



सीएसआईआर-केंद्रीय विद्युतरसायन अनुसंधान संस्थान  
**CSIR-Central Electrochemical Research Institute**  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद/Council of Scientific & Industrial Research)  
कारैकुडी/Karaikudi-630 003

**Advertisement No.01/2025**

The CSIR-Central Electrochemical Research Institute (CECRI), Karaikudi is a premier constituent establishment of Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Government of India. CECRI is involved in multidisciplinary R&D programmes in the domain of Electrochemistry and Electrochemical devices.

CSIR-CECRI invites ONLINE application from enthusiastic, talented Indian citizens to fill the following administrative posts. These posts are recruited on a local/regional basis.

*The CSIR-CECRI strives to have a work-force which reflects Gender balance and Woman candidates are encouraged to apply.*

**Important Dates:**

Commencement of Online Application	17.02.2025 (from 09.00 A.M)
Last date for submission of ONLINE applications (Thereafter website link will be disabled)	18.03.2025 (upto 05.30 P.M)

<https://jsarecruit.cecri.res.in/>

**THERE IS NO NEED TO SUBMIT A HARD COPY OF APPLICATION.**

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

Post Code	Name of the Post	Total Posts & Reservation category #	Pay Level in Pay Matrix	**Upper Age Limit as on (as on last date of submission of online Application)
JST251	Junior Stenographer	02 Posts [UR-01 SC-01]	Pay Level 4 (₹25500 - ₹81100)	27 Years
JSAG252	Junior Secretariat Assistant (General)	04 Posts [UR-02, EWS-01, OBC(NCL)-01]	Pay Level 2 (₹19900 - ₹63200)	28 Years
JSAF253	Junior Secretariat Assistant (Finance & Accounts)	02 Posts [UR-01, OBC(NCL)-01]	Pay Level 2 (₹19900 - ₹63200)	
JSAP254	Junior Secretariat Assistant (Stores & Purchase)	02 Posts [UR-01, SC-01]	Pay Level 2 (₹19900 - ₹63200)	
** Please see details of age relaxation under Age Relaxation Column(S.No.3).				
# Out of 10 posts, 01 post is reserved for Persons with Benchmark Disabilities (PwBDs).				

**Abbreviations used:** UR - Unreserved, EWS - Economically Weaker Section, SC - Scheduled Castes OBC(NCL) - Other Backward Class(Non-Creamy Layer), PwBD - Person with Benchmark Disability

**Note:- One Written Exam for all three cadres of Junior Secretariat Assistant.**

**Post Code for the purpose of Online Application**

Post Code	Name of the Post	Category	Upper Age Limit
JST251	Junior Stenographer	UR	27 Years
	Junior Stenographer	SC	32 Years
JSAG252	Junior Secretariat Assistant (General)	UR	28 Years
	Junior Secretariat Assistant (General)	EWS	28 Years
	Junior Secretariat Assistant (General)	OBC	31 Years
JSAF253	Junior Secretariat Assistant (Finance & Accounts)	UR	28 Years
	Junior Secretariat Assistant (Finance & Accounts)	OBC	31 Years
JSAP254	Junior Secretariat Assistant (Stores & Purchase)	UR	28 Years
	Junior Secretariat Assistant (Stores & Purchase)	SC	33 Years

**Candidates eligible for both Junior Stenographer and Junior Secretariat Assistant (JSA) must apply separately for each post and pay the respective application fee (if applicable). However, a single application with a fee of ₹500 (if applicable) is sufficient for applying to multiple JSA categories, including JSA (General), JSA (Finance & Accounts), and JSA (Stores & Purchase). Applicants must select the posts they wish to apply for and the Candidates will be considered only for the posts they have applied for.**

**Suitability for PwBDs**

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

Category identified as suitable for **Junior Stenographer**: B=Blind, LV=Low Vision, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC= Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, SD=Spinal Deformity, SI=Spinal Injury, ASD (M)=Autism Spectrum Disorder (M=Mild), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories. (S.No. 39 at Page 1836)

Category identified as suitable for **Junior Secretariat Assistants**: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, BA= Both Arms, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC= Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, Mdy=Muscular Dystrophy, ASD(M)=Autism Spectrum Disorder (M=Mild), MoD=Moderate, ID=Intellectual disability, SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories. (S.No. 88 at Page 1856)

S.Nos. and Page Nos. referred to in the above two paras refer to Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification No. 38-16/2020-DD-III. dated 04.01.2021, as amended from time to time.

## A. Junior Stenographer

### I. 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-CECRI with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.

### II. Mode of Selection:

A Selection Committee duly constituted by the Director, CSIR-CECRI, will shortlist candidates fulfilling the terms and conditions of this advertisement for open competitive written examination and proficiency test in stenography. The Written Examination will consist of one paper with 03 parts and the details of scheme of written examination are as mentioned below. The proficiency test in stenography will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.

#### a. Scheme of Competitive Written Examination:

<b>Mode of Examination</b>	OMR Based or Computer Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except the questions on English language.
<b>Standard of Exam</b>	10+2 / XII
<b>Total No. of Questions</b>	200
<b>Total time allotted</b>	2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

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

Part	Subject	No. of 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

#### Indicative Syllabus:

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

- iii. **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. His/her writing ability will also be tested.

**b. Proficiency Test in Stenography:**

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

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

**c. Evaluation of Transcripts of Stenography Test - Nature of Mistakes:**

The methodology of evaluation of Stenography Test, calculation of mistakes etc. will be as per CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021. (Copy attached at Annexure-I)

**d. Preparation of Merit List:**

- i. The proficiency test 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.

Note: The duly constituted Selection Committee may fix a minimum qualifying marks in Competitive Examination for each category of posts. The same will be notified in the website of CECRI viz. [www.cecni.res.in](http://www.cecni.res.in) for information of all concerned.

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

- i. Competitive Written Exam
- ii. Proficiency Test in Stenography to those candidates who secure the threshold marks (to be fixed by the selection committee) in the competitive written examination.

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

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

## B. Junior Secretariat Assistant (General), Junior Secretariat Assistant (Finance & Accounts) & Junior Secretariat Assistant (Stores & Purchase)

### I. Minimum Educational Qualification:

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

**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-CECRI with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.

### II. Selection Procedure:

A Selection Committee duly constituted by the Director, CSIR-CECRI, will shortlist candidates fulfilling the terms and conditions of this advertisement for open competitive written examination and typewriting test on computer. The written exam will consist of two papers (Paper-I & 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 the first paper (Paper-I). The proficiency in computer typing speed and in using computer will only be qualifying in nature. The final merit list will be prepared on the basis of the performance in the competitive written examination in Paper-II, who have qualified the proficiency in computer typing.

#### a. Scheme of Competitive Written Examination:

<b>Mode of Examination</b>	OMR Based or Computer Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except the questions on English language.
<b>Standard of Exam</b>	10+2 / XII

The written examination consists of the two papers (Paper-1 and Paper-2). Paper-2 will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-1.

#### Paper - 1 [Time Allotted - 90 Minutes]

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

#### Paper - 2 [Time Allotted - 1 Hour]

Subject	Number of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	<b>One negative mark</b> for every wrong answer
English Language	50	150 (three marks for every correct answer)	<b>One negative mark</b> for every wrong answer

## Indicative Syllabus:

- i. **Mental Ability:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc. Besides, the test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.
- ii. **General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economic scene, general polity including Indian Constitution and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.
- iii. **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.

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### b. Proficiency Test in Computer:

English Typing @ 35 w.p.m or Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes. 35 w.p.m / 30 w.p.m. correspond to 10500 / 9000 KDPH on an average of 5 key depression for each word.

There will be English Typing test / Hindi Typing test for those candidates who opt for English / Hindi as their medium of typing test respectively. The choice of medium of Proficiency test given by the candidates in the Online Application Form shall be treated as final and normally no change in the medium of Proficiency test will be entertained except with the justified reasons.

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### c. Evaluation of type-scripts of typewriting test in Hindi / English - Nature of Mistakes:

The methodology of evaluation of type-scripts of typewriting test in Hindi/English, calculation of mistakes etc. will be as per CSIR Letter No. 5-1(116)/2011-PD dated 13.07.2015. (Copy attached at Annexure-II)

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### d. Preparation of Merit List:

- i. The proficiency in computer typing speed and in using computer will only be qualifying in nature.
- ii. The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-2 of Competitive Written Examination.
- iii. The merit list will only comprise of those candidates those who have qualified the proficiency test in computer typing.
- iv. The duly constituted Selection Committee may fix a minimum qualifying mark in Competitive Written Examination for each category of posts. The same will be notified in the website of CECRI viz. [www.cecni.res.in](http://www.cecni.res.in) for information of all concerned.

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### e. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in computer :

- i. Competitive Written Exam
- ii. Proficiency Test in Computer to those candidates who secure the threshold marks (to be fixed by the selection committee) in the competitive written examination.

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### f. Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks (for both the posts of Junior Secretariat Assistant):

- i. Candidate with lesser negative marks in the Paper-2 will be placed higher;
- ii. Date of Birth, with older candidate placed higher;
- iii. Candidate acquiring minimum educational qualification earlier, placed higher;
- iv. Alphabetical order in which first names of the candidates appear.

## **General information and conditions:-**

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

- a. The above posts carry Pay and Allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), etc., as admissible to Central Government employees at the place of posting and **as made applicable to CSIR**. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending on availability, in which case HRA will not be admissible.
- b. In addition to the emoluments indicated above, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, etc., are available as per rules of CSIR.
- c. The selected candidates will be governed by the "National Pension Scheme" based on defined contributions as adopted by CSIR for its employees.
- d. CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.
- e. The appointment to the post shall be governed by the provisions of the Central Civil Services (Conduct) Rules, 1964 Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time and other Service Rules to the extent made applicable to the Council Servant and decision of the council as to their applicability shall be final.

### **2. Other Conditions:-**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill all the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications i.e. **18.03.2025**. They are advised to satisfy themselves before applying that they possess the essential qualification laid down for the post as detailed in this advertisement. **No enquiry asking for advice as to eligibility will be entertained.**
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written examination/Proficiency test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with necessary documents.
- d. **In the event of number of applications being large, the duly constituted Screening Committee of CSIR-CECRI may adopt short listing criteria to restrict the number of candidates to be called for Proficiency test in Computer Typing /written test to a reasonable number by any or more of the following methods: -**
  - I. **On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.**
  - II. **On the basis of marks obtained in the academic qualification.**
  - III. **Any other methodology as deemed fit.**
- e. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the CSIR-CECRI for determining the age and no subsequent request for change will be considered or granted. Date of birth should be supported with High School or Higher Secondary or Secondary School Certificate or Birth Certificate issued by the Competent Authority/extracts from Birth Register.
- f. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.
- g. **Persons with Benchmark disabilities (PwBD/DIVYANGJAN) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.**
- h. If any documents/certificates furnished are in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- i. The date of determining the upper age limit, qualifications, etc., shall be the last date of submission of online applications i.e. 18.03.2025.
- j. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the Written Examination/Proficiency Test and Typing Test or even at the subsequent stages of the recruitment process.

- k. It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate that he/she belongs to the SC/ST/OBC/EWS/PwBD is false OR it reveals that the claim of the candidate that he/she belongs to the creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.
- l. No travelling allowance will be paid to candidates to appear for Competitive Written Examination or Proficiency Test or Typing Test.
- m. The selected persons should be ready to serve anywhere under the administrative control of the Director, CSIR-CECRI, Karaikudi viz. at the Headquarters in Karaikudi or its units located at Chennai/ Mandapam and they can be transferred to any of the Labs/ Institutes of CSIR anywhere in India as and when the need arises.
- n. The selected candidates will be on probation for a period of **two years** from the date of joining the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.
- o. Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR-CECRI or CSIR or any other laboratory/institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/brother/sister or any person related to them by blood or marriage, whether they are dependent or not.
- p. The Director, CSIR-CECRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR instructions prevalent at a given point of time during various stages of selection process.
- q. The decision of the Director, CSIR-CECRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written examination, Typing/Proficiency test will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate(s).
- r. The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement in the interest of CSIR-CECRI.
- s. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.
- t. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- u. **Any further information regarding this advertisement like date, time and venue of tests, addendum/ corrigendum or any variation in number of post/ cancellation of post etc., will ONLY be made available through CSIR-CECRI website <https://www.cecri.res.in>. Therefore, candidates are advised to keep visiting regularly the website of the Institute <https://www.cecri.res.in>.**

### 3. Age limit & Relaxations:-

S.No	Category	Age-relaxation permissible beyond upper age limit
I.	Scheduled Caste(SC)	5 Years (where the posts/ vacancies are reserved for SC category)
II.	Other Backward Classes (OBC)	3 Years (where the posts/ vacancies are reserved for OBC category)
III.	PwBD (Unreserved)	10 Years
IV.	PwBD (SC)	15 Years (where the posts/ vacancies are reserved for SC category)
V.	PwBD (OBC)	13 Years (where the posts/ vacancies are reserved for OBC category)
VI.	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date
VII.	Widow	As per Section 3 (i)
VIII.	CSIR Departmental Candidates	No age limit provided they possess the prescribed qualifications.



- a. The applicant should have completed the age of 18 years.
- b. **There is no provision for relaxation of age limit for employees of Central Government / State Government / Autonomous bodies, etc.**
- c. SC/ 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 01.07.1998 and they are treated at par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC/ST candidates in such cases.
- d. Candidates belonging to the reserved categories of SC/ST/OBC (NCL) must upload a scanned copy of their certificate with their applications. This certificate should be in the prescribed format and issued by the Competent Authority authorized to issue such certificates, such as the SDO, District Magistrate or Deputy Commissioner, as specified by the Government of India.
- e. SC/ST/OBC certificates should be in the prescribed formats for appointment to posts under the Government of India (GoI). The OBC (Non-Creamy Layer) certificates must also meet the Non-Creamy Layer criteria for appointment to posts under the GoI as laid down by the GoI and not for appointment in any of the States of Union bearing references to those State Govt. orders. a. Eligibility for OBC candidates will be based on castes listed in the Central List of the Government of India and their sub-caste must match the entries in this list; otherwise, their candidature will not be considered under any reserved category and will be treated as Unreserved (UR), if otherwise eligible. OBC candidates in the "Creamy Layer" are not entitled to concessions available to the OBC category and must indicate their category as General. **Candidate belonging to OBC (NCL) must upload a scanned copy of Latest OBC (NCL) Certificate valid as on last date of submission of online application.**
- f. The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- g. 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 March, 2025, the financial year for computing gross annual income of the family shall be 2023-2024 and the certificate shall be valid for 2024-2025.
- h. **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.
- i. The upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Caste/Scheduled Tribe candidates, for 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 judgment/deed of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.
- j. **Age relaxation to Persons with Benchmark Disabilities (PwBDs):**

Age relaxation of 10 (Ten) years [15 years for SC and 13 years for OBC candidates, for the respective posts reserved for them] 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/ reservation in posts only if they suffer from **not less than 40% of relevant benchmark disability**. Such candidates will have to submit 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. PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN THEIR 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. Candidates with benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Disabilities.

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.

- k. 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 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.

- l. SC/ST/OBC (NCL)/PwBD/EWS etc. candidates are required to present the original certificate in the prescribed format, signed by the specified authority, as and when asked. Candidate must upload scanned copy of the requisite certificate along with online application. However, the claim of the candidate belonging to specific category will be regulated as per extant GoI guidelines on the subject.
- m. For information and compliance, the prescribed formats for producing SC/OBC/EWS/ESM/PwBD Certificate referred to above are enclosed as Annexures in this advertisement.

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

- (a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.
- (b) In the case of other category of persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per Annexure enclosed.
- (c) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification OM No. F.No. 29-6/2019-DD-III dated 10.08.2022, persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. **persons having less than 40% disability**

**and having difficulty in writing**, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per Annexure enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:

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

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

- (d) The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the CSIR-CECRI. Appropriate choice in this regard will have to be given by the candidate through email to 'recruit@cecri.res.in', whenever such need arises.
- (e) In case the candidate opts for a scribe, the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination. The scribe should not be a candidate of this examination.
- (f) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Annexure enclosed. In addition, the scribe has to produce a valid ID proof in original (Aadhar Card, Voter ID Card, PAN Card, etc.) at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma as per Annexure enclosed. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims related thereto.
- (g) A compensatory time of 20 min per hour of examination will be provided to the persons who are allowed use of scribe as described above. The candidates referred to at preceding sub paras (b) and (c), who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (h) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- (i) Partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the examination hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the examination hall.
- (j) The PwBD candidates who have availed the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.

## **5. HOW TO APPLY:**

- a. Eligible candidates are required to apply ONLINE only through CSIR-CECRI website. The link for ONLINE APPLICATION will be available on CSIR-CECRI's website from 17.02.2025 (09:00 AM) to 18.03.2025 (05:30 PM). Thereafter, the online link will automatically get disabled.
- b. Candidates are advised to submit Online Application Form well in advance, without waiting for the last date/time to apply. CSIR-CECRI will not be responsible for non-submission of application form and/or payment of application fee, for any reason whatsoever.
- c. Candidates have to register with a valid Email Address by clicking on the "New Registration" button on the left side panel. Upon successful registration, candidates may login the Recruitment portal with the Registration ID and the Password to fill the online application form. The Registration ID and Password is important for accessing and filling the Online Application Form.
- d. **Candidates applying for more than one post have to register separately for each post and have to submit application for the post applied for by paying the required fee if applicable.**

- e. The candidate is required to upload a recent (i.e. not more than three months old) scanned colour passport size Photograph in JPEG format (max 02 Mega Byte) with image dimension of about 300px (width) x 400px (height). Photograph must be in colour with a light colour background, white is preferable. The face of the candidate should be straight and clear. The photograph should be without cap, dark glasses and both ears should be visible. The application without photograph is liable to be rejected as invalid.
- f. The candidate is required to upload his/her Signature in JPEG format (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 successful registration, the candidate has to login using the credentials and fill up the Online application form. After filling-up the Online Application form, the candidate can verify / edit the application to ensure that the application is complete and correct in all aspects. After finalizing, candidate can finally submit the application online and take a print out of the application and keep it with himself/herself.

**h. Application Fee:**

The candidate has to remit an application fee of Rs.500/- through online payment system i.e. NEFT / IMPS / Bank Transfer/Net Banking etc., to the following account and fill up the transaction details in the prescribed columns of online application:

Name of Account Holder:	Director, CSIR-CECRI, Karaikudi
Account Number:	737253625
Bank Name:	Indian Bank, A.C. Campus Branch, Karaikudi
IFS Code:	IDIB000A008
MICR No.:	630019203
SWIFT Code:	IDIBINBBMDN

- i. The candidates belonging to SC/ ST/ PwBD/ Women/ Ex-Servicemen are exempted from submission of application fee.
- ii. The transaction number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt containing transaction number and transaction date etc.
- iii. Fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- i. 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.
- j. Candidates meeting the eligibility criteria for both Junior Stenographer and Junior Secretariat Assistant posts can apply for both, but they must submit a separate application and pay ₹500 for each post, if applicable.**
- k. After submission of ONLINE APPLICATION(s), the applicants SHOULD NOT SEND ANY HARD COPY OF APPLICATION at this stage.** They should keep / retain a soft copy of their Online Application / keep a print out of online computer generated Application form.
- l. HARD COPY:** As and when a candidate is shortlisted for Proficiency Test, he / she would be asked to submit signed Hard Copy of his/her application along with self-attested copies of all the certificates / documents uploaded by them in the Online Application form. Therefore, candidates are advised that at the time of submission of Online Application, they should fill the Application form with utmost care. They should upload all certificates (including mark sheets) of 10<sup>th</sup>, 12<sup>th</sup>, Undergraduate, Postgraduate, Certificate Courses, experience (if applicable) along with Application Fees Payment Receipt (if applicable) and Caste Certificates (if applicable) as the eligibility of candidate will be checked on the basis of information / documents submitted by them in the Online Application form.
- m. Candidates currently working in CSIR/Government Organisations/Autonomous Bodies/Statutory Bodies/Universities/PSU etc., as regular employee, must upload a 'No Objection Certificate' (NOC) from their employer, along with their online application. Failure to do so will render the application as incomplete.

- n. Incomplete applications i.e. application without photograph, unsigned, without application fee, without applicable testimonials / documents / certificates in support of claims made by the candidates in the Online application form will be rejected as invalid.
- o. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- p. Details of screened/short-listed candidates to be called for Skill/Trade Test /Written Examination will be notified in CSIR-CECRI website. Therefore the candidates are advised to visit the website [www.cecri.res.in](http://www.cecri.res.in) for the latest updates.
- q. Helpline Email ID in case of any technical problem/help/issue while filling up Online Application Form is [recruit@cecri.res.in](mailto:recruit@cecri.res.in).

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

- a. The printed copy of e-receipt/challan for the application fee of Rs.500/- (wherever applicable).
- b. Recent passport size colour photograph uploaded at appropriate place.
- c. Signature of the candidate uploaded at appropriate place.
- d. Copy of Matriculation/10th Standard or equivalent mark sheet/certificate indicating date of birth or School leaving certificate indicating Date of Birth in support of Name and Date of Birth.
- e. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/ mismatch in name/ variation in name of candidate/ parents (if applicable).
- f. Copy of educational certificate(s) and/or mark sheet(s) supporting the essential qualifications and any higher qualifications.
- g. Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Economically Weaker Section / PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- h. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- i. Copy of the judgment/decreed from the appropriate court of law for widow, divorced, or judicially separated women, to verify the status of divorce or judicial separation, if applicable. Additionally, an affidavit confirming that such candidate has not remarried.
- j. Copy of full Discharge book & valid Ex-Servicemen certificate, if applicable.
- k. No Objection Certificate with vigilance clearance (wherever applicable)
- l. Any other document in support of the claim made in the application, as applicable

Note 1: The documents/ certificates uploaded must be legible.

Note 2: Applications without the required document(s) will be considered as incomplete will be summarily rejected.

Note 3: Candidates will be asked to bring the documents in original along with the self- attested photocopies at an appropriate time.

Note 4: The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/ seminar/ Interview/ test will be final and binding on the candidates.

**DISCLAIMER**

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

**Administrative Officer  
CSIR-Central Electrochemical Research Institute  
Karaikudi- 630003, Tamilnadu**

Sl. No.	Annexure Number	Particulars of the Annexures'
1.	Annexure-I	Evaluation of Transcripts of Stenography Test
2.	Annexure-II	Evaluation of type-scripts of typewriting test in Hindi / English
3.	Annexure-III	Income & Asset certificate to be produced by Economically Weaker Sections
4.	Annexure-IV	Form of certificate to be produced by Other Backward Classes applying for appointment to Posts under the government of India
5.	Annexure-V	Form of declaration to be submitted by the OBC - NCL candidate (in addition to the community certificate)
6.	Annexure-VI	The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for Appointment to posts under the Government of India
7.	Annexure-VII	Form-V Certificate of Disability
8.	Annexure-VIII	Form-VI Certificate of Disability
9.	Annexure-IX	Form-VII Certificate of Disability
10.	Annexure-X	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.
11.	Annexure-XI	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.
12.	Annexure-XII	Certificate regarding physical limitation of an Examinee to Write
13.	Annexure-XIII	Letter of Undertaking for Using Own Scribe
14.	Annexure-XIV	Form of Certificate for serving Defense Personnel
15.	Annexure-XV	Undertaking to be given by the Ex-Servicemen

### Evaluation of Transcripts of Stenography Test

#### NATURE OF MISTAKES:

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

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

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

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

#### NOTE:

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

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

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

#### Percentage of ignorable mistakes allowed for the proficiency test:

- i. In case of **UR** Category - **7%**
- ii. In case of **Reserved** Categories (**EWS, SC, ST, OBC, ESM, PwBD**) - **10%**

Evaluation of type-scripts of typewriting test in Hindi / English

## (i) Formula for calculating typewriting speed in Hindi / English:

$$\frac{\text{No. of Words}}{10} (-) \text{ Number of Mistakes}$$

## (ii) Percentage of ignorable mistakes:

- In case of UR / OBC / SC / OH / VH candidates - upto 5%
- In case of ST / HH / ESM candidates - upto 7%

**for example: for a typing test of 10 minutes:** 5%

mistakes of total words typed are ignored.

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

As per formula	:	<b>No. of words</b>	(-)	<b>Number of Mistakes</b>
		10		
	=	(320/10) - 3		
	=	32-3		
	=	29 w.p.m		

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

Sl. 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	Half	Half
	Irregular left margin	Half	Half
	Highly irregular right margin	Half	Half



Sl. No	Description of Typewriting Errors	Number of mistakes to be counted	
		Hindi	English
11.	Omission of space between words	Half	Half
12.	Difference in space, if not the following: Full Stop Question Mark - 2 spaces Exclamatory Mark - 2 spaces Coma Mark - 1 space Colon / Semi Colon Mark - 1 space Hyphen - No space (Beginning & After)	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 (precaution) ➤ Separating prefixes or suffixes ➤ Words having double consonants (like Success) ➤ Compound Words (like under-estimated) 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 mistake 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

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

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

Certificate No. ....

Date : .....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari .....son/daughter/wife of .....permanent resident of ..... Village/Street ..... Postoffice ..... 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 .....

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.

**NOTE :-**

**The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS : -**

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

**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 recognized 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 Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993. O.M. 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\*\*.

Dated:

Signature \_\_\_\_\_

Designation \_\_\_\_\_

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's is mentioned as OBC.

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

§- List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

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

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

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

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

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

**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/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in district/division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ caste/ Tribes\* which is recognized as a Scheduled Castes/Scheduled Tribes\* 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 Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

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

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

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962.

@The Constitution (Pondicherry) Scheduled Castes Order 1964

@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

@The Constitution (Goa, Daman & 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) orders (Amendment) Act, 1990

@The Constitution (ST) orders (Amendment) Ordinance 1991

@ The Constitution (ST) orders (Second Amendment) Act, 1991

@ The Scheduled Castes and Schedules 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/Srimati/Kumari\*\_\_\_\_\_ of village/town\*\_\_\_\_\_ in District/Division\*\_\_\_\_\_ of the State/Union Territory\*\_\_\_\_\_ who belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of issued by the dated\_\_\_\_\_

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

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy. 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 Officers of the area where the candidate and/or his family normally resides.
- (v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

**Form-V  
Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

[See rule 18(1)]

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

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

Certificate No. ....

Date: .....

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

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

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

Recent passport  
size attested  
photograph  
(Showing face  
only) of the person  
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 guideline (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

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



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

In figures.....percent

In Words: - ..... percentage

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

3. Reassessment of disability is : (i) not necessary Or

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

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

# - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

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

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

**Form-VII**

**Certificate of Disability**

(In cases other than those mentioned in Forms V and VI)

[See rule 18(1)]

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

Recent passport size attested photograph (Showing face only) of the person with 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 (to be specified) and is shown against the relevant disability in the table below:-

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

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

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

3. Reassessment of disability is :

(i) not necessary Or

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

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

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Countersigned (Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

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

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

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

**ANNEXURE-X**

**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.

1. 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.
2. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_(it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

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

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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

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

1. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.
2. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate)

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

Place:

Date:

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

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

**Signature**

**Chief Medical Officer/ Civil Surgeon /  
Medical Superintendent of a Government health care institution  
Name & Designation**

**Name of Government Hospital/ Health Care Centre with Seal**

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (eg Visual impairment Ophthalmologist, Locomotor disability-Orthopaedic 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 Defense 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 the (Date)\_\_\_\_\_ .

(Signature of Commanding Officer)

Office Seal

Place:

Date:



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

I, Personal No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_, bearing Application No \_\_\_\_\_ applying for the Post of \_\_\_\_\_ in CSIR-Central Electrochemical Research Institute, against advertisement No \_\_\_\_\_ 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: \_\_\_\_\_

Personal Number: \_\_\_\_\_

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

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

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

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

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