



CSIR-National Metallurgical Laboratory  
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## Recruitment Advertisement No. 02/2025

### Recruitment of Junior Stenographer & Junior Secretariat Assistant(G/F&A/S&P)

Opening date of Online applications: 06.05.2025 (from 11:00 hours IST)

Last date for receipt of Online applications: 30.05.2025 (upto 17:00 hours IST)

**CSIR-NML strives to have a workforce that reflects gender balance and women candidates are encouraged to apply.**

CSIR-National Metallurgical Laboratory (NML), a constituent Laboratory of the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under Ministry of Science & Technology, Government of India, is an R&D organization dedicated to metallurgical and materials engineering research. With its modern and extensive infrastructure and the large spectrum of expertise of its Scientific and Technical manpower, CSIR-NML is primarily engaged in industrially and socially significant research pursuits align with the national interest and demonstration of high quality science.

CSIR-National Metallurgical Laboratory invites applications from eligible Indian citizens for filling up the following Group 'C' posts:

Post Code	Name of the post	No. of Post & Reservation	Scale of Pay as per 7 <sup>th</sup> CPC	Essential Qualifications	* Upper Age Limit
J 01	Junior Stenographer	No. of Posts: 08 [UR: 05; EWS: 01; SC:01; ST: 01]	Level-4 [Rs. 25,500-81,100] <b>(Total Emoluments:</b> Rs.46800/-PM [approximately])**	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time	27 Years
A 01	Junior Secretariat Assistant (G)	No. of Posts: 05 [UR: 03; EWS: 01; ST: 01]	Level-2 [Rs.19,900-63,200] <b>(Total Emoluments:</b> Rs.35,000/-PM [approximately])**	10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norm fixed by DoPT from time to time	28 Years
	Junior Secretariat Assistant (F&A)	No. of Posts: 04 [UR: 03; ST: 01]			
	Junior Secretariat Assistant (S&P)	No. of Posts: 04 [UR: 03; ST: 01]			

**Abbreviations used:** UR -Unreserved, EWS -Economically Weaker Section, SC-Scheduled Castes, ST- Scheduled Tribes, G-General, S&P-Store & Purchase, F&A-Finance & Accounts; DoPT: Department of Personnel & Training, Government of India.

**Out of the 13 posts of Junior Secretariat Assistant (G/F&A/S&P) against Post Code A 01 above, one post is reserved for Ex-Servicemen.**

**Out of 21 post of JSA (G/F&A/S&P) and Junior Stenographer one post is reserved for PwBD candidates under the category [B-Blind]/LV-Low vision]**

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

Crucial date for claim of SC/ST/OBC/EWS/PwBD status or any other benefit viz. fee concession, reservation age-relaxation as well as determining the age, qualifications and experience etc., where not specified otherwise, shall be the closing date for receipt of online applications.

\*Kindly see relaxation clause for age relaxation to various categories of candidates.

\*\*Total Emoluments means approximate total emoluments per month on minimum of scale including House Rent Allowance, Transport Allowance as admissible in 'Y' class city, as per rule.

## **A. Junior Stenographer [Post Code: J 01]**

### **1. Essential Qualification (s):**

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

### **2. Selection Procedure:**

A Committee duly constituted by the Director, CSIR-NML, will shortlist the candidates fulfilling the qualification(s), terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on the merit list of Competitive Written Examination and Proficiency Test in Stenography which is qualifying in nature. The details of scheme of written examination are as mentioned below:

#### **2.1. Scheme of Competitive Written Examination for Junior Stenographer:**

<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)

**2.2.** Competitive Written Examination for the post of Junior Stenographer will consist only of one paper with 03 parts as detailed below:

<b>Part</b>	<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
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

#### **2.3. Proficiency Test in Stenography:**

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

<b>Sl. No.</b>	<b>Language of Skill Test</b>	<b>Time Duration (In Minutes)</b>	<b>Time Duration (In Minutes) for the candidates eligible for scribe</b>
1.	English	50	70
2.	Hindi	65	90

## 2.4. Preparation of Merit List:

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

**2.5. Sequence / Order of conducting Competitive Written Examination and Proficiency Test in stenography:** The sequence / order of conducting the proficiency test in stenography followed by a competitive written examination or vice versa will be decided by the Selection Committee and the same will be notified through the website of CSIR-NML for information of all concerned.

**2.6. 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 (G/F&A/S&P)

### 1. Essential Qualification(s):

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

### 2. Selection Procedure:

A Committee duly constituted by the Director, CSIR-NML, will shortlist candidates fulfilling the qualification (s), terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on the merit list of Competitive Written Examination and Proficiency Test in computer typing which is qualifying in nature. The details of scheme of written examination are as mentioned below:

### 3. Scheme and Syllabus of Competitive Written Examination:

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

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

#### Paper - I [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 no negative marks in this paper

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

**Paper - II [Time Allotted - 1 Hour]**

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

**4. Proficiency Test in Computer:**

English Typing @35 w.p.m. and Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes. 35/30 w.p.m. correspond to 10500/9000 KDPH (Key Depression per Hour) on an average of 5 (five) key depression for each word.

The choice of medium of Proficiency Test mentioned by the applicant in the Online Application shall be final and no subsequent change in the medium of Proficiency Test will be entertained.

**Evaluation of type-scripts of typewriting test in Hindi / English:****(i) Formula for calculating typewriting speed in Hindi / English:**

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

**(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

$$\begin{aligned} \text{As per formula} &: \frac{\text{No. of words ( - ) Number of Mistakes}}{10} \\ &= (320/10) - 3 \\ &= 32-3 \\ &= 29 \text{ w.p.m} \end{aligned}$$

**5. Preparation of Merit List:**

- Proficiency Test in computer typing will only be qualifying in nature.
- Paper-I of the Written Examination is also qualifying in nature. The Selection Committee will fix the minimum cut-off marks in Paper-I.
- The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper-II and only comprise of those candidates who have qualified the Proficiency Test in computer typing.
- The Competent Authority will decide a minimum qualifying marks to determine merit for final selection to the posts.
- The candidates have to exercise his / her choice for cadre preference i.e. Junior Secretariat Assistant (G); Junior Secretariat Assistant (F&A); Junior Secretariat Assistant (S&P) at the time of filling up of the application form which will be irrevocable throughout this selection process. Once, on selection, a candidate is allocated the cadre by the Competent Authority, CSIR-NML, he / she will have to comply as the discretion of the Competent Authority, CSIR-NML is final and shall be binding on the candidates.

**C. Sequence / Order of conducting Competitive Written Examination and Proficiency Test in Computer type speed and in using computer:** The sequence / order of conducting the Proficiency Test in computer type speed and in using computer followed by a competitive written examination or vice versa will be decided by the Competent Authority, CSIR-NML and the same will be notified through the website of CSIR-NML for information of all concerned.

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

- i. Candidate with lesser negative marks in the Paper-II 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 Council Service:**

- A. All New Entrants will be governed by the "New Pension Scheme" based on defined Contributions for new entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension Scheme on GoI pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension), Rules, 1972 (now-2021) in case they happen to be covered thereunder.
- B. The post carries usual allowance i.e., Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules-2022 depending on availability in which case HRA will not be admissible. In case the situation so warrants, the incumbent has to stay in CSIR-NML staff quarters.
- C. In addition to the emoluments indicated above, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Computer Advance and House Building Advance are available as per CSIR rules.
- D. The normal place of posting is CSIR-NML, Jamshedpur including its centre located in Chennai. However, the appointee can be posted to work in any Section/Division in any of Laboratories / Institutes of CSIR including their field centres/regional centres in any part of India on the discretion of the Competent Authority.
- E. CSIR provides excellent career advancement under provision of CSIR Administrative Services (Recruitment and Promotion) Rules, 2020, as amended from time to time.
- F. 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 Services Rules, to the extent made applicable to the Council Servant and decision of CSIR as to their applicability shall be final and binding.

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

- A. The applicant must be a citizen of India.
- B. All applicants must possess the essential qualification of the post and fulfil other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for the post which is compulsory even if a candidate has some other higher qualifications. **Enquiries asking for advice as to eligibility will not be entertained.**
- C. The candidate should, mention in the application all the qualifications and experience, if any, in the relevant area supported by documents and ensure that all details are in full and accurate.

- D. The Competent Authority, CSIR-NML has the right to amend, delete or add terms & conditions to this advertisement.
- E. In respect of the equivalent clause, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected. The decision of the CSIR-NML/ CSIR with regard to equivalence of qualification(s) and about recognition of Universities / Institutes / Boards / Councils shall be final and binding.
- F. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same, duly attested by a Gazetted Officer or Notary is to be submitted.
- G. Date of Birth filled by the candidate in the online application must match with the date recorded in Matriculation / Secondary School Certificate. Subsequent request for change of date of birth will not be entertained.
- H. Candidate shall not be reimbursed / paid any Travelling Allowance / Daily Allowance for appearing for Written Test and / or Proficiency Test.
- I. The decision of the CSIR-NML/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination, venue of test(s) 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.
- J. **Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.**
- K. The Director, CSIR-NML reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the post, if required. The number of vacancies indicated above may vary i.e., it may increase or decrease at the time of actual selection. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.
- L. The selected candidate will be on **probation for two years** from the date of taking over the charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority.
- M. Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR-NML or CSIR or any other Laboratory/Institute of CSIR, in the Application Form.
- N. Disqualifications: No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the council service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from operation of this rule.
- O. Provisional candidature: Mere applying for the post against this advertisement does not necessarily amount to, either explicitly or implicitly, selection being actually made. The candidature for Competitive Written Examination and proficiency Test will be accepted only provisionally. The selection will be subject to fulfilling all the terms & conditions of the selection process and satisfying all the CSIR / Government of India instructions prevalent at a given point of time during various stages of selection process.
- P. 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-NML website <https://nml.res.in> Therefore, candidates are advised to keep visiting regularly the website <https://nml.res.in>.

Q. In case of any variation in Hindi version and English version of this advertisement, the English version shall prevail.

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

**3. Age Limit & Relaxations:**

A. The age limit for the posts is 18-27 years for Junior Stenographer and 18-28 years for Junior Secretariat Assistant (G/F&A/S&P).

B. The upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC (NCL) as per Government of India orders in force only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority. **Format / Declaration for OBC (NCL) (Annexure-II & IIA); SC; ST (Annexure-I)**

C. 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.

D. Age relaxation for Widows, Divorced Women and Women judicially separated from Husbands who are not remarried: the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of SC/ST in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to submit following document along with Online Application form:

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

**E. Concession / relaxation to Persons with Benchmark Disability**

1. Age relaxation for persons with benchmark disabilities (PwBD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC (NCL) candidates, only in those cases where the post is reserved for respective categories) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with benchmark disabilities or not. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government of India / CSIR-NML/CSIR for each individual posts. **[Formats for PwBD certificates (Annexure-IV, IVA and IVB)]**

2. CSIR-NML will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16 / 2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice:

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Junior Secretariat Assistant (G / F&A / S&P)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
Junior Stenographer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above

Abbreviation used:

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

**Physical Requirements:** S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

### 3. Provision of Compensatory Time and assistant of scribe:

- 3.1. In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- 3.2. In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be provided on production of 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 behalf, form the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-V.**
- 3.3. The facility of scribe will also be provided to PwBD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-II dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-VA.**
- 3.4. The facility of scribes / passage reader will be provided to the PwBD / PwD candidates only if she / he writes an email to this effect to the email id [recruitment2025@admn.nml.in](mailto:recruitment2025@admn.nml.in).
- 3.5. The candidates will have the discretion of opting for his/her own scribe or to avail the facility of scribe provided by CSIR-NML.
- 3.6. In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-VI.**
- 3.7. The candidates with disabilities (PwD) eligible for the scribe as per Para 3.3 above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-VIA.** In addition, the scribe has to produce a valid ID proof in original at the time of examination.

- 3.8 A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-VI/ Annexure-VIA**. 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.
- 3.9 If a candidate opts for his own scribe, in that case, that scribe should not be candidate of this examination. If a candidate is detected as assisting another PwBD / PwD candidate as scribe in this examination, then the candidatures of both the candidate, will be cancelled.
- 3.10 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 3.1, 3.2 and 3.3 above.
- 3.11 The candidates referred at Para 3.1, 3.2 and 3.3 above who are eligible for using scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 3.12 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 3.13 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.
- 3.14 The PwBD/ PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of test (s) as well as of Document Verification. Failure to produce such supporting documents will lead to cancellation of candidature.
- 3.15 Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the Competent Authority, CSIR-NML, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-VII**) to the Competent Authority, CSIR-NML from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-IV to Annexure-IVB** to this advertisement, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained.

#### **F. Concession / relaxation in case of ex-servicemen**

1. One post, out of the total posts notified for Junior Secretariat Assistant (G/F&A/S&P) in this advertisement is reserved for Ex-Servicemen.
2. Relaxation in upper age limit is available to ex-servicemen: 03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
3. Ex-Servicemen who have already secured employment in civil side under Government in Group C & / or D posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment, are not eligible for reservation in ESM category and fee concession.
4. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, has given self-declaration / undertaking to the concerned employer about the date wise details of applications for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14<sup>th</sup> August 2014 issued by DoP&T.

5. The period of “Call up Service” of an Ex-serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
6. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, s/he must have already acquired, at the relevant time of submitting his/her application for the Post/ Service the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.
7. The term ex-servicemen will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Service and Posts) Rules, 1979, as amended from time to time and the instructions issued by the Government vide DoP&T OM No. 36012/3/2021-Estt. (Res.II) dated 27.02.2023, which provides, inter-alia, as under: - “Candidates working in the Armed Forces would become eligible for applying Civil posts only when he completes the prescribed period of Armed Forces Service within a year from the last date of receiving application in connection with Special Recruitment/Examination, etc., prescribed by the Competent Authority. Provided, when selection process takes more than one year, from the last date of receiving of applications, the candidate will not be declared ineligible under Ex-servicemen category only on the ground that he has got himself released from Armed forces after one year from the last date of receiving of application. “Such candidates are also required to be in possession of the prescribed certificate and the Undertaking as at Appendix-V (A) and V(B) [Annexure-VIII & IX of this advertisement] of the Rules, by the closing date of the receipt of online application.
8. Explanation: An “ex-serviceman” means a person:
  - 8.1. Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and; (i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or (ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or (iii) who has been released from such service as a result of reduction in establishment; or
  - 8.2 Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service; or
  - 8.3 Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
  - 8.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1987; or
  - 8.5 Gallantry award winners of the Armed forces including personnel of Territorial Army; or
  - 8.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension. A matriculate Ex-Serviceman (Which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group “C” posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

9. SC/ST/OBC [NCL]/EWS/PwBD/Ex-servicemen candidates are required to submit a copy of the certificate in the prescribed format signed by the specified authority valid for appointment of posts under the Central Government, along with the online application. The original certificates are to be produced as and when asked for by the Competent Authority, CSIR-NML for verification. The candidature/ appointment of candidate shall remain provisional till the veracity of all these certificates are established.
10. No relaxation of age limit for applicants under employment of Central Govt./State Govt./Autonomous Bodies will be allowed.
11. Relaxations are permissible in upper age limit to some other categories as per instruction of GoI/CSIR.
12. A person seeking appointment on the basis of reservation of EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2025-2026 issued on the basis of Income for the financial year 2024-25 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019. **[format for EWS certificate (Annexure-III)]**

#### 4. How to Apply:

**CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS FOR APPLYING ONLINE AVAILABLE IN ONLINE APPLICATION PORTAL ON CSIR-NML WEBSITE:**

<https://nml.res.in>

- A. Eligible and interested candidates are required to apply ONLINE only through CSIR-NML website. The link for ONLINE APPLICATION will be available on CSIR-NML's website i.e <https://nml.res.in> from 06.05.2025 (11.00 AM) to 30.05.2025 (05:00 PM). No other mode of application will be accepted. URL for application portal is **URL for application portal is <https://itapps.nmlindia.org/JSAnJST/>**
- B. Candidates are required to submit only one application against one post code for being considered for all the posts thereunder in this advertisement. If a candidate wants to apply against both the post codes, he / she is required to submit separate application against each and to pay the application fee for both the posts separately, as per applicability. However, the registration is required to be done only once. Two or more applications by a candidate against any one of the post codes may lead to cancellation of candidature of such candidate.
- C. **Candidates are advised to submit Online Application Form well in advance, without waiting for the last date/time to apply. CSIR-NML will not be responsible for non-submission of application form and/or payment of application fee, for any reason whatsoever.**
- D. Candidate are required to have a valid and active personal email ID which must be kept active till the completion of this recruitment process. This e-mail ID is required to be mentioned in the online application form. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online.
- E. The candidates are also required to scan and upload his/her latest passport size colour photograph as well as his/her signature at specified places in Online Application Form.
- F. **The photograph [without cap, goggles and face with both ears visible from front; (size 15 KB to 30 KB)] and the signature of the candidate [with black ink on plain white paper; size 05 KB to 20 KB] must adhere to the required specification. The signature must not be in block letters.**
- G. Candidates are required to pay **application fee of Rs.500/-** (five hundred only) by clicking the link provided in the online application through [SB Collect](#) (kindly click on SBI Collect for online payment) (→ Select any Category → Select type of Application fee → Type of Application → Regular Appointment]. The candidates belonging to SC/ST/PwBD/Women/CSIR Employees/only those ESM who are eligible for reservation categories are exempted from payment of application fee. On making payment, the receipt generated should be preserved for future reference.

- H. In case of Universities/Institutes/Boards/Councils awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute/Boards/Councils and mention accordingly in online application form at the specified places.
- I. After submission of ONLINE APPLICATIONS, Applicants shall preserve the computer-generated applications for future reference.
- J. Application once submitted shall not be allowed to be withdrawn and fees paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- K. Applications from candidates working in Government Departments /Autonomous Bodies /Public Sector Undertakings / Local bodies will be considered along with NO OBJECTION CERTIFICATE (NOC) from present employers. In case, the candidate could not attach the requisite NOC, he/she can enclose the self-attested copy of the request submitted by her/him to the present employer seeking NOC for her / his application against this advertisement. Such candidates must produce the requisite NOC as and when sought by CSIR-NML failing which his/her candidature will be terminated forthwith. The vigilance clearance should also be recorded in the said NOC.
- L. The online application(s) without signature, photograph and application fee (if applicable) etc., without self-attested documents in support of all the claims made in the application form, also in case of signature, photograph and any of the uploaded documents being blurred, will not be entertained and will be summarily rejected.

Helpline Email ID in case of any technical problem/issue while filling up Online Application Form is [recruitment2025@admn.nml.in](mailto:recruitment2025@admn.nml.in).

- M. All further announcements regarding names of shortlisted candidates, date and time of tests etc. /other details pertaining to this recruitment process/updates/corrigendum/addendum etc. will be published/provided only on CSIR-NML official website <https://www.nml.res.in> from time to time.
- N. The following documents are required to be scanned [as a single pdf file of not more than 4.5 MB] and attached along with online application:
- 10<sup>th</sup> / Matriculation / Secondary certificate & marks sheet;
  - 12<sup>th</sup> Intermediate / 10+2 certificate & marks sheet;
  - Copy of exam fee payment receipt if any;
  - The following declaration, written by the candidate in his/her own handwriting on the plain white paper with black ink pen:

I \_\_\_\_\_ (name of the candidate) hereby declare that the information provided by me in my online application against the CSIR-NML Recruitment Advt. No. **02/2025** 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 and action as deemed fit, can be taken against me.

Signature of the candidate with date

- Other Educational Qualification Certificate/s
- Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
- Caste/ Category Certificate, if belongs to reserved categories (SC / ST / OBC (NCL) / EWS
- Persons with Benchmark Disabilities Certificate in the required format, if applicable
- For Ex-Servicemen (ESM):
  - Undertaking as per **Annexure-IX**
  - Serving Defence Personnel Certificate as per **Annexure-VIII**, if applicable
  - Discharge Certificate / PPO, if discharged from the Armed Forces
- Any other relevant certificate if seeking any age relaxation

- xi. No Objection Certificate, in case already employed in Government Department / Government undertakings / Autonomous Bodies / CSIR or its Labs / Institutes.
- xii. A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents are also required to be submitted along with online application:
  - (a) In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - (b) In case of re-marriage of women: Divorce Deed/Death certificate, as the case may be, in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner;
  - (c) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner;
  - (d) In other circumstances for change of name for both male and female: Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area applicant's permanent and present address or nearby area) and Gazette Notification.

#### **5. 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-

- a. Using unfair means or
- b. Impersonating or procuring impersonation by any person or
- c. 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
- d. Resorting to any irregular or improper means in connection with his/ her candidature or
- e. Obtaining support for his/ her candidature by unfair means, or
- f. 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:
  - (i) to be disqualified from the examination for which he/ she is a candidate
  - (ii) to be debarred either permanently or for a specified period from any examination conducted by the CSIR
  - (iii) for termination of service, if he/ she already joined the Institute.
- g. The Competent Authority, CSIR-NML may also report the matter to Police/ Investigating Agencies, as deemed fit and the Competent Authority may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

Sd/-  
Controller of Administration

**FORMAT FOR SC/ ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under 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/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 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

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 (Scheduled Tribes) (Uttar Pradesh) 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 Constitution (ST) orders (Amendment) Ordinance 1996@  
 The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@  
 The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@  
 The Constitution(Scheduled Caste and Scheduled Tribe) Orders (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.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother of Shri/Shrimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_

\*\* Designation \_\_\_\_\_

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_ 1950 \_\_\_\_\_ 2025

\* 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 Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive 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.

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

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD  
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE  
GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ 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 Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

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.

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 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 8.09.1993. It is also declared that I have read and understood the instructions contained in the said DoP&T OM dated 8.09.1993, and OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have reasons to declare that I do not fall under OBC (Creamy Layer) category on the basis of income for the immediate preceding three financial years.

Signature.....

Full Name.....

Address.....



Government of .....

(Name &amp; 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 \_\_\_\_\_ PostOffice \_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ i n the State/ Union Territory \_\_\_\_\_ PinCode \_\_\_\_\_ 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.

Form-V  
Certificate of Disability

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

[See rule 18(1)]

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

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

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

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

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

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

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

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

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

This is to certify that we have carefully examined Shri/Smt./Kum.  
 \_\_\_\_\_ son/wife/daughter of \_\_\_\_\_ Shri  
 \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_  
 years, male/female \_\_\_\_\_.

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
 Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State  
 \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

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

Sl. 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: - ----- percent

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

3. Reassessment of disability is :

i. not necessary,

or

ii. is recommended/after ..... years ..... months, and therefore this certificate shall be valid till ---- ---- ----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. 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 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)  
(Name and Address of the Medical Authority issuing the Certificate)  
(See rule 18(1))

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

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

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

This is to certify that I have carefully examined

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

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	&		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
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

(Authorized 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

-

**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/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 (e.g. Visual Impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)



**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 ..... yrs, 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)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist(if available)	Occupational therapist (if available)	Other Expert, as nominated by the 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 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 \_\_\_\_\_

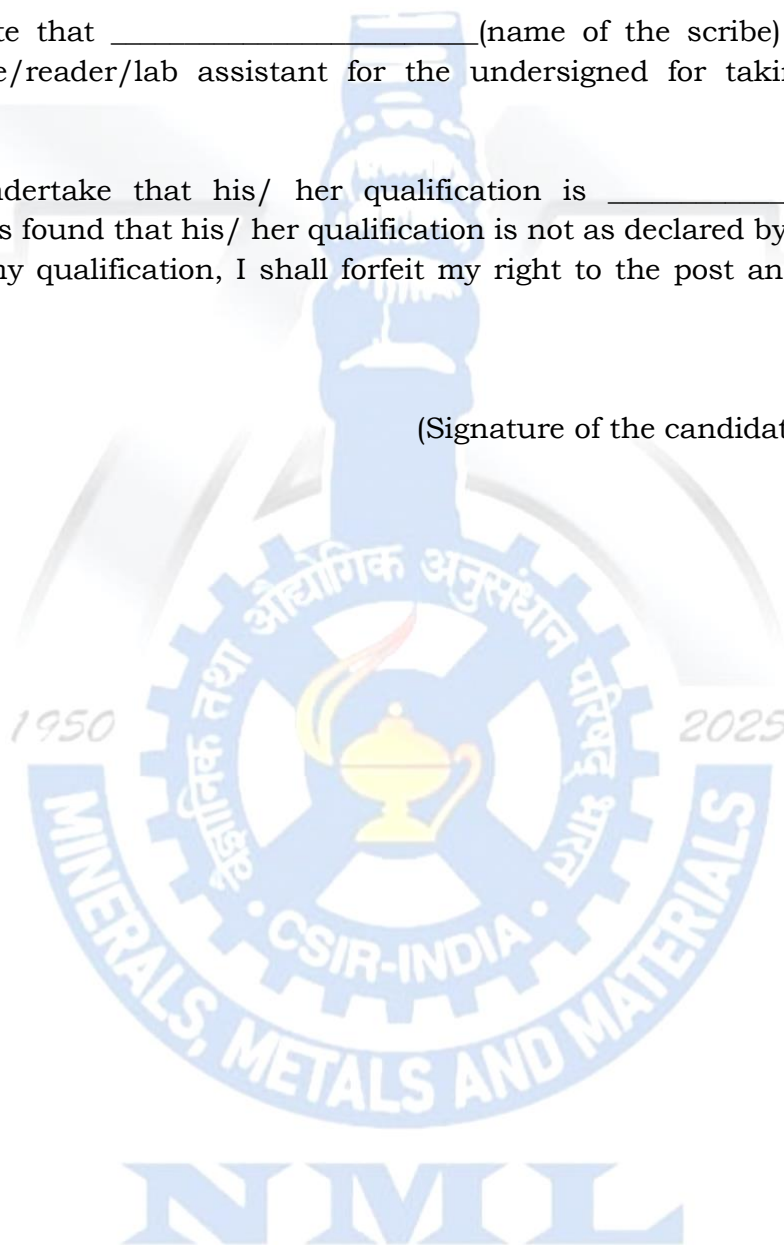
I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination

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:



**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 \_\_\_\_\_, a 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 \_\_\_\_\_.

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

3. 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 or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

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

Place:

Date:



**FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE PERSONS WITH  
BENCHMARK DISABILITIES CANDIDATES WHO SEEK EXEMPTION FROM  
APPEARING IN THE SKILL TEST TYPEWRITING TEST**

This is to certify that Sh./Smt./Kum \_\_\_\_\_son/daughter/wife of  
Shri\_\_\_\_\_is suffering from \_\_\_\_\_.

Clinical diagnosis as a result of which he/ she has the following disabilities. (Brief  
description of his/ her disabilities) -----  
-----

This is a permanent disability and the extent of his/ her disability works out to \_\_\_\_% of  
disability.

This disability is likely to interfere with Typewriting (specify)  
-----

Signature of Civil Surgeon:

Name:

(Official Stamp)

Place:

Date:

Photograph of  
candidate  
clearly showing  
face with  
affected portion  
of the body

Signature of candidate:

Name:

Roll No./Appl. No:

**Annexure – VIII**

**Certificate for serving Defence Personnel**

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

(Signature of Commanding Officer)  
Office Seal

Place:

Date:



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

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

- a. I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment 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: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....