquiring Essential Degree earlier placed higher, Candidate acquiring Essential Degree earlier placed higher, (note: date/year of completion of internship will be taken as step (iii) if posts belongs to Medical Category)
- iv) Alphabetical order in which first names of the candidates appear.

**[2] Application Fee:**

- a. Candidates belonging to General/EWS/OBC/Ex-Servicemen (ESM) category are required to pay application fee of **Rs.500/- (Rupees five hundred only)** through State Bank Collect by Online.
- b. However, the candidates belonging to SC/ST/PwBD categories and CSIR regular employees are exempted from payment of application fee, subject to the production of documentary proof thereof. Also, women candidates are exempted from payment of application fee.
- c. Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and are liable to be rejected.

**[3] How to apply:**

- a. Eligible candidates are required to apply only through ONLINE APPLICATION in the link available on CSIR-IHBT website <https://ihbt.res.in>. Detailed instructions to fill up and submit Online Application is also available on CSIR-IHBT website.
- b. If the candidate does not have a valid email id, he/she should create a new email id before applying online.
- c. The candidate has to register with his/her name, email-id and password.
- d. After successful registration, the candidate has to login using the credentials and fill up the online application form.
- e. The candidate is required to upload a recent scanned colour passport size photograph in JPEG format (max 100 KB) with image dimension of about 300px (width) x 400px (height). The photograph should be without cap and both ears should be clearly visible. The application without photograph is invalid and liable to be rejected.
- f. The candidate is required to upload his/her signature in JPEG format (Min. 20 KB to max 100 KB) with image dimension of about 130px (width) x 150px (height). The application without signature is liable to be rejected as invalid.
- g. After submission of ONLINE APPLICATION(s), the applicants SHOULD SEND HARD COPY OF APPLICATION printed alongwith all documents/certificates/testimonials to “The Director, CSIR-Institute of Himalayan Bioresource Technology, Post Box No. 6, Palampur, Dist.: Kangra (H.P.)-176 061”. Candidates should have to keep/retain a copy of their Online Application and proof of sending it to CSIR-IHBT.
- h. The candidates are advised to submit the Online Application with utmost care to ensure that all certificates (including mark sheets) of 10<sup>th</sup>, 12<sup>th</sup>, Undergraduate, Postgraduate, Diploma/Certificate Courses, experience (if applicable) along with State Bank collect Payment Receipt (if applicable) are uploaded as per requirement.
- i. Any discrepancy found between the information given in application and as evident from the supporting documents submitted will render candidate ineligible to the post.
- j. In case of Universities / Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University / Institute alongwith the approved notification of conversion formula issued by the said University / Institution.



- k. Candidates are advised not to apply more than once for a Post. In spite of this, if a candidate applies for a post more than once, he will have to pay application fee on each count (if applicable). In such a situation the candidate's latest application will be considered and all other previous application(s) will be rejected as invalid.
- l. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded/adjusted on any ground.
- m. Advance copy of application of candidates serving in Government Departments will only be considered if it is forwarded through proper channel.

**[4] Documents to be attached along with the hard copy of application form:**

- a) Printout of Online Application form.
- b) Printed copy of e-receipt/challan for the application fee of Rs.500/- (wherever applicable).
- c) Colour photograph pasted on the Application Form. (Please retain two copies of the same photograph to be produced later).
- d) Self-Attested photocopy of Date of Birth Certificate.
- e) Self-Attested photocopies of all educational qualification(s) certificate(s) and all mark sheets thereof (Semester wise/Year wise)
- f) Self-Attested photocopies of experience certificate(s), if any.
- g) Self-Attested photocopy of caste/community/disability /weaker section certificate, if applicable.
- h) Self-Attested photocopy of latest Medical Certificate (in case of Persons with Disability candidates) from the Competent Authority in the prescribed format.
- i) Self-Attested photocopy of the Discharge Book/Certificate (in case of Ex-Servicemen candidates).
- j) In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate to be attached.
- k) No objection certificate (NOC) (from Govt. /Autonomous Body/Public Sector employees) if employed / proper channel application, wherever applicable.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or during selection procedure, if a candidate is (or has been) found guilty of –

- i. using unfair means **or**
- ii. impersonating or procuring impersonation by any person **or**
- iii. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing **or** facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose **or**
- iv. resorting to any irregular or improper means in connection with his/ her candidature **or**
- v. obtaining support for his/ her candidature by unfair means **or**
- vi. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by the Institute

**-Sd-  
Controller of Administration**

**Certificate regarding physical limitation in an examinee to write**

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



**FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

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

(Signature of Commanding Officer)

Office Seal

Place:

Date:



**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I \_\_\_\_\_ bearing Roll No \_\_\_\_\_ appearing for the Document Verification of the \_\_\_\_\_ Examination, 20\_\_\_\_\_ do hereby undertake that:

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

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

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as \_\_\_\_\_ on \_\_\_\_\_ in the office of \_\_\_\_\_ . I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; **OR**

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as \_\_\_\_\_ on \_\_\_\_\_ in the office of \_\_\_\_\_ . Therefore, I am eligible for age-relaxation only.

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

Roll Number: \_\_\_\_\_

Date of appointment in Armed Forces: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_

Last Unit/ Corps: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

**Form-V**

Certificate of Disability

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

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

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

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

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

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

- (A) he/she is a case of:
- locomotor disability
  - dwarfism
  - blindness (Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

उज्ज्वल भविष्य का नवोन्मेष हब  
 Innovation Hub for Better Tomorrow  
 (Signature and Seal of Authorized Signatory of notified Medical Authority)

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

## Form - VI

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

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

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

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

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

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

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....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			

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment / mental disability (in %)
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: - \_\_\_\_\_ percent

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

£ eg Left/Right/both ears 4

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

<b>Name and Seal of Member</b>	<b>Name and Seal of Member</b>	<b>Name and Seal of the Chairperson</b>

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



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

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

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

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

This is to certify that I have carefully examined Shri/Smt/Kum \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (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 (.....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			

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassaemia			
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

{Counter signature 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

**PRESCRIBED PROFORMAE**

**Performa-I**

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

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

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

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

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

% 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 Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

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

Signature.....  
\*\*Designation.....

(With Seal of Office)  
State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**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  
\_\_\_\_\_ of \_\_\_\_\_ village/town  
\_\_\_\_\_ in \_\_\_\_\_ District/Division  
\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_  
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  
\_\_\_\_\_. \* Shri/Smt./Kumari \_\_\_\_\_ and /or his/her  
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 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup>  
October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_ \$

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Government of.....**

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

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari .....  
son/daughter/wife of ..... permanent resident of,  
..... Village/Street, ..... Post Office,  
.....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 lakh  
(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.....

<p>Recent passport size attested photograph of the applicant</p>
--

**\*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.



**Explanation: An “ex-serviceman”:**

- a) Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
  - i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
  - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - iii. who has been released from such service as a result of reduction in establishment; or
- b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- c) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- d) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or
- e) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

**Note:** For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation/age-relaxation, he must have already acquired, at the relevant time of submitting his application for the Post/Service the status of Ex-Serviceman or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application.