



**CSIR-National Environmental Engineering Research Institute**  
(Council of Scientific & Industrial Research)  
Nehru Marg, Nagpur 440020 (Maharashtra)



**Advertisement No. NEERI/01/2025**

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

**Direct Recruitment of Junior Secretariat Assistant (Gen/ F&A/ S&P) and Junior Stenographer**

**Date of Commencement of Online Application :01.04.2025 (09:00 AM)**

**Last date of submission of Online Application : 30.04.2025 (11:59 PM)**

**TOTAL NUMBER OF VACANCIES: 33**

CSIR-National Environmental Engineering Research Institute (CSIR-NEERI), with its headquarters at Nagpur (Maharashtra) and having five Zonal Centres at Delhi, Mumbai, Chennai, Kolkata and Hyderabad, is one of the constituent laboratory of Council of Scientific & Industrial Research (CSIR), a premier Multi-Disciplinary R&D organization in India which is an autonomous body of the Department of Scientific & Industrial Research (DSIR) under the Ministry of Science & Technology, Government of India.

CSIR-NEERI invites online applications from Indian citizens for the following Administrative posts as per the particulars given below:

Post Code	Name of the Post	No. of posts & Reservation	Minimum age limit not below 18 years and Upper Age Limit as on Closing date of online application	Pay Level in Pay Matrix	Essential Qualifications
JSA	Junior Secretariat Assistant (General)	<b>No of Posts- 14</b> <u>Category</u> UR-7, SC-1, ST-1, OBC(NCL)-4, EWS-1	*28 years	Pay Level -2 [Rs.19900-63200].  As per 7th CPC  Total emoluments approximate Rs. 36,493/- in Nagpur.	10+2/ XII or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time.
	Junior Secretariat Assistant (Finance & Accounts)	<b>No of Posts- 5</b> <u>Category</u> UR-4, OBC(NCL)-1			
	Junior Secretariat Assistant (Stores & Purchase)	<b>No of Posts- 7</b> <u>Category</u> UR-5, OBC(NCL)-2			

Jr. Steno	Junior Stenographer	<b>No of Posts- 7</b> <u>Category</u> UR-5, OBC(NCL)--2	*27 years	Pay Level -4 [Rs.25500-81100].  As per 7th CPC  Total emoluments approximate Rs. 49,623/- in Nagpur.	10+2/ XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.
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\*For age relaxation please refer Clause 2 of General information and conditions.

- For Ex-Servicemen (See Annexure-A): - Out of 26 posts of Junior Secretariat Assistant (General/ Finance & Accounts/ Stores & Purchase) one post is reserved for Ex-Servicemen
- For PwBD :- Out of 7 posts of Junior Stenographer one post is reserved for PwBD Category.
- Abbreviations: **SC**: Scheduled Caste, **ST** – Scheduled Tribe, **OBC (NCL)**-Other Backward Classes (Non-Creamy Layer), **UR** – Un-Reserved; **EWS**: Economically Weaker Section; **PwBD** - Person with Benchmark Disability.

#### **Preference for Posts/ Cadres:**

Candidates need to give their preferences for the posts among Junior Secretariat Assistant (JSA) i.e., 1) General Cadre, 2) Finance & Accounts Cadre and 3) Stores & Purchase Cadre, in the Online application. “Allocation of cadre to the candidates shall be decided by CSIR-NEERI from amongst select panel on merit cum preference”.

**Candidates eligible for both Junior Stenographer and Junior Secretariat Assistant (JSA) must apply separately for each post code and pay the respective application fee (if applicable).**

**Job requirement for JSA (Gen/ F&A/ S&P):** JSA (Gen /F&A /S&P) are required to provide assistance to the General Administration/ Finance & Accounts/Stores & Purchase, respectively, besides any other official work as and when assigned. They are liable to be transferred to any of the Zonal Centers under the administrative control of the CSIR-NEERI.

**Job requirement for Jr. Stenographer:** Jr. Stenographers are required to provide secretarial/ stenographic assistance/ Typing and other official work as and when assigned. They are liable to be transferred to any of the Zonal Centers under the administrative control of the CSIR-NEERI.

### **A) Junior Secretariat Assistant (General, Finance & Accounts and Stores & Purchase)**

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

10+2/ XII or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time. *To treat Diploma of 03 years duration, acquired after pass in 10<sup>th</sup> Standard, as equivalent to 12<sup>th</sup> standard in respect of posts for which pass in 10+2/ XII standard is the essential qualification.*

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

2. **Selection Procedure:** A Selection Committee duly constituted by the Director, CSIR-NEERI, will shortlist candidates on the basis of data filled by the applicant in application form and who fulfills the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on Competitive Written Examination and Proficiency Test in computer typing speed and in using computer, the details of which are mentioned below:

<b>Selection process for Junior Secretariat Assistant (Gen, F&amp;A and S&amp;P)</b>	Written Test/Exam + Proficiency in Computer type speed and in using computers as per DoPT Norms (Qualifying in nature)
<b>Norms for Typing test/ Proficiency test</b>	English Typing @ 35 w.p.m. Or Hindi Typing @ 30 w.p.m. 35 w.p.m. / 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word.

**Note: Typing Test will be conducted in English or Hindi and candidates while applying for the test, will have to indicate his/ her choice/option for medium of Proficiency Test i.e Typing Test on computers in the online Application Form. Time allotted for typing test is 10 minutes, which is qualifying in nature.**

**a) Scheme of Competitive Written Examination**

Questions	OMR Based or Computer based objective type multiple choice.
Medium of Questions	English and Hindi except the questions in English Language.
Standard of exam	Class 10+2/ XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

For these posts, there will be two papers (Paper-I and Paper-II). Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I. The final merit list will be prepared only on the basis of the marks obtained by the Candidates in Paper – II.

**Paper – I (Time Allotted – 90 minutes)**

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

\*Mental Ability Test will include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

**Paper – II (Time Allotted – 60 minutes)**

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

- General Awareness: The test will include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economics, General Polity, General Science, etc. These questions will be such that they do not require a special study of any discipline.
- English Language: Questions will be designed to test the candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

**a) Preparation of Merit List:**

- i) Proficiency test in computer is qualifying in nature.
- ii) Paper-I of the written examination is also qualifying in nature. The Selection Committee will fix the minimum cut-off marks in Paper-I.

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

iv) The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper-II.

**b) Sequence/ order of conducting Competitive Written Examination and Proficiency Test in Computer**

The decision regarding the sequence/ order of conducting the proficiency test in computer followed by a competitive written examination or vice versa will be taken by the Selection Committee and it will be notified in the website of CSIR-NEERI viz. [www.neeri.res.in](http://www.neeri.res.in) for information of all concerned.

**c) Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Junior Secretariat Assistant (Gen/ F&A/ S&P):**

Wherever two or more candidates have secured equal aggregated marks, the tie may be resolved in accordance with the order of precedence given below:

- i) Candidate with lesser negative marks, in the Paper-II will be placed higher;
- ii) The candidate with an earlier date of birth will be placed higher;
- iii) Candidate who acquired the minimum educational qualification earlier will be placed higher;
- iv) Alphabetical order in which first names of the candidates appear.

**B) Junior Stenographer**

**1. Minimum Educational Qualification**

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

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

**2. PwBD Reservation category for Junior Stenographer (on merit basis):**

**One post of Junior Stenographer is reserved for PwBD Category**

**Category (A) - Clause (a): Blindness, Low vision**

**OR**

**Category (B) - Clause (b): Hard of hearing;**

**3. Selection Procedure :** A Selection Committee duly constituted by the Director, CSIR-NEERI, will shortlist candidates on the basis of data filled by the applicant in application form and who fulfills the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on the Competitive Written Examination and proficiency test in stenography, the details of which are mentioned below.

<b>Selection process for Junior Stenographer</b>	<b>Written Exam/ Test</b>
<b>Norms for proficiency test</b>	The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. and as per DoPT norms for the post of Junior Stenographer.

The final merit list will be prepared on the basis of performance of the candidate in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.

**a) Scheme of Competitive Written Examination for Junior Stenographer**

Questions	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set in both English and Hindi, except the questions on English Language.
Standard of exam	10+2/ XII
Total no. of Question	200
Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

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

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

**b) Proficiency Test in Stenography**

The proficiency in stenography will only be qualifying in nature. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer, as per DoPT norms. The transcription time is as follows

Sr.No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

**c) Evaluation of Transcripts of Stenography tests - Nature of Mistakes**

The methodology of evaluation of stenography test, Calculation of mistakes, etc will be as per methodology, as under:

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

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

**FULL MISTAKES:** - The following mistakes are treated as full mistakes: -

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

**HALF MISTAKES:** - The following are treated as half mistakes: -

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

**NOTE:**

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

There shall be no provision for re-evaluation/ re-checking of the scores at any stage of the examination. No correspondence in this regard shall be entertained.

**d) Preparation of Merit List**

- i. The proficiency in stenography will only be qualifying in nature.
- ii. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- iii. The merit list will only comprise of those candidates who have qualified the proficiency test in stenography

**e) Sequence / order of conducting Competitive Written Examination and Proficiency Test in Stenography**

The decision regarding the sequence/order of conducting the proficiency test in stenography followed by a competitive written examination or vice versa will be taken by the Selection Committee and it will be notified in the website of CSIR-NEERI viz. [www.neeri.res.in](http://www.neeri.res.in) for information of all concerned.

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

Wherever two or more candidates have secured equal aggregated marks, the tie may be resolved in accordance with the order of precedence given below:

- i) Candidate with lesser negative marks, in the competitive written examination will be placed higher;
- ii) The candidate with an earlier date of birth will be placed higher;
- iii) Candidate who acquired the minimum educational qualification earlier will be placed higher;
- iv) Alphabetical order in which first names of the candidates appear.

**Note: The duly constituted Selection Committee may fix a minimum qualifying mark in Competitive Written Examination for each category for both the posts of Junior Secretariat Assistant (Gen/F&A/S&P) and Junior Stenographer. The same will be notified in the website of CSIR-NEERI viz [www.neeri.res.in](http://www.neeri.res.in) for information of all concerned.**

**General information, guide 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. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending on availability, in this case HRA will not be admissible.
- b) In addition to the emoluments indicated above, benefits such as, reimbursements of Medical Expenses, Leave Travel Concession, etc., are available as per rules of Govt. of India/CSIR.



- c) CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.
- d) In addition to the emoluments indicated against each category of posts, other benefits are also available as per CSIR rules. The selected candidates will be governed by the “National Pension System” based on defined contributions as adopted by CSIR for its employees. However, persons selected from Departmental/ 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, 2021.
- e) The selected candidate can be posted at CSIR-NEERI (Nagpur Headquarters) or any of its Five Zonal Centres situated at Delhi, Mumbai, Chennai, Kolkata and Hyderabad as per the requirement of CSIR-NEERI.

## **2. Age Relaxation:**

- a) There is no age limit for CSIR departmental candidates provided they possess the prescribed qualification. CSIR departmental candidates mean the Permanent CSIR Employees only and not the temporary/ contractual/ project staff etc.
- b) The upper age limit is relaxable up to **05 [five] years for Scheduled Caste [SC]/ Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [OBC(NCL)] candidates**, as per Government of India orders in force, only in respect of those cases where the posts are reserved for these respective categories [scanned copies of the certificates to be uploaded in the online portal, as required]. SC/ ST/ OBC(NCL) candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DoPT OM No.36011/1/98- Estt. (Res), dated 01-07-1988 and they are treated at par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC and ST candidates in such cases.
- c) As for OBC certificates, both the conditions of OBC status as well as exclusion from ‘Creamy Layer’ with respect to Government of India criteria and not the respective State Government criteria, are to be met. The OBC (Non-creamy layer) certificate should be the latest one. The OBC certificates should be in the format APPLICABLE FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate’s eligibility will be based on Castes borne in the Central List of Govt. of India. Their sub-caste should match with the entries in Central List of OBC’s, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR, if otherwise eligible. The OBC candidates who belong to “Creamy layer” are not entitled to concession admissible to OBC category and such candidates have to indicate their category as General.
- d) The upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Caste/Scheduled Tribe candidates in respect of the posts reserved for them) for Widowed, divorced women and women judicially separated from their Husbands and who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence.
  - In case of widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - In case of divorced women and women judicially separated from their husbands, a certified copy of the 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 and women judicially separated from their husbands, that they have not remarried since.
- e) Age relaxation to Persons with Benchmark Disabilities (PwBDs):
 

Age relaxation of 10 (Ten) years for Unreserved [total 15 years for SC/ST and 13 years for OBC(NCL) candidates] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:

- i. Category A - blindness and low vision;
- ii. Category B - deaf and hard of hearing;
- iii. Category C - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- iv. Category D - autism, intellectual disability, specific learning disability and mental illness;
- v. Category E - multiple disabilities from amongst persons under clauses (A) to (D) including deaf-blindness.

**Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.**

The persons claiming age relaxation under this sub-para, would be eligible for relaxation in conditions in posts only if they suffer from **not less than 40% of relevant benchmark disability**. Such candidates will have to submit/ upload in the online portal, the attested Certificate of Disability issued by the Competent Authority as per the Forms V, VI and VII (as the case may be) specified in Rights of Persons with disabilities Rules, 2017 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India vide Notification No. G.S.R 591(E) dated 15.06.2017, as amended from time to time. No application fee is payable by PwBD candidates.

NOTE: PwBD candidates should mention in their online applications, their caste/community like SC/ ST/ OBC/ GEN/ EWS and also produce certificate of the concerned Caste/Community, if applicable, as this is a horizontal reservation.

A candidate under the category PwBD will be considered to be eligible for appointment only if he/ she is found medically fit in accordance with the standards of medical fitness as prescribed by the Government of India for Group “C” posts to be filled by Direct Recruitment.

- f) Upper age limit is relaxable by 03 years, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application.

Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R 757 (E) issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time.

Ex-Servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.

- g) Candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD may note in respect of the above that their candidature will remain provisional till the Certificate of their falling under SC/ST/OBC(NCL)/EWS/PwBD is verified / confirmed by the Appointing Authority from the Certificate issuing Authority. Candidates who are to be provisionally appointed against the post reserved for SC/ST/OBC(NCL)/EWS/PwBD are cautioned that if the verification reveals that their claim to belong to SC/ST/OBC(NCL)/EWS/PwBD, as the case may be, is false, their service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
- h) There is no provision for relaxation of age limit for employee of Central Government / State Government / Autonomous Bodies, etc.
- i) EWS (Economically Weaker Section): Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 Lakh (Rupees Eight Lakh only) are to be identified as EWSs 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 property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term “Family” for this purpose will 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.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders in the prescribed format shall only be accepted as candidate’s claim as belonging to EWS. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Unreserved) category, will be considered as General (UR) only.

The benefit of reservation under EWS category will be regulated as per DoPT OM No. 36039/1/2019-Estt.(Res.), dated 31.01.2019 and any other GoI instructions applicable in this regard, at the time of last date of submission of application. Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for receipt of application for the post. Income & Asset Certificates issued subsequent to the crucial/cut-off date and for the later Financial Year shall not be accepted.

Further, Family Gross Annual Income shall be computed for the financial year prior to the year of last date of submission of online application. For example, if the closing date for receipt of application for a post is April, 2025, the financial year for computing gross annual income of the family shall be 2024-2025 and the certificate shall be valid for 2025-2026.

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

- a) In case of persons with benchmark disabilities in the category of blindness, locomotors disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate in the online application.
- b) In the case of other categories of persons with benchmark disabilities, the provision of scribe will be available on production of certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/ her behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per Annexure enclosed and the request should be made by the candidate in the online application.
- c) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt of India Notification OM No.F.No.29-6/2019-DD-III date 10.08.2022, persons with specified disabilities covered under the definition of Section 2 (s) of the RPwD Act,2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per Annexure enclosed with this advertisement. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:
  - i. Chief Medical Officer/Civil Surgeon/Chief District Medical Officer-Chairperson
  - ii. Orthopaedic/ PMR specialist
  - iii. Neurologist, if available\*
  - iv. Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist/Special Educator
  - v. Occupational therapist. if available\*
  - vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson

- (\*the Chief Medical Officer/ Civil Surgeon/ Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College /Institute, if the same is not available in the District). The facility of scribe will be provided on production of certificate as per aforesaid Annexure in support of his/ her claim.
- d) In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The scribe should not be a candidate of this examination.
  - e) The candidate with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Proforma enclosed with this advertisement. In addition, the scribe has to produce a valid ID proof in original (Aadhaar 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 enclosed with this advertisement. If subsequently it is found that the qualification of the scribe is not as declared by candidate, then the candidate shall forfeit his/ her right to the post and claims related thereto.
  - f) A compensatory time of 20 min per hour of examination will be provided to the persons who are allowed use of scribe as described above. The candidates referred to at preceding sub paras (b) and (c) who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
  - g) No attendant other than the scribe for eligible candidate 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 scribe and/ or compensatory time must produce relevant documents for the eligibility of scribe and/ or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.

#### **4. Application fee:**

A non-refundable application fee of Rs. 500/- (Five Hundred Rupees) only wherever applicable may be deposited through the SBI Collect link to pay online which will be available on this website and downloaded copy of e-receipt of the same must be uploaded in the portal for successful submission of online application. No other mode of payment is allowed like DD, Challan, Postal Orders etc.

**The candidates belonging to SC/ST/PwBD/Women/Ex-Servicemen are exempted from payment of application fee, subject to uploading of the relevant document of their claim.**

Applications without the prescribed fee will not be considered and summarily rejected in the non-exempted categories. No representation against such rejection would be entertained

#### **5. Other Conditions:**

- i. The applicant must be a citizen of India.
- ii. All applicants must possess the essential qualification of the post and fulfil other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for post which is compulsory even if a candidate has some other higher qualifications. **Enquiries asking for advice as to eligibility will not be entertained.** The prescribed essential qualifications are the minimum mentioned against the post. Mere possession of the same does not entitle candidates to be called for Typing test/ Written test. The duly constituted Selection Committee will adopt its criteria for short listing the candidates. The candidature is provisional at all the stages of recruitment/selection process.
- iii. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible at any stage of the recruitment process.
- iv. It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the

claim of the candidate that he/she belongs to the SC/ST/OBC(NCL)/EWS/PwBD is false OR it reveals that the claim of the candidate that he/she belongs to the Non creamy layer is false, his/ her services/ candidature will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.

- v. No travelling allowance will be paid to appear for Competitive Written Examination or Proficiency Test (Typing Test/ Stenography Test)
- vi. The selected candidates will be on probation for 2 years from the date of joining the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extent rules.
- vii. The candidate should therefore mention in the application all the qualifications in the relevant area over and above the minimum prescribed qualifications, supported with documents and ensure that all details are full and accurate. Completion of course will be reckoned from the date of issue of provisional/ original certificate/ notification.
- viii. Incomplete online applications not accompanied with the required certificates/ documents, fee(s) if any, is liable to be rejected at any stage of recruitment process.
- ix. 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 CSIR-NEERI with regard to equivalence of qualification(s) and about recognition of Board/ Universities/ Institutes shall be final and binding.
- x. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period except UPSC/SSC 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 CSIR-NEERI.
- xi. 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.
- xii. The date for determining the upper age limit, qualification shall be the closing date prescribed for submission of online applications i.e. 30.04.2025 (11:59 PM).
- xiii. The prescribed qualifications should have been obtained through recognized Universities/ Boards/ Institutions, etc.
- xiv. The decision of the CSIR-NEERI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Typing/ Written examination, as per rules, will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.
- xv. In case of Boards/ Universities/ Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/ Universities/ Institutes. A copy of the conversion formula of CGPA/SGPA/OGPA/ DGPA/CPI grades etc into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.
- xvi. The Director, CSIR-NEERI reserves the right to cancel the advertisement either partly or fully without assigning any reason thereof or reserves the right not to fill up the posts at any stage of recruitment.
- xvii. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/GoI guidelines prevalent at a given point of time during various stages of selection process.
- xviii. Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR-NEERI or CSIR or any other laboratory/ institute of CSIR in the online application form. Close relations would include wife/ husband/ brother/ sister/ brother's wife and those who could be termed as blood relations.

- xix. Notifications regarding selection, details of screened/ short listed candidates to be called for Typing/ Written examination along with criteria adopted and any updates shall be displayed only on NEERI official website: <https://www.neeri.res.in> from time to time.
- xx. The screening of the candidates will be done prima facie on the basis of data and information furnished by the candidates. If at any subsequent date it is discovered that the candidates do not fulfil the eligibility criteria; their candidature shall be cancelled without assigning any reason whatsoever. Therefore, candidates must ensure that given information is true and valid.
- xxi. **Posts identified suitable for Persons with Benchmark Disabilities (PwBDs) :**

Designation	Suitable Category of Benchmark Disability
Junior Secretariat Assistant (Gen/F&A/S&P)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological / limb dysfunction d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
Junior Stenographer	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without neurological / limb dysfunction d) ASD (M), SLD, MI e) MD involving (a) to (d) above

**Functional Requirement Abbreviations Used:**

S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, MF=Manipulation by Fingers, H=Hearing, RW=Reading & Writing, SE=Seeing, C=Communication

**Category Abbreviations Used:**

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, SD=Spinal Deformity, SI=Spinal Injury, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

NOTE: In the category of posts which are identified suitable for persons with benchmark disabilities, a person with benchmark disability cannot be denied the right to compete for appointment by direct recruitment against an unreserved vacancy. Thus a person with benchmark disability can be appointed by direct recruitment against vacancy not specifically reserved for the persons with benchmark disability, provided the post is identified suitable for persons with benchmark disability of the relevant category.

- xxii. **Selected candidate will report for duty at the earliest as per rules.**
- xxiii. **The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.**

## 6. **How to Apply:**

- Eligible and interested candidates are required to apply **ONLINE only** through our official website <https://www.neeri.res.in> or <https://career.neeri.res.in>
- If the candidate does not have a valid email id, he/she should create a new valid email id before applying online and should be kept active during the entire recruitment process.
- Candidates are advised to go through the instructions for online filling of the application carefully. For online application process please refer “How-to-apply online” instructions, “Fee Payment Procedure’ available on the above-mentioned website. The application is to be submitted in three distinct steps within prescribed timeline, as below: - i) Registration [online] ii) Fee Submission [online], if applicable iii) Online application submission
- Applicants working in Central Govt. Departments/State Govt./PSU/Autonomous organisations, shall be required to produce a ‘No Ojection Certificate (NOC)’ from their employer at the time of document verification, failing which their candidature will NOT be considered. The date of such document verification will be intimated in due course. However, such candidates should intimate their employer about their application against the advertisement. Further they are also requested to upload original copy of NOC issued by their employer while filling of the online application along with other documents.
- Online Application will be available on CSIR-NEERI website <https://www.neeri.res.in> or <https://career.neeri.res.in> Open from 01.04.2025 (09:00 a.m. onwards) and Closes on 30.04.2025 (11:59 p.m.). Candidates should keep a copy of the application print-out and payment details, if any, just after successful submission of the online application for their record. **Print-out of Application and payment details will not be available after 11:59 p.m. on 30.04.2025.**
- The candidate must register with their name, email-id and mobile number. After successful registration, the candidate has to login using the credentials and apply through the Online Application Portal. After filling-up the application form, the candidate can upload all relevant supporting documents and verify or edit the application to ensure that the application is accurate and complete in all aspects. After finalizing the application, the candidate has to finally ‘Submit’ the Draft application and update the payment details, if applicable, in the Portal to successfully submit the application form. Once the application is submitted, no further modifications or amendments or any request for change or correction in the application form will be permitted. It is important to keep a printout of the completed application form.
- The Candidate is required to upload his/her recent passport size scanned colour photograph (max size 50 KB), signature (max size 50 KB) and also relevant certificates (max size 1 MB each) and also relevant certificates (max size 1 MB each) at the specified places in the online application.
- Fee(s) once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- Only a single application will be entertained from each candidate for all the cadres of Junior Secretariat Assistant. In case a candidate wants to apply for the post of Junior Secretariat Assistant and also for the post of Junior Stenographer then he/she requires to submit two ONLINE APPLICATIONS separately with requisite application(s) fee(s) and would require to keep with them the two downloaded applications along with the necessary/ required supporting documents separately. **IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT/ JUNIOR STENOGRAPHER WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.**

**Incomplete applications not accompanied with signatures wherever applicable, photograph and application fee (if applicable), all applicable documents, caste certificate (if applicable), Proof of possession of a valid Ex-servicemen Certificate (if applicable), copy of Discharge Book (if applicable), etc. will forfeit the candidature at any stage of recruitment process.**

**Note:** The applicants are advised to strictly follow the instructions. The particulars filled by the applicant will be taken as final, and further processing of the application will be based on this filled application. Frivolous representation/ clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained. Therefore, candidates are advised to take the assistance of the Help Desk if required.

Candidate is cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ ST/ OBC(NCL)/ EWS/ PwBD/ Ex-Servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any, case of illegality is detected at any stage of the selection process or later on, CSIR-NEERI reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.

**7. Documents to be uploaded not exceeding the size 1 MB each) (whichever is applicable)**

- I. Proof of Date of Birth (i.e. School leaving Certificate / 10th or 10+2/ XIIth Class Certificate/ Birth Certificate)
- II. 10th Class Mark Sheet
- III. 10+2/ XIIth Class Mark sheet/ Certificate or Diploma Mark sheet/ Certificate
- IV. Other educational certificate(s) and/or mark sheet(s).
- V. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/ mismatch in name/ variation in name of candidate (if applicable) duly self attested.
- VI. Caste/Category certificate (wherever applicable) in the formats [click here] prescribed by the Govt. of India.
- VII. '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.
- VIII. No objection Certificate (NOC), if applicable, for those who are already working in Govt., Semi Govt, State, Autonomous, PSU, etc. wherever applicable [click here for format]
- IX. Certificate related to PwBD (wherever applicable) in the prescribed format [click here for format]
- X. Proof for remittance of application fee of Rs. 500/- paid through SBI collect (E-receipt/Transaction reference), wherever applicable.
- XI. Others (If any)

**No hard copy of application or any document is required to be sent at the time of applying for the posts**

Any further information regarding this Advertisement like date, time of written test/ typing/ stenography test or otherwise, any addendum / corrigendum or any variation in number of posts / cancellations of post(s) etc. will be made available through CSIR-NEERI website [www.neeri.res.in](http://www.neeri.res.in) only. Therefore, the candidates are advised to keep a regular watch accordingly.

**Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post (s).**

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

-sd-

**Controller of Administration  
CSIR-NEERI, Nagpur (Maharashtra)**

## Annexure – A

1. Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.
2. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
3. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his 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.
4. **Explanation:** An 'ex-serviceman' means a person:
  - 1.1 Who has served in any rank whether as a combatant or non-combatant in the Regular Army,
  - 1.2 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
  - 1.3 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;
  - 1.4
  - or
  - 1.5 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

**1.6** Personnel, who were on deputation in Army Postal Service for more than six months;

or

**1.7** Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

**1.8** Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

**2.0** A matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

**Annexure –I**

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

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

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

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

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

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

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

Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the..... dated.....

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

Signature.....

\*\*Designation.....

(With Seal of Office)

State/Union Territory\*

Place:.....

Date:.....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

%· Delete the paragraph which is not applicable

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

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

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

**Note:**

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

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

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

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

Dated:  
Seal

---

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

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

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

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

Annexure-IIIForm of declaration to be submitted by the OBC candidate (in addition to the community certificate)

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

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

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

**Annexure - IV**

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

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

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

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

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above
  - III. Residential plot of 100 SQ. Yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

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

Recent  
 passport size  
 attested  
 photograph of  
 the applicant

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

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

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

\*\*\*\*\*

**Annexure -V**

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. Registra  
tion 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 par of body	Diagnosis	Permanent physical impairment/mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	€		
10.	Hard of Hearing	€		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			



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

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

In figures.....percent

In Words: -..... percentage

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

3. Reassessment of disability is :

(i) not necessary

Or

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

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

# - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

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

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

**Annexure-VI**

**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: \_\_\_\_\_

**Annexure-VII****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 &amp; Designation

Name of Government Hospital / Health Care Centre with Seal

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

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

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

**Annexure-VIII**

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

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

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

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

Signature of medical authority

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

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Annexure -IX**

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

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

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

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

(Signature of the candidate)

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

Place:

Date:

**Annexure - X**

**Form-V  
Certificate of Disability**

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

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

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

Certificate No.....

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

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

**Annexure - XI**

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

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

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

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

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

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

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



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

3. Reassessment of disability is :

(i) not necessary

Or

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

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

# - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(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.

**Annexure - XII**

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

Form of Certificate applicable for Released/Retired Personnel

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

2. He has been released from military services:

% a) on completion of assignment otherwise than

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

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

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

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

Place: .....

Date: .....

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

%· Delete the paragraph which is not applicable.

**B. Form of Certificate for Serving Personnel**

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

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

- 2. He is due for release retirement on completion of his specific period of assignment on.....
- 3. no disciplinary case is pending against him.

Place: .....

Date: .....

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

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

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

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

Place:

Date:

Candidate Signature and Name of

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