



**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION**  
**(Council of Scientific & Industrial Research)**  
**Sector 30-C, Chandigarh-160 030 (India)**

Commencement of Online Applications:16.07.2025

Last date for Submission of Online Applications: 15.08.2025 (up to 5:00 pm)

**Advertisement No. Regular 3/2025 (Recruitment of Group III Technical staff)**

**A unique opportunity to be a part of Development of Science & Technology**

CSIR-Central Scientific Instruments Organisation (CSIR-CSIO), Chandigarh, a premier Institute under the Council of Scientific & Industrial Research (CSIR), is involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines with emphasis on measurement science and instrumentation technologies and Human Resource Development. The Organisation is devoted to R&D activities in the areas of Agri Instrumentation, Biomedical Instrumentation, Optical Devices & Systems, Geoscientific Instrumentation, Precision Mechanical Systems, Analytical Techniques, Computational Instrumentation and R&D Support Facilities, etc.

Online applications are invited from enthusiastic Indian Nationals having excellent academic records and proven technical skills, along with the requisite experience and a high degree of motivation, to fill up the vacancies of the following posts at Chandigarh as well as its Centre at Chennai:-

Sr. No.	Designation	No. of Posts & Category	Pay Matrix	*Total Emoluments	**Upper Age Limit not exceeding (as on last date for submission of Online Applications)
1.	Technical Assistant	25 <sup>#</sup> (UR-16, OBC-07, EWS-02 )  <sup>#</sup> Including 04 posts (01-HH, 01-VH & 2- OH) reserved for PwBD	Level-06, (Rs. 35400-112400)	Rs. 71,000/- (approximately)	28 years

\*Total Emoluments means approximate total emoluments on minimum of scale as on 01st January, 2025, including House Rent Allowance as per the revised emoluments after implementation of 7<sup>th</sup> CPC in CSIR.

\*\*Please see age relaxation under the heading "General information and conditions" of the advertisement.

The details of the post(s) are given below:

Sr. No.	Post Code	Area of Specialisation	Essential Education Qualification and Experience
1.	Technical Assistant Gr III Post Code –TAMEH 01  08 Posts (UR-04, OBC-03, EWS-01 )	Mechanical	Diploma in Mechanical Engineering / Technology of atleast 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field.  OR  Diploma in Mechanical Engineering / Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.
2.	Technical Assistant Gr III Post Code –TACSE 02  06 Posts (UR-04, OBC-01, EWS-01 )	Computer Science	Diploma in Computer Science & Engineering / Information Technology of at least 03 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field.  OR  Diploma in Computer Science & Engineering / Information Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.  OR  B.Sc. in Computer Science or equivalent with minimum 60% marks and one year experience in relevant discipline from a recognized Institute/ Organization.

Sr. No.	Post Code	Area of Specialisation	Essential Education Qualification and Experience
3.	Technical Assistant Gr III Post Code –TALC 03 08 Posts (UR-05, OBC-03)	Electronics	Diploma in Electronics and Communication Engineering / Technology of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field.  OR  Diploma in Electronics and Communication Engineering / Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.
4.	Technical Assistant Gr III Post Code –TABIO 04 01 Post (UR-01)	Bioengineering/ Biochemistry/ Biotechnology	B.Sc. in Bioengineering/ Biochemistry/ Biotechnology or equivalent with minimum 60% marks and 01 year experience in relevant discipline from a recognized Institute/ Organization.
5.	Technical Assistant Gr III Post Code –TACHE 05 01 Post (UR-01)	Chemistry	B.Sc. or equivalent in Chemistry with minimum 60% marks and 01 year experience in a relevant discipline from a recognized Institute/ Organization.
6.	Technical Assistant Gr III Post Code –TACIV 06 01 Post (UR-01)	Civil Engineering	Diploma in Civil Engineering / Technology of at least 03 years full time duration with minimum 60% marks and experience of 02 years in the area of preparing the estimates for civil works, tender documents, supervise execution of works, preparing bills and handling maintenance of existing buildings & services etc.  OR  Diploma in Civil Engineering / Technology of at least 02 years full

Sr. No.	Post Code	Area of Specialisation	Essential Education Qualification and Experience
			time duration in case of lateral admission in Diploma courses with minimum 60% marks and experience of 02 years in the area of preparing the estimates for civil works, tender documents, supervise execution of works, preparing bills and handling maintenance of existing buildings & services etc.

**\*Experience shall be counted after obtaining the minimum prescribed qualification.**

Abbreviations: UR-Unreserved, OBC-Other Backward Classes, EWS-Economically Weaker Sections, PwBD-Persons with Benchmark Disability, VH-Visually Handicapped, HH-Hearing Handicapped, OH –Orthopedically Handicapped– Apart from qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated at par with that qualification.

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

### **1. Benefits under Council service:**

- a. These posts carry usual allowances, i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), etc., as admissible to the Central Government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules, depending on availability, in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme - 2004, reimbursement of Medical Expenses, Leave Travel Concession, etc., are available as per CSIR rules.
- c. CSIR provides excellent opportunities to deserving candidates for career advancement under the Assessment Promotion scheme.

### **2. Other conditions**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of submission of the online applications. No enquiry asking for advice as to eligibility will be entertained.
- c. The prescribed essential qualifications are the minimum, and the mere possession of the same does not entitle candidates to be called for trade test/ written test, etc., as per CSIR applicable rules from time to time. The duly constituted Screening Committee may adopt its own criteria for short-listing the candidates. The candidate should, therefore, mention in the online application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents from the 10th onwards.
- d. The applicant should upload relevant educational qualification and experience certificates and documents in support of the information given in the application form. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications/ applications not accompanied by the required certificates/documents will be summarily rejected.
- e. In respect of equivalence 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. The period of experience rendered by a candidate on a part-time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short-listing the candidates for interview (wherever applicable).
- g. 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.
- h. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for submission of online applications.
- i. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications for that post.
- j. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under the Government of India (GOI) instructions are encouraged to apply.
- k. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
- l. The selected candidates will be on probation for a period of one year from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After the successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.

- m. As per the resolution regarding Official Language (Rajbhasha), the selected candidates will have to acquire the knowledge of Hindi during the probationary period.
- n. After successful completion of the probationary period, the appointment may be terminated at any time by a month's notice given by either side, i.e. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right to terminate the services of the appointee forthwith or before the expiry of the stipulated period of notice by making the payment of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- o. The services in the Council are liable for transfer anywhere in India. CSIR-CSIO can transfer any employee from one Laboratory/ Institute to another, including their Extension/Field Centres, in the Public interest. Director, CSIR-CSIO, can transfer any Employee from the Headquarters of the Organisation/Lab to its extension/Field/Regional Centres and vice versa.
- p. The provisions of the Central Civil Services (Conduct) Rules, 1964 & Central Civil Service (Classification, Control and Appeal) Rules, 1965 and such other rules or executive orders as may from time to time be applicable to the servants of the Council, shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the Council as to their applicability shall be final.
- q. The selected candidates will not be permitted to apply for appointment elsewhere or in CSIR-CSIO during the probationary period, and if they have already applied for any posts in any other Organisation, they may have to intimate the details of such applications immediately after joining the Institute.
- r. CSIR-CSIO reserves the right not to fill up a particular post, if it so desires. The number of vacancies indicated above is provisional and may vary. However, the change, if any, as per our requirement, shall be notified on our website.
- s. Any matter not specifically stated in the Advt. shall be determined by the Director, CSIR-CSIO, Chandigarh, and his decision shall be final and binding.
- t. Any discrepancy found between the information given in the application and as evident in the original documents will make the candidate ineligible for the post.
- u. The decision of the CSIR-CSIO 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.
- v. Canvassing in any form and/or bringing any influence, political or otherwise, will be treated as a disqualification for the post.
- w. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.
- x. For updates (screening list, interview/examination dates, trade test, written test), kindly visit our website '<http://www.csio.res.in>' regularly.

### **3. Reservations & Relaxations:**

- a. Upper age limit is relaxable by three years in the case of OBC candidates for the post which is reserved for them. The claim of the candidates for their belonging to the OBC category will be considered, subject to online submission of their certificates. The Certificate must be in the format prescribed by the Government of India for appointment in Government of India posts issued by the competent authority. The OBC candidates who apply against unreserved vacancies will not be eligible for age relaxation. A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in the creamy layer on the crucial date, i.e. as on the last date of submission of online application. OBC candidates' eligibility will be based on the Castes borne in the Central List of the Government of India. OBC candidates should not belong to the Creamy Layer. Their Sub-caste should match with the entries in the Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR, if otherwise eligible.
- b. Upper age limit is relaxable up to five years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings.

- c. No age relaxation is allowed for SC/ST/OBC candidates applying against unreserved posts.
- d. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce the following documentary evidence:
  - i) In case of a Widow, the Death Certificate of her husband, together with the 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 judgment/decreed 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. Age relaxation to Persons with Benchmark Disabilities (PwBD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) is allowed for appointment to blind, deaf-mute and orthopedically handicapped persons and other specified disabilities as per Central Govt. rules subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The persons claiming age relaxation under this sub-para would be required to produce a certificate in the 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 for each individual Group (A, B or C) to be filled by Direct Recruitment by Selection.
- f. **Reservations for Persons with Benchmark Disabilities (PwBD):** (Horizontal Reservation)
  - (i) Blindness and low vision (VH);
  - (ii) Deaf and hard of Hearing (HH);
  - (iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (OH);
  - (iv) Autism, intellectual disability, specific learning disability and mental illness (AIM);
  - (v) Multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness in the posts identified for each disabilities (MD).
  - (vi) Definition of Specified Disabilities are provided in the Schedule of RPwD Act, 2016.
  - (vii) **Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:** Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from not less than 40% of relevant benchmark disability. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation will have to submit a Certificate of Disability issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017, dated 15.06.2017. Refer Form V, VI & VII (as the case may be) for the revised formats as per the Ministry of Social Justice & Empowerment Gazette notification dated 15.06.2017. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.
- f) Relaxation in age, over and above the stipulated limit, educational qualification and/or experience may be considered in case of exceptionally meritorious candidates.
- g) Permissible disability for PwBD candidates for the post of **Technical Assistant**: As per Ministry of Social Justice and Empowerment notification No. 38-16/2020-DD-III dated 04.01.2021
- h) **Reservation for Economically Weaker Sections (EWS):**  
A few vacancies have been reserved for the EWS (under 10% quota) as per the directions of the Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019.

Candidates who are not covered under the scheme of reservation for SC/ST/OBC and whose family has a gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for the benefit of reservation for EWS. The income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc., for the financial year prior to the year of application. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- (i) 5 acres of agricultural land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities;
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years, as well as his/her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an **Income and Asset Certificate issued by a Competent Authority**. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as a candidate's claim as belonging to EWS:

- (I) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
- (II) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate
- (III) Revenue Officer not below the rank of Tehsildar and
- (IV) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

The candidates applying against the vacancies reserved for EWS must possess an Income and Asset Certificate as on the closing date of registration of application for this notice. Further, these candidates are also required to produce a valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

**i) Special Note for all Candidates seeking reservation/relaxation benefits:**

All those candidates seeking reservation/relaxation benefits available for EWS/SC/OBC/PwBD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/notice, and submit the same in the prescribed format when such certificates are sought by the Institute. Otherwise, their claim for EWS/SC/OBC/PwBD status will not be entertained, and their candidature/applications will be considered under the General (UR) category. The candidates appointed under the PwBD quota will be adjusted against the vacancy of the respective category of SC/ST/OBC/EWS/Unreserved (UR).



**4. How to apply :**

- a. Eligible candidates are required to apply **online only** through our website <http://www.csio.res.in>. The candidates are not required to submit to CSIR-CSIO either by post or by hand the printouts of their online applications or any other document. They are advised to keep with them a printout of the online application along with documents for reference and verification at a later stage.
- b. If the candidate does not have a valid email ID, he/she should create a new valid email ID before applying online.
- c. **Online Application will be available on our website <http://www.csio.res.in> from 16.07.2025 to 15.08.2025 (up to 5.00 PM).**
- d. Before applying online, the candidates are advised to read the instructions for submission of online application carefully.
- e. The non-refundable fee for online application is Rs. 500/- + GST = Rs. 590/- (Rupees Five Hundred and Ninety Only) for General/OBC/EWS candidates. The fee is to be deposited online through **State Bank Collect** only. The transaction number generated after successful payment of the fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt and preserve it. Steps for online fee payment are given in the online application form instructions on the CSIR-CSIO website. No fee is payable, subject to uploading of relevant documents, for SC/ST/PwBD/Women/Ex-Servicemen (as per CSIR instruction notified vide CSIR Policy Division Circular No. 5-1(603)/2018-PD dated 05.11.2024). Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.
- f. **Last date for submission of online application form is 15.08.2025 up to 5.00 PM.**
- g. In case of universities/institutes awarding CGPA/SGPA/OGPA grades, etc., the candidates are required to convert the same into percentage based on the formula as per their university/institute rules.
- h. A successful online application is indicated by the page displayed after clicking **the Submit Button**, indicating the generated **"APPLICATION FORM NUMBER"**. Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to re-print the Application.
- i. Candidates applying for more than one post must submit a separate online application form for each post, along with a separate application fee.
- j. Application once made will not be allowed to be withdrawn, and the fee once paid will not be refunded on any count, nor can it be held in reserve for any other recruitment or selection process.
- k. **Interested candidates are advised to apply in time to avoid a last-minute rush, and it is notified that the last date will not be extended on the grounds of online technical issues/problems.**
- l. Incomplete applications [i.e. without uploading photograph/ signature/ applicable testimonials/ application fee (wherever applicable), etc.] will not be entertained and will be summarily rejected.
- m. No withdrawal/modification/cancellation will be permissible after the successful submission of the online application form.

## 5. Selection procedure:

**For Technical Assistant:** *The candidates as recommended by the Screening Committee will be invited for a Trade Test. Those who qualify in the Trade Test will be invited for a competitive Written Examination. The related details for the Written Examination (consisting of three papers covering Mental Ability Test, General Awareness & English Language and Concerned Subject etc.) are as under:-*

For this post, there will be three papers (Paper I, Paper II & Paper III). Paper II and Paper III will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper I. The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II & Paper-III, after deciding the cutoff marks for merit by the Selection Committee.

<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>	Diploma / Graduation Level (based on the advertised qualification of the post).
<b>Total No. of Questions</b>	200
<b>Total Time Allotted</b>	3 hours

### Paper I (Time Allotted – 1 hour)

<b>Subject</b>	<b>No. of questions</b>	<b>Maximum marks</b>	<b>Negative Marks</b>
Mental Ability Test*	50	100 (two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

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

### Paper-II (Time Allotted – 30 minutes)

<b>Subject</b>	<b>No. of questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

### Paper-III (Time Allotted – 90 minutes)

<b>Subject</b>	<b>No. of questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
Concerned Subject	100	300 (three marks for every correct answer)	One negative mark for every wrong answer

The syllabus for Trade Tests and Paper-III of the Written Examination will be broadly based on the academic syllabus prescribed for educational qualification and felt needs of CSIR-CSIO in the relevant trade. The area-wise syllabus will also be notified for the general information of candidates in due course of time at the CSIR-CSIO website.

**Tie Cases** - The methodology for resolution of 'Tie Cases', wherever two or more candidates have secured equal aggregated marks, shall be in terms of CSIR guidelines on the subject notified vide letter No. 5-1(211)/2014-PD dated 30.05.2023, available on the website [www.csir.res.in](http://www.csir.res.in).

**6. GUIDELINES FOR PERSONS WITH DISABILITIES**

In case of persons with benchmark disabilities, the facilities of compensatory time and Scribe / Passage Dictator shall be governed by MOSJE instructions issued vide OM No. 34-02/2015-DD-III dated 29.08.2018 & Corrigendum No. 34-02/2015-DD-III(pt) dated 08.02.2019, endorsed by CSIR on 15.03.2019.

**7. The following documents must be uploaded along with the online application form, failing which the application will be summarily rejected:**

- a) Recent coloured passport size colour photograph.
- b) Signature.
- c) Date of Birth Certificate.
- d) Educational qualification certificates [10<sup>th</sup>, 12<sup>th</sup>, Diploma, Graduation, Post Graduation, PhD (as applicable) including conversion formula from CGPA to percentage].
- e) (i) Experience certificates, if any.  
(ii) Proper channel application/ NOC from the present employer, in case of working in Government Departments/ Autonomous Bodies and Public Sector Undertakings on regular basis.  
(iii) Patent / publications documents in support of information given in the application form.
- f) (i) Caste certificate, if applicable/if any relaxation is claimed.  
(ii) Disability Certificate in case of PwBD candidates.  
(iii) Income and Asset Certificate in the prescribed format issued by the Competent Authority (in case of candidates under EWS category).  
(iv) Certificate relating to Widow/Divorced Woman/Woman Judicially Separated from Husband (if applicable).
- g) Any other relevant document.

**Note:** In case of discrepancies between the English version of this Advertisement and its Hindi translation, the English version shall prevail.

Candidates are advised to visit the CSIR-CSIO website frequently to get updated from time to time for any updates. No separate communication will be made to candidates.

**Sr. Controller of Administration**

FORMATS FOR CERTIFICATES:

1. Format of 'NO OBJECTION CERTIFICATE' from the employer of the candidate currently working as a regular employee in CSIR/ Government Organisations /Autonomous Bodies /Statutory Bodies/ Universities/ Public Sector Undertakings etc.
2. The Form of Certificate to be produced by Council / Government /Autonomous Bodies / Public Sector employees for claiming age concession.
3. The Form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.
4. The Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.
5. Form of declaration to be submitted by the OTHER BACKWARD CLASSES (OBC) candidate (in addition to the community certificate).
6. Income &Asset Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate.

**FORMAT OF 'NO OBJECTION CERTIFICATE' FROM THE EMPLOYER OF CANDIDATE CURRENTLY WORKING AS REGULAR EMPLOYEE IN CSIR/ GOVERNMENT ORGANISATIONS/AUTONOMOUS BODIES /STATUTORY BODIES/ UNIVERSITIES/ PUBLIC SECTOR UNDERTAKINGS etc.**

**(Letter Head of the Institution/Issuing Authority)**

**No. ....**

**Date:** [DD/MM/YYYY]

No Objection Certificate for Applying to Advertisement No. [Advertisement Number]

This is to certify that Dr./Mr./Ms. [Full Name of Employee], [Designation], is a permanent/regular employee of this department/organization and has been serving in the capacity of [Current Position] since [Joining Date].

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. [Advertisement Number] dated [Advertisement Date] for the position of [Post Code/Position]. This department/organization has no objection to Dr./Mr./Ms. [Employee's Name] participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. [Full Name of Employee] is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. [Full Name of Employee] is neither under suspension, nor any vigilance, disciplinary, or criminal cases is pending against him/her as of the date of issuance of this certificate.

This certificate is issued at the request of the applicant for the purpose of applying to the said advertisement.

Place: .....

**For [Name of Department/Organization],**

[Signature of Issuing Authority] [Name of Issuing Authority] [Designation of Issuing Authority]

[Official Seal/Stamp]

[Contact Information]

[Department/Organization Address]

**THE FORM OF CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATESEMPLOYEES FOR CLAIMING AGE CONCESSION**

(Letter Head of the Institution/Issuing Authority)

**No.** .....**Date:** [DD/MM/YYYY]**CERTIFICATE FOR CLAIMING AGE CONCESSION FOR APPLYING AGAINST ADVERTISEMENT NUMBER**

This is to certify that Dr./Mr./Ms S/o/D/o/W/o  
 Shri..... is a regularly appointed employee of  
 ..... (Name of the Institute) and duties performed by him/her during the period(s) are as under:

- (i) .....  
 (ii) .....  
 (iii) .....

Certified that:

\*(a) Dr./Mr./Ms. .... holds substantively a permanent post of .....in  
 the.....(Name of the Institute) with effect from .....to .....

OR

\*(b) Dr./Mr./Ms. .... has been continuously in temporary service on a regular  
 basis in the post of ..... at ..... (Name of the Institute) with  
 effect from ..... to .....

*\* Strike out which is not applicable.*

Place: .....

**For [Name of the Institute]**

[Signature of Issuing Authority]  
 [Name of Issuing Authority]  
 [Designation of Issuing Authority]

[Official Seal/Stamp]

**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 recognized as a Scheduled Caste/Scheduled Tribe\* under:-

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Tribes) Order, 1950

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

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

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

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

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976 @ The Constitution (Dadar and Nagar Haveli) 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 Diu) Scheduled Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@ The Constitution (SC) Order (Amendment) Act, 1990

@ The Constitution (ST) Order (Amendment) Act, 1991

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

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

@ The Constitution (Scheduled Caste) Order (Amendment) Act 2007

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribe certificate issued to Shri/Shrimati\* .....Father/ ..... Mother of Shri/ Shrimati/ Kumari\*

..... of village/town\*/Territory\*\* ..... in

District/ Division\* .....of the State/ Union Territory\* .....

who belong to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the..... dated.....

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

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.



**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.

**FORM OF DECLARATION TO BE SUBMITTED BY THE 'OTHER BACKWARD CLASS' 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: \_\_\_\_\_

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,.....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.