वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
वैज्ञानिक और औद्योगिक अनुसंधान विभाग
Department of Scientific and Industrial Research
विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Science & Technology, Govt. of India
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली - 110 001
Anusandhan Bhawan, 2 Rafi Marg, New Delhi – 110 001



COMBINED ADMINISTRATIVE SERVICES EXAMINATION – 2023 (CASE – 2023)

DIRECT RECRUITMENT OF "SECTION OFFICER (GEN/F&A/S&P)" AND "ASSISTANT SECTION OFFICER (GEN/F&A/S&P)"

ADVERTISEMENT NO: E-I/RC/2023/1

TOTAL NUMBER OF VACANCIES: 444

Start date and time of submission of Online Application Form & Payment of Application Fee (online) through Debit Card/ Credit Card/Net Banking/UPI	**08/12/2023 (Friday) 17:00 Hrs**
Last Date and time of submission of Online Application Form (Thereafter website link will be disabled)	**12/01/2024 (Friday) 17:00 Hrs**
Last Date and time of submission of Online Application Fee (Thereafter website link will be disabled)	**14/01/2024 (Sunday) 17:00 Hrs**
Tentative Date of Stage I Examination	**February, 2024**
Tentative Date of Stage II Examination	**Will be Notified on CSIR Website**
Issue of Admit Card / Call letter to the valid registered candidates	**Will be Notified on CSIR Website**

About CSIR

Council of Scientific & Industrial Research (CSIR) established in 1942, is an Autonomous body under the aegis of Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India. It is Nation's premier Scientific Industrial R&D Organization and has a dynamic network of 36 national laboratories, 39 outreach centres, 1 Innovation Complex and three units with a Pan-India presence across the country. CSIR in pursuit of its mandate to develop and nurture S&T manpower in the country, envisages a transformed work culture with young and dynamic knowledge workforce that would facilitate and support multifarious initiatives that have been taken up in the CSIR. For more details about CSIR, kindly refer to our website https://www.csir.res.in/

Administration is part and parcel of CSIR for its growth and development. Applications are invited from the eligible candidates for the following administrative posts.

CSIR/Govt. of India strives to have a workforce which reflects gender balance and woman candidates are encouraged to apply.

1. Details of the vacancy positions / qualification etc

(a) Section Officer (Gen/F&A/S&P)- Vacancy Code: 2023101

No. of Posts & reservation status	Classification and Pay Level / Pay Matrix	Essential Qualification	Age Limit
No. of Posts: 76 **[Category wise break up are given at Sl. No.2 (a)]**	Group B (Gazetted) Pay Level – 8, Cell – 1 (Rs. 47,600 –Rs. 1,51,100)	University Degree	Not exceeding 33 years

(b) Assistant Section Officer (Gen/F&A/S&P)- Vacancy Code: 2023102

No. of Posts & reservation status	Classification and Pay Level / Pay Matrix	Essential Qualification	Age Limit
No. of Posts: 368 **[Category wise break up are given at Sl. No.2(b)]**	Group B (Non-Gazetted) Pay Level – 7, Cell – 1 (Rs. 44,900 –1,42,400)	University Degree	Not exceeding 33 years

Abbreviations :Gen: *General;* ***S&P:*** *Stores & Purchase;* ***F&A:*** *Finance & Accounts*

Note: The number of vacancies indicated against each Vacancy code is provisional and may increase or decrease.

Preference for Posts/Cadres :

Candidates will give their preference for the Posts viz. Section Officer (SO) and Assistant Section Officer (ASO) and Cadres viz. General (Gen), Finance & Accounts (F&A) and Stores & Purchase (S&P) in the Online application. "Allocation of cadre i.e. General, Finance & Accounts and Store & Purchase to the candidates from amongst select panel shall be decided by CSIR on merit cum preference".

2. Vacancy Details

(a) Section Officer (Gen / F&A / S&P)

Name of the Post	Total	Category wise break up				
		SC	ST	OBC	EWS	UR
SO (Gen)	28	4	2	7	2	13
SO (F&A)	26	3	1	7	2	13
SO (S&P)	22	3	1	5	2	11
Grand Total	**76**	**10**	**04**	**19**	**06**	**37**

(b) Assistant Section Officer (Gen/F&A/S&P)

Name of the Post	Total	Category wise break up				
		SC	ST	OBC	EWS	UR
ASO (Gen)	237	35	17	66	23	96
ASO (F&A)	83	12	6	22	8	35
ASO (S&P)	48	7	3	14	4	20
Grand Total	**368**	**54**	**26**	**102**	**35**	**151**

Abbreviations : UR: *Unreserved;* ***SC:*** *Scheduled Caste;* ***ST:*** *Scheduled Tribe;* ***OBC:*** *Other Backward Class;* ***EWS:*** *Economically Weaker Section;* ***PwBD:*** *Persons with Benchmark Disabilities;* ***SO:*** *Section Officer;* ***ASO:*** *Assistant Section Officer*

- * Out of the above mentioned 444 (76+368) vacancies, 19 posts are reserved for Persons with Benchmark Disability suffering from not less than 40% of relevant disability, on production of required documentary evidence from Competent Authority, with following break up of vacancies: -

i.	Blindness and low vision	5 posts
ii.	Deaf and Hard of hearing	5 posts
iii.	Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	5 posts
iv.	Autism, intellectual disability, specific learning disability and mental illness	4 posts
v.	Multiple disabilities from amongst persons under clause (i) to (iv) including deaf-blindness	

- **Suitability of posts for PwBD:** The above posts have been declared suitable for the following disabilities by Govt of India:

  [(B, LV), (D, HH), (OA, BA, OL, OAL, BL, BLOA, CP, LC, Dw, AAV, MDy), (SLD, MI), (MD involving previously mentioned disabilities] have been found suitable for the post of ASOs and SOs. In terms of Ministry of Social Justice and Empowerment Office Memorandum dated 07.09.2022, a separate sub category i.e. **Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/limb dysfunction** has been incorporated under Locomotor Disability in addition to OA, OL, BA, BL, OAL, BLOA and BLA. Thus, all the posts identified in the list stands identified suitable for persons with **SD/SI without neurological/limb dysfunction**. Persons with SD/SI with associated limb dysfunction shall be covered under the respective sub category such as OA, OL, BA, BL, OAL, BLOA and BLA, as the case may be. For example, if a post is identified suitable for OA and OL, the post is also to be suitable for persons with SD/SI with associated limb dysfunction of OL/OA.(**Category abbreviation 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, BLOA= Both leg & one arm, BLA= Both Legs& Arms, CP= Cerebral Palsy, LC= Leprosy Cured, Dw= Dwarfism, AAV= Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M=Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD= Multiple Disabilities.)

- **Functional requirement** for the above posts, is (S-sitting, BN- bending, MF-Manipulation with fingers, RW-reading & writing, SE-seeing, C-communication, ST-standing, W-walking, H-hearing).

3. Application Fee

Unreserved (UR), OBC and EWS Categories	**500/-**
Women/SC/ST/PwBD/Ex-Servicemen/CSIR Departmental Candidates	**NIL**

4. Relaxation in the Upper Age Limit :

S. No.	Category	Age-relaxation permissible beyond upper age limit
(i)	Scheduled Caste/Scheduled Tribe (SC/ST)	5 Years
(ii)	Other Backward Classes (OBC)	3 Years
(iii)	PwBD (Unreserved)	10 years
(iv)	PwBD (SC/ST)	15 years
(v)	PwBD (OBC)	13 years
(vi)	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date
(vii)	CSIR Departmental Candidates	05 years
(viii)	Any other category	No age relaxation

(a) SC/ST/OBC(NCL)/EWS/PwBD/Ex-servicemen candidates are required to upload a copy of the certificate in the prescribed format as the case may be **(Annexure-II , III, V, VI, XI,XII & XIII)** signed by the specified authority valid for appointment of posts under the Central Government. In addition, the OBC candidates have to submit a declaration as per **Annexure-IV**.

(b) The cut-off date for determining the age, qualifications, claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for receipt of online application.

(c) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.

(d) 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 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 extracts from Birth Register.

5. Scheme of Examination, Syllabus and Break up of Marks

A. Scheme of Examination

Paper	Subject	Max. Marks	Time
Paper – I	**General Awareness and English Language and Comprehension** **General Awareness** (100 Objective Type Questions of one mark each with negative marking @ 0.33 marks for every wrong answer.) **English Language and Comprehension** English Language & Comprehension (50 Objective Type Questions of one mark each with negative marking @ 0.33 marks for every wrong answer.)	150 Marks	02:00 Hours (120 Minutes)
Paper – II	**General Intelligence, Reasoning and Mental Ability** (200 Objective Type Questions of one mark each with negative marking @ 0.33 marks for every wrong answer.)	200	02:30 Hours (150 Minutes)
Paper - III	**English/Hindi – Descriptive Paper** Essay, Precis and Letter/Application Writing	150	02 Hours (120 Minutes)
Interview	Interview carrying 100 marks for the post of **Section Officer** (Gen/F&A/S&P) **only**.		
CPT	Computer Proficiency Test carrying 100 marks for the posts of **Assistant Section Officer** (Gen/F&A/S&P) **only**. CPT is Qualifying in nature.		
Paper– I, Paper- II and Paper- III will be common and compulsory for all the posts.			
All the papers will be bilingual (English & Hindi) except English Language Part of Paper – I which will be in English only.			
Minimum threshold marks, wherever prescribed/required, will be decided by the Competent Authority.			

For the post of Section Officer (Gen/F&A/S&P) only :-	
(i)	Candidates who secure the minimum threshold marks in aggregate out of 350 marks (Paper – I and Paper – II) will be called for Paper-III (Descriptive Paper).
(ii)	Candidates who secure the minimum threshold marks in Paper– I, Paper- II and Paper- III in aggregate out of 500 marks will be called for Interview. Interview carries 100 marks.
(iii)	The total marks for the post of Section Officer (Gen/F&A/S&P) will be 600.
(iv)	Final Select/Wait List will be prepared keeping in view the number of vacancies and total marks obtained by the candidates, subject to securing the minimum threshold marks.

For the post of Assistant Section Officer (Gen/F&A/S&P) only :-	
(i)	Candidates who secure the minimum threshold marks in aggregate out of 350 marks (Paper – I and Paper – II) will be called for Paper-III (Descriptive Paper) and Computer Proficiency Test (CPT). CPT is Qualifying in nature and Marks obtained in CPT will not be counted towards final marks.
(ii)	The total marks for the post of Assistant Section Officer (Gen/F&A/S&P) will be 500, excluding CPT.
(iii)	Final Select/Wait List will be prepared keeping in view the number of vacancies and total marks obtained by the candidates, subject to securing the minimum threshold marks and qualifying marks in CPT.

Notes:

The above process is suggestive only. Final decision to hold Paper- I, Paper- II on the same day or on different days and when to hold Paper- III, CPT/Interview and any related issue, may be taken by the Competent Authority keeping in view the Mode of Examination and logistics etc.

B. Syllabus and Break up of Marks

Paper – I - General Awareness and English Language and Comprehension (Total Marks = 150) (Time : 02 Hours)		Marks and Nos. of Questions
General Awareness		
(i)	History of India & Indian National Movement	100
(ii)	Constitution of India, Polity, Governance, Social Justice	
(iii)	Current events of National and International importance	
English Language & Comprehension		
(i)	Comprehension	50
(ii)	Do as directed (Active-Passive; Direct-Indirect etc.)	
(iii)	Prepositions, fill in the blanks,	
(iv)	Synonyms/Antonyms	
(v)	Sentence Correction; common errors	
(vi)	Punctuation, Idioms & Phrases etc.	

Paper – II - General Intelligence, Reasoning and Mental Ability (Total Marks = 200) (Time : 02:30 Hours)		Marks and Nos. of Questions
(i)	General Intelligence, Reasoning and Mental Ability	25
(ii)	Arithmetical and Numerical Ability	25
(iii)	General Science	25
(iv)	Economic & Social Development and General issues on Environmental Ecology, Bio-diversity and Climate Change	25
(v)	Ethics, Integrity and Aptitude	25
(vi)	Decision Making and Problem solving	25
(vii)	Management Principles & Practices	25
(viii)	National Geography	25

Paper – III - English/Hindi – Descriptive Paper (Total Marks = 150) (Time : 02 Hours)		Marks
(i)	Essay writing (02 questions)	100
(ii)	Precis writing (01 question)	30
(iii)	Letter/Application writing (01 question)	20

6. EVALUATION

a) Tentative Answer Keys of the Computer Based Examinations will be made available to the candidates through CSIR website, after the Examination. Candidates may go through the answer key and submit online representation within the time limit and represent on payment of Rs.100/- per question, which is non-refundable. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the Answer keys will be scrutinized before finalizing the answer keys and the decision of the CSIR in this regard will be final.

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

c) Marks scored by the candidates in examinations, if conducted in multiple shifts, will be normalized by using a formula and such normalized scores will be used to determine the final merit and cut off Mark. The formula will be decided by CSIR and will be notified subsequently through CSIR website.

7. Methodology for Resolution of Tie Cases

In the event of tie in scores of candidates in Stage I and Stage II examination, merit will be decided by applying following criteria, as notified by CSIR vide its Circular Letter No. 5-1(211)/2014-PD dated 30.05.2023, in the order of precedence given below till tie is resolved:

Name of the Post	Order of Preference
Section Officer (Gen/F&A/S&P)	i. Candidate with higher marks in their papers (which have been considered for preparation of merit) of Written Test placed higher, ii. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher, iii. Date of Birth, with older candidate placed higher, iv. Candidate acquiring Essential Degree earlier placed higher, v. Alphabetical Order in which first names of the candidates appear.
Assistant Section Officer (Gen/F&A/S&P)	i. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher, ii. Date of Birth, with older candidate placed higher, iii. Candidate acquiring Essential Degree earlier placed higher, iv. Alphabetical Order in which first names of the candidates appear.

8. Examination Cities

I. Examination Cities for Stage I (Paper I and Paper II) Examination

1. Ahmedabad	2. Bengaluru

3. Bhopal	4. Bhubaneswar
5. Chandigarh	6. Chennai
7. Dhanbad	8. Dehradun
9. Delhi (NCR)	10. Guwahati
11. Hyderabad	12. Jaipur
13. Jammu	14. Jamshedpur
15. Kolkata	16. Lucknow
17. Nagpur	18. Pune
19. Thiruvananthapuram	

II. Examination Cities for stage II (Paper-III) for SO and ASO and CPT for ASO

1. Bengaluru	2. Bhopal
3. Chandigarh	4. Chennai
5. Delhi (NCR)	6. Hyderabad
7. Kolkata	8. Lucknow
9. Pune	10. Jamshedpur
11. Guwahati	

9. TERMS & CONDITIONS

[9.1] Benefits under Council Service:

(a) The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. at Central Government rates as applicable to the employees of Council at the place of posting. Council employees are also eligible for accommodation of entitled type as per CSIR Residence Allotment rules depending upon availability in which case HRA will not be admissible.

(b) In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.

(c) The posts will be governed by the New Pension System applicable w. e. f. 01.01.2004 as notified by the Government

of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, as per rules.

[9.2] General Conditions and information:

(a) The applicant must be a citizen of India.

(b) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of receipt of online applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed educational qualifications should have been obtained from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of receipt of online application.

(c) Merely fulfilling the minimum prescribed qualifications will not vest a right in a candidate for being called for Written Test and interview or Written Test and Proficiency Test or appointment. If on verification either before or after at any of the stages of selection process, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.

(d) Applicants working in Government Departments shall be required to produce a **'No Objection Certificate'** 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.

(e) In respect of equivalent clause in Essential qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.

(f) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted.

(g) 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.

(h) Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.

(i) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.

(j) The number of vacancies indicated against each Vacancy Code is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made. The selection

process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.

(k) Incomplete applications and lack of required certificates / documents are liable to be rejected. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post(s).

(l) This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.

(m) The date for determining the upper age limit, qualification and / or experience shall be the date prescribed for closing date of online application.

(n) The officers recruited shall be placed on probation for a period for two years from the date of joining, which may be extended and curtailed at the discretion of the Appointing Authority. During probation he/she may be required to undergo such training and pass such tests as CSIR may prescribe from time to time.

(o) Officers holding post under CSIR shall be liable to serve anywhere in India and transferred to any of the laboratories or Institute of CSIR or its Unit or Extension Centre or CSIR Hqrs.

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

(q) The decision of the CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination will be final and binding on the candidates.

(r) Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive will be hosted on the CSIR website only. Hence, applicants are requested to follow the CSIR website i.e. https://www.csir.res.in for updates.

(s) **Document Verification (DV):** Before issue of offer of appointment, all the candidates are required to produce Original Documents submitted along with online application as well as any other documents as may be specified by the CSIR, failing which their candidature is likely to be rejected.

(t) **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

10. Instruction to the Candidates

(a) **DOWNLOAD OF CALL LETTER**: Candidates will have to visit the CSIR's website for downloading call letters for Stage-I, Stage- II test and interview. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during the submission of online application and appear at the examination center along with (i) Call Letter in Original (ii) Photo Identity Proof as specified in the call letter.

(b) **CANDIDATES REPORTING LATE:** Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test.

(c) **IDENTITY VERIFICATION:** In the examination hall, the call letter along with original of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/Aadhar card/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are **not** valid id proof.

Note: *Candidates have to produce in original the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/affidavit in original.*

(d) Interim queries will not be entertained.

(e) Mobile phones, calculators or any electronic devices are strictly prohibited at the examination venue.

(f) Merely qualifying the examination does not confer any right on any candidate for his/her appointment. If on verification either before or after any of the stages of selection, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be cancelled forthwith.

(g) The decision of the competent authority of CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test / Interview and not to fill up all or any of the posts will be final and binding on the candidates and no interim enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

(h) CSIR will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written

examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the CSIR. After scrutiny of the certificates/documents of EQs/ caste/ relaxation etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.

(i) When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the online Application Form is not required to be sent to the CSIR.

11. Examination Centre

(a) The examination will be conducted at the venues given in the respective call letters.
(b) No request for change of centre/venue/date/session for Examination shall be entertained.
(c) CSIR, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
(d) CSIR also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
(e) Candidate will appear for the examination at the Examination Centre at his/her own risks and expenses and CSIR will not be responsible for any injury or losses etc. of any nature.
(f) Multiple attendance/ appearances in the online examination and/ or interview will be summarily rejected/ candidature cancelled.

12. Guidelines for Persons with Disabilities including use of Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their own cost during the online and offline examination, with prior approval of CSIR. In all such cases where a scribe is allowed, the following rules will apply:

(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 is allowed, if desired by the candidate **(Annexure-VII)**.
(b) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **Annexure-VII & Annexure -VIII.**
(c) The facility of scribe will also be allowed to PwBD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be allowed on production of certificate as per **Annexure-IX and Annexure- X.**
(d) The facility of scribe/ passage reader will be allowed to a PwBD candidate only if he/she has opted for the same in the online application form. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be

cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.

(e) The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination.

(f) A person acting as a scribe for one candidate cannot be a scribe for another candidate.

(g) The scribe may be from any academic stream.

(h) The candidates with benchmark disabilities (PwBD) allowed for own scribe shall be required to upload the details of the own scribe in the online portal, before the examination as per **Annexure-VII, Annexure- VIII, Annexure- IX and Annexure- X,** as applicable and detailed at Para 12 (b) & 12 (c) above and submit the originals on the day of examination. In addition, the scribe has to produce a valid ID proof [as per list given at Para-10(c)] in original 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 relevant Annexures mentioned above. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

(i) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

(j) During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(k) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

(l) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based. It shall not be possible for the CSIR to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(m) One eyed candidates and 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.

(n) Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

13. Other Conditions

(a) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(b) Decision of CSIR in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the CSIR in this behalf.

(c) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for

slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any Centre or for any candidate.

(d) The responses (answers) of individual candidates will be analysed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the competent authority in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/ valid, the CSIR reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

(e) 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 CSIR 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.

(f) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for posts/cadres etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CSIR will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the application form.

(g) Online applications once registered will not be allowed to be withdrawn and/or the application fees once paid will not be refunded nor be held in reserve for any other examination.

14. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers, where applicable.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

** Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.*

(iii) Test-wise scores and scores on total is reported with decimal point upto two digits.

15. BIOMETRIC DATA – Capturing and Verification

Biometric data (thumb impression) and the photograph of the candidates may be captured at the examination hall at any stage to verify the identity of the candidate. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.

- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test Centre.

16. How to Apply

1. Applicants working in Government Departments shall be required to intimate to their Department / Office and have to submit "No Objection Certificate" / "Intimation to the office" from their employer at time of document verification or when asked to submit, failing which their candidature will NOT be considered. CSIR will not accept any person on lien or deputation basis.
2. Eligible candidates are required to apply on-line through CSIR website: website i.e. https://www.csir.res.in/
3. No other mode of application will be accepted.
4. The candidates have to remit application fee Rs.500/- through NET Banking/Debit Card/Credit Card/UPI.
5. Scheduled Caste/Scheduled Tribe/Persons with Benchmark Disabilities/Women/Ex-Servicemen/CSIR Employees are exempted from submission of application fee.
6. Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the CSIR website on account of heavy load on the website during the closing days.
7. Not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances in the online examination and/ or interview will be summarily rejected/ candidature cancelled.

17. Guidelines for Online Application

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) Scan their: -

➔ **Latest Photograph (Size : less than 50 kb)**

(Application with blurred/fake/fabricated photograph shall be summarily rejected)

➔ **Signature (with black ink on plain White Paper), (Size: less than 50 kb)**

(Signature in CAPITAL LETTERS will NOT be accepted.)

(ii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges (Debit Card/Credit Card/Online Banking/UPI).

(iii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Intimation may be sent to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

A. Application Registration

The following procedures must be strictly followed otherwise it may lead to rejection of application.

1. Candidates have to go to the CSIR's website ***https://www.csir.res.in/*** and click on the option "**APPLY ONLINE**" which will open a new screen of Application Portal.
2. To register application, **click on "Register Now**" and enter mobile number and Email-Id. Verify both by entering OTP. After verification click on **"Proceed"** to get the Registration page.
3. After online registration, the system will generate a unique **User Name and Password** and sent on registered email of candidate. Candidate(s) must keep the unique **User Name** and **Password** for future reference.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Mother etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Candidate(s) must upload relevant documents/certificates/testimonials along with their recent coloured photograph and signature as specified therein. Further, candidate(s) must pay the online application fee, if applicable. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials.
7. Candidates can proceed to upload Photo & Signature as per the specifications given on Document Upload Page of Application form.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Form Preview button to preview and verify the entire application form before FINAL SUBMIT.
10. Click on 'Payment' Tab and proceed for payment (if applicable, as the case may be).
11. Click on 'Submit' button.
12. Candidate(s) must keep the printout of the application which can be got by clicking on form Preview button.
13. Eligibility of candidate(s) will be based on the details provided by the candidate in the online application form. Hence, it is necessary that candidate(s) should furnish only correct/accurate, complete and valid information in the online application form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false/invalid information will lead to rejection of the candidature/application.
14. In case of any difficulty in filling up the online application form, the candidates are advised to contact the **Helpline No.07969049955 (09:00 AM – 06:00 PM)**

B. PAYMENT OF FEES (ONLINE MODE)

The application form is integrated with the payment gateway and the payment process can be completed by the following Instructions:

1. **The online application fee is ₹ 500/- (Rupees Five hundred only) which is exclusive of applicable intimation charges.** The online application fee is non-refundable.

2. Women/SC/ST/PwBD/Ex-Servicemen/CSIR Departmental Candidate(s), are exempted from paying the online application fee.
3. The online application fee must be paid through the payment gateway integrated with the online application system. Payment of online application fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidate(s).
4. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, UPI.
5. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
6. On successful completion of the transaction, an e-Receipt will be generated.
7. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their User Name and Password and repeat the process of payment.
8. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.

Note:

(1) After uploading the Photograph / signature, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(2) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(3) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(4) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(5) Candidates should ensure that the signature uploaded is clearly visible.

(6) After registering online candidates are advised to take a printout of their system generated online application forms.

18. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

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

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
(a) to be disqualified from the examination for which he/ she is a candidate
(b) to be debarred either permanently or for a specified period from any examination conducted by the CSIR
(c) for termination of service, if he/ she has already joined the Institute.

In the event of any inconsistency between Hindi and English version, the English version shall prevail

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.

Deputy Secretary(RC)

HINDI VERSON FOLLOWS

CASE - 2023

Annexure – I

Indicative Detailed Syllabus

Paper – I

General Awareness

(i) History of India & Indian National Movement

Sources of Indian History, The Harappan Civilization, The Mauryan, The Vedic, Post Mauryan period (200 BC-300 AD), Gupta & Post - Gupta period: Society, Economy & Polity, Chronology of Events in Medieval India, North India between 750-1200, The Sultans of Delhi, The Mughal Kings, The Marathas, The Saints of Medieval India, Indian in the Eighteenth Century, Rise of the Regional Powers, economic Impact of The British, Indian Renaissance and Reform Movement, Early Uprisings Against The British, The Revolt of 1857, Nature and Causes For The Rise of National Movement, The Rise of Neo-Nationalists or Extremists, The Beginning of the Gandhian Era.

(i) Constitution of India, Polity, Governance, Social Justice

- Indian Constitution – historical underpinnings, evolution, features, amendments, significant provisions and basic structure
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein
- Comparison of the Indian constitutional scheme with that of other countries
- Separation of powers between various organs dispute redressal mechanisms and institutions
- Parliament and State Legislatures – structure, functioning, the conduct of business, powers & privileges and issues arising out of these
- Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies
- Structure, organization and functioning of the Executive and the Judiciary Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity
- Government policies and interventions for development in various sectors and issues arising out of their design and implementation
- Statutory, regulatory and various quasi-judicial bodies
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections
- Health, Education, Human Resources
- Development processes and the development industry the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders
- Issues relating to development and management of Social Sector/Services relating to
- Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures
- Issues relating to poverty and hunger

(iii) Current event of National and International importance

National - National Issues, Indian Economy, Indian Polity, Judiciary, Environment, Science and Technology, States, Social Schemes, Sports News, Reports, Committee and Commission, Awards and Honours, Accident and calamities, First in India.

International -Important Summits & Events, International Awards, First in the world, International leadership, International Reports, International committees and recommendations, Geographical event around the world.

English Language &Comprehension :

Comprehension, do as directed (Active-Passive; Direct-Indirect etc.), Prepositions, fill in the blanks, synonyms, antonyms, sentence correction, common errors, punctuation, idioms & phrases etc.

Paper – II

(i) General Intelligence & Reasoning and Mental Ability :

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, judgement, 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.

General Mental Ability : Analogy, Classification, Series, Coding-Decoding, Blood relations, Direction Sense Test, Logical Venn Diagrams, Alphabet Test, Sitting Arrangements, Mathematical Operations, Arithmetical Reasoning, Inserting the Missing Character, Number, Ranking and Time Sequence Test, Eligibility Test.

(ii) Arithmetical and Numerical Ability : Simplification, Decimals, Data Interpretation, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iii) General Science : 1. Physics -Mechanics, heat, magnetism, Electricity, Light, sound, ,modern physics, **2. Chemistry -** nature and composition of substances, atomic structure, radioactivity, isotopic isotope isotronic, chemical bond, Oxidation & Equipment, acid, ash and salt, Valency and Atomic Weight, General properties of gases, Merger, electrochemistry, thermochemistry, chemical kinetics, inducement, fuel, periodic classification of elements, Latin names and chemical symbols of elements, metallurgical treatment, metals and their compounds, non-metals and their compounds, organic chemistry, Various such as alloy, fertilizer, cement etc.**3. Biology** -plant diseases, plant tissue, plant genetics, cell Biology, ecology, Pollution, health and nutrition, human physiology, classification of animal kingdom, branch of zoology, chief biologist. **4. Computer/IT** - Basic knowledge and fundamentals about Computer, Word Processing, Spread sheet, generation of Slides, Email etc.

(iv) Economic & Social Development and General issues on Environmental Ecology, Bio-diversity and Climate Change :

Economic growth and development – basic concept and definition of economy and economics, uses and transfer of resources, distributive effects, macro and micro economic policy, micro-macro balance, distributive impact of economic policies, development versus growth, determinant of growth and development, concepts such as HPI/MPI, HDI, PQLI, GEM, GDI/GII, TAI, Green index, sustainable development, India's ranking in the various indices.

General issues on Environmental Ecology, Bio-diversity and Climate Change –

- Terms like climate change, ecosystem, sustainable development, natural disaster, etc. are regularly featured in the news.
- Environment topics can be interlinked with core concepts of other subjects like geography, biology, botany, zoology and also the economy.
- Environment can also overlap with policy and governance since many government schemes are linked towards preserving the natural resources and environment, conservation of flora and fauna, and reducing pollution, etc.

(v) Ethics and Human Interface : Essence, determinants and consequences of Ethics in-human actions; dimensions of ethics; ethics - in private and public relationships. Human Values - lessons from the lives and teachings of great leaders, reformers and administrators; role of family society and educational institutions in inculcating values.

(vi) Decision Making and Problem solving: Identify the problem, Identify the possible solutions, Select the best solution, Eliminate other solutions, Make the decision.

(vii) Management Principles & Practices

Principles of management (Planning, organizing, Directing & Control etc.), Job analysis, Job description Job specification, Job design, Job change, Recruitment, Communication, Leadership, Motivation, Negotiations, Financial Management, Delegation, Working & Networking, Project Appraisal, Career Advancement, Procurement, Stores, Inventory Management, Facilities & Infrastructure Management

(viii) National Geography : Basics of India, Physical features, River systems, Climate, Minerals and Industries, Agriculture, Natural vegetation and fauna, Economic infrastructure, Human Geography

Paper – III

English / Hindi – Descriptive Paper

(i)	Essay writing (02 questions)
(ii)	Precis writing (01 question)
(iii)	Letter/Application writing (01 question)

A4. Computer Proficiency Test (CPT)

Computer Proficiency Test – Qualifying in Nature - For the posts of ASOs (Gen/F&A/S&P) only (Total Marks = 100) (Time : 01 Hour)	
(i)	CPT will judge proficiency in Word Processing, Spread Sheet, Generation of Slides etc. Exercises will include Typing of a passage and/or other word processing exercises; preparation of spreadsheet; preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.
(ii)	CPT will be qualifying only. Candidates are required to obtain the Minimum cut off marks in CPT.
(iii)	For PwBD candidates, Govt. of India/Staff Selection Commission (SSC) rules on CPT shall be followed.

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Annexure –II

Performa - I

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

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

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

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, ~~i~~ 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 Ordr, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
@ The Constitution (Dadar and Nagar Have ii) Schedule 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 Dill) 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 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officers not below the rank of Tehsildar.
(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides
(V) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

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

Annexure –III

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-IV

Form 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 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: _____

Annexure - V

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 –VI

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 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-VII

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-VIII

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 owning 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 (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

Annexure-IX

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 –X

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 herby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyo0nd 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 - XI

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 - XII

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_____ Post Office_____District_____State_____,whose photograph is affixed above, and am satisfied that he/she is a case of _____Disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected 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 - XIII

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 veal')

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

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

Place: ……
Date: ……

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

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

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

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

Place:

Date:

Signature and Name of Candidate

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

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

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

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

Place:

Date:

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

CASE - 2023