



CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
Sector 30-C, Chandigarh-160 030 (India) www.csio.res.in

Commencement of Online Applications: 15.11.2019
Last date for Submission of Online Applications: 15.12.2019 (upto 5:00 pm)

Advertisement No. 2/2019 (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.

Applications are invited from enthusiastic Indian Nationals having excellent academic record and proven technical skills along with the requisite experience and a high degree of motivation for the jobs assigned, to fill up the vacancies of following posts at Chandigarh as well as its Centres at New Delhi and Chennai as per the details given below.

The emoluments, age limits, essential qualification and job requirement for various posts are as under:-

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.	Senior Medical Officer (2), Gr.III (5)	01-UR	Level-11, Cell-1 (Rs. 67700-208700)	Rs.1,05,853/- (including NPA)	40 years
2.	Senior Technical Officer (2), Gr.III (5)	01-UR	Level-11, Cell-1 (Rs. 67700-208700)	Rs.1,00,136/- (for CSIO Delhi Centre)	40 years
3.	Senior Technical Officer (1), Gr.III (4)	01-UR	Level-10, Cell-1 (Rs. 56100-177500)	Rs.84,360/- (for CSIO Delhi Centre)	35 Years
4.	Technical Assistant	24 (SC-01, OBC-11, EWS-02, UR-10 [#]) [#] Including 02 posts (01-HH, 01-VH) reserved for PwBD (03 posts are presently required for CSIO Chennai Centre AND 01 post is presently required for CSIO Delhi Centre)	Level-06, Cell-1 (Rs. 35400-112400)	Rs.47,328/- (for CSIO Chandigarh) Rs.52,176/- (for CSIO Chennai & Delhi Centre)	28 years

*Total Emoluments mean approximate total emoluments on minimum of scale as on June, 2019 including House Rent Allowance as per the revised emoluments after implementation of 7th CPC in CSIR. CSIR-CSIO may

provide residential accommodation, if available, as per rules and in that case HRA will not be paid.

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

Post Code / Area/ No. of Posts (Reservation)	Name of the Post(s) / Pay Level	Essential Educational Qualifications and Experience ⁺	Present Job Requirement
SMOC1 Medical 01 Post (UR) - Male	Senior Medical Officer (2), Group III (5)/ Level-11 of Pay Matrix, Cell 1	MBBS with MD from a recognized University/Institute and registered with Medical Council of India. Desirable: MD (Medicine) from a recognized university/institute registered under MCI, with 3 years clinical experience from a recognized institute/hospital.	The incumbent shall attend general duty of Medical Officer in CSIO Dispensary (<i>equated with CGHS dispensary for the purpose of medical facility to CSIR employees and pensioners</i>) for all patients and also manage other activities/facilities in the Dispensary. The incumbent is also required to attend the patients in emergency outside routine office hours for staff and their family members residing at CSIR-CSIO campus as well as outside the colony as and when necessary and any other official work as and when assigned by authorities. The incumbent is also expected to work with R&D teams of Scientists at CSIR-CSIO. The incumbent will not be allowed to undertake his private practice and the NPA will be admissible to him as per rules. Against requirement of one male and one lady doctor in CSIO Dispensary, one lady medical officer is already working, hence <u>present requirement is for male doctor only.</u>
STOD1 Electronics 01 Post (UR) (This post is presently required for CSIO Delhi Centre)	Senior Technical Officer (2)/ Level-11 of Pay Matrix Cell 1	B.E./ B.Tech. in Electronics & Communication Engg. or equivalent with minimum 55% marks and Five years of proven experience ⁺ in terms of Prototype Development/ Patent/ Publication dealing with design of experimental set-up in the area of measurement & characterization of Optical Fibers & Optoelectronic Devices.	To conduct capsule Training Programs in Instrumentation as <u>Trainer</u> and shall also be associated in specialized services like test/ calibration of Biomedical, Electrical & Optical Instrumentation with a zeal to support scientific staff in R&D projects and any other official work as and when assigned by authorities.
STOD2 Electronics 01 Post (UR) (This post is presently required for CSIO Delhi Centre)	Senior Technical Officer (1)/ Level-10 of Pay Matrix Cell 1	B.E./ B.Tech. in Electronics Engg./ Electronics & Communication Engg./ Electronics & Instrumentation Engg./ Instrumentation & Control Engg. or equivalent with minimum 55% marks and Two years of Industrial/ R&D experience ⁺ in Instrumentation.	To conduct capsule Training Programs in Instrumentation as <u>Trainer</u> and shall also be associated in specialized services like test/ calibration of Biomedical & Electrical Instrumentation with a zeal to support scientific staff in R&D projects and any other official work as and when assigned by authorities.
TACH1 Electronics 08 posts [OBC-04, EWS-01, UR(PwBD-HH)-01, UR-02]	Technical Assistant/ Level-06 of Pay Matrix Cell 1	1 st Class Diploma in Electronics Engg./ Instrumentation Engg./ Mechatronics Engg./ Advanced Diploma in Mechatronics and Industrial Automation or equivalent of at least 3 years full time duration or at least 2 years full time duration in	To impart practical and theory training in the field of Electronics Engineering, assist the R&D projects and any other official work as and when assigned by authorities. The incumbent should possess temperament for R&D and imparting

<p>(02 posts are presently required for CSIO Chennai Centre AND 01 post is presently required for CSIO Delhi Centre)</p>		<p>case of lateral admission in diploma course or its equivalent with experience⁺ of 02 years in the area/field of Electronics Engineering.</p>	<p>training in Electronics.</p> <p><u>For 02 posts of CSIO Chennai Centre:</u> The incumbent will be utilized for PCB Making/ Fabrication/ Testing of R&D projects and for Calibration of Electro-Technical Instruments and its associated documentation office works and any other official work as and when assigned by authorities.</p> <p><u>For 01 post of CSIO Delhi Centre:</u> To conduct capsule Training Programs in Instrumentation as <u>Trainer</u> and shall also be associated in specialized services like test/ calibration of Biomedical & Electrical Instrumentation with a zeal to support scientific staff in R&D projects and any other official work as and when assigned by authorities.</p>
<p>TACH2 Mechanical 08 posts (SC-01, OBC-04, EWS-01, UR-02)</p>	<p>Technical Assistant/ Level-06 of Pay Matrix Cell 1</p>	<p>1st Class Diploma in Mechanical Engineering/ Instrument Technology/ Advanced Diploma in Die & Mould Making or equivalent of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma course or its equivalent with experience⁺ of 02 years in the area/field of Mechanical Engineering.</p>	<p>To impart practical and theory training in the field of Mechanical Engineering (Tool and Die) / Die & Mould Making, assist the R&D projects and any other official work as and when assigned by authorities. The incumbent should have passion for R&D / Teaching / working / operating & maintaining conventional / Welding Techniques / CNC m/c in industry / Advanced Manufacturing Machines / Mechanical Design & Sound Knowledge of CAD/CAM softwares.</p>
<p>TACH3 Electrical 04 posts (OBC-02, UR-02)</p> <p>(01 post is presently required for CSIO Chennai Centre)</p>	<p>Technical Assistant/ Level-06 of Pay Matrix Cell 1</p>	<p>1st Class Diploma in Electrical Engineering or equivalent of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma course or its equivalent with experience⁺ of 02 years in the area/field of Electrical.</p>	<p>To impart practical and theory training in the field of Electrical Engineering, assist the R&D projects and any other official work as and when assigned by authorities. The incumbent should possess temperament for R&D and imparting training in Electrical. Supervision of maintenance work of Office area & Colony area and operation maintenance of DG sets & Lifts including solar plant and solar water heating system.</p> <p><u>For 01 post of CSIO Chennai Centre:</u> The incumbent will be utilized on the need basis of R&D and calibration activities such as PCB Making / fabrication / testing of R&D projects; Testing and calibration of electro-technical instruments; Report preparation / documentation and other back office works and any other official work as and when assigned by authorities.</p>

TACH4 Library 01 post (UR)	Technical Assistant/ Level-06 of Pay Matrix Cell 1	1 st Class Diploma in Library and Information Science or equivalent of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma course or its equivalent with experience ⁺ of 02 years in the area/field of Library and Information Science	The incumbent is required to carry out ISTC library day to day jobs to assist ISTC students in library for books, e-books and any other official work as and when assigned by authorities. The incumbent should possess temperament for providing assistance to maintain the website / online admission process of institute.
TACH5 Computer / IT 03 posts [OBC-01, UR(PwBD-VH)-01, UR-01]	Technical Assistant/ Level-06 of Pay Matrix Cell 1	1 st Class Diploma in Computer Engineering or equivalent of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma course or its equivalent with experience ⁺ of 02 years in the area/field of Computer Engineering.	Experience in Software Development / Database Management / Network Management / Server Management. OR To impart practical and theory training in the field of Computer Engineering, assist the R&D projects and any other official work as and when assigned by authorities. The incumbent should possess temperament for R&D and imparting training in Computer Software.

⁺Experience shall be counted after obtaining the minimum prescribed qualification.

For post code TACH1: Candidates possessing the essential qualification in the trades of 'Instrumentation Engg./ Mechatronics Engg./ Advanced Diploma in Mechatronics and Industrial Automation' are also eligible. However, there shall be a common trade test and written examination for this post code.

For post code TACH2: Candidates possessing the essential qualification in the trades of 'Instrument Technology/ Advanced Diploma in Die & Mould Making' are also eligible. However, there shall be a common trade test and written examination for this post code.

Abbreviations: UR-Unreserved, NPA-Non Practicing Allowance, OBC-Other Backward Classes, EWS-Economically Weaker Sections, PwBD-Persons with Benchmark Disability, VH-Visually Handicapped, HH-Hearing 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. ***For post code SMOC1, the selected candidate will be required to stay in the residential colony of CSIR-CSIO, Chandigarh and will be allotted unfurnished official quarter in the CSIR-CSIO campus.***
- 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, Computer Advance and House Building Advance are available as per CSIR rules.
- c. CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion scheme. Detailed rules can be seen on CSIR website at the link https://www.csir.res.in/sites/default/files/PolicyDoc_44.pdf

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 interview/trade test/ written test etc. (as applicable). The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents from 10th and onwards. In the event of number of applications being large (**applicable where selection criteria is interview only**), CSIR-CSIO will adopt shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods for the advertised posts:

I.	On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
II.	On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
III.	By holding a written test.
IV.	Any other methodology as deemed fit by Screening Committee.

- d. The applicant should upload relevant educational qualification and experience certificates and documents in support of information given in the application form. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications/ applications not accompanied with 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 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 Government of India (GOI) instructions are encouraged to apply.
- k. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- l. Only outstation candidates who are found eligible and called for interview (wherever applicable) will be paid to and fro single second class (Sleeper) rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Chandigarh/ Chandigarh Railway Station on production of rail tickets/ rail ticket numbers or any other proof of journey and admit card/ interview letter.
- m. 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 successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- n. As per the resolution regarding Official Language (Rajbhasha), the selected candidates will have to acquire the knowledge of Hindi during the probationary period.
- o. After successful completion of 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 of terminating 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.
- p. The services in the Council are liable for transfer to anywhere in India. CSIR-CSIO can transfer any employee from one Laboratory/ Institute to another including their Extension/Field Centres in Public interest. Director, CSIR-CSIO, can transfer any Employee from Headquarters of the Organization/Lab. to its extension/Field/Regional Centres and vice-versa.

- q. 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.
- r. 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.
- s. 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.
- t. 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.
- u. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- v. The decision of the CSIR-CSIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
- w. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- x. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.
- y. For updates (screening list, interview/examination dates, trade test, written test), kindly visit our website '<http://www.csio.res.in>' regularly. Also check your registered e-mail IDs for any communication from CSIR-CSIO related to this recruitment.

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 OBC category will be considered subject to submission of self attested photocopies of their certificates. The Certificate must be in the format prescribed by Government of India for appointment in Govt. 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 creamy layer on the crucial date i.e. as on last date of submission of online application. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. OBC candidates should not belong to Creamy Layer. Their Sub-caste should match with the entries in 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 upto five years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings.
- c. 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 (upto 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 following documentary evidence:
 - i) In case of Widow, 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.
- d. 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 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.

e. **Reservations for Persons with Benchmark Disabilities (PwBD):** (Horizontal Reservation)

- (i) Blindness and low vision (VH);
- (ii) Deaf and hard 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 **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 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) Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 subject to production of relevant certificate from concerned authority.

h) **Reservation for Economically Weaker Sections (EWS):**

A few vacancies have been reserved for the EWS (under 10% quota) as per the directions of 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 gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for 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 benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an **Income and Asset Certificate issued by a Competent Authority**. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-I** shall only be accepted as 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 Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce 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 General (UR) category. The candidates appointed under PwBD quota will be adjusted against the vacancy of 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 print outs of their online applications or any other document. They are advised to keep with them print out of online application along with documents for reference and verification at 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> during 15.11.2019 to 15.12.2019 upto 5.00 PM.**
- d. Before applying online, the candidates are advised to read the instructions for online application carefully.
- e. The non-refundable fee for online application is Rs. 500/- (Rupees Five Hundred 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 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 online application form instructions on CSIR-CSIO website. The candidates belonging to SC/ST/PwBD/Women/CSIR Employees/Abroad Candidates category are exempted from submission of application fee.
- f. **Last date for submission of online application form is 15.12.2019 upto 5.00 PM.**
- g. In case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., the candidates are requested to convert the same into percentage based on the formula as per their university/institute rules.
- h. Successful online application is indicated by the page displayed after clicking **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 separate online application form for each post along with separate application fee.
- j. Application once made will not be allowed to be withdrawn and 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 last minute rush and it is notified that 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 successful submission of the online application form.

5. Selection procedure:

a. **For Senior Medical Officer (2), Senior Technical Officer (2) and Senior Technical Officer (1):**

The selection will be made based on the interview only. The Interview will be conducted for those who are shortlisted based on the criteria fixed by the duly constituted Screening Committee of the Institute and number of posts to be filled. The details will be made available on our website.

b. **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:-

Name of the post: Technical Assistant

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.

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

Paper I (Time Allotted – 1 hour)

Subject	No. of questions	Maximum marks	Negative Marks
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)

Subject	No. of questions	Maximum Marks	Negative Marks
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)

Subject	No. of questions	Maximum Marks	Negative Marks
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 Written Examination will be broadly based on academic syllabus prescribed for educational qualification and felt needs of CSIR-CSIO in the relevant trade.

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 (copy enclosed).

7. Following documents must be uploaded along with application form failing which the application can be rejected:

- a) Recent passport size colour photograph.
- b) Signature.
- c) Date of Birth Certificate.
- d) Educational qualification certificates [10th, 12th, 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 (Annexure-I) 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) OR those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 (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.

Controller of Administration



सां/No. : 5-1(39)/2008-PD

दिनांक/Dated: 15.03.2019

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापनों को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memoranda issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं/ . Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, सामाजिक न्याय और अधिकारिता मंत्रालय, दिव्यांगजन सशक्तिकरण विभाग के दिनांक 29.08.2018 के कार्यालय ज्ञापन सं० 34-02/2015-DD-III Gol, MoSJ&E, Department of Empowerment of Persons with Disabilities (Divyangjan) OM No. 34-02/2015-DD-III dated 29.08.2018	Guidelines for conducting written examination for Persons with Benchmark Disabilities.
2.	भारत सरकार, सामाजिक न्याय और अधिकारिता मंत्रालय दिव्यांगजन सशक्तिकरण विभाग के दिनांक 08.02.2019 के शुद्धिपत्र सं० 34-02/2015-DD-III(pt) Gol, MoSJ&E, Department of Empowerment of Persons with Disabilities (Divyangjan) Corrigendum No. 34-02/2015-DD-III(pt) dated 08.02.2019	

भवदीय/Yours faithfully


15/03/19

(संतोष कुमार/ Santosh Kumar)
अनु. अधि. (नीति प्रभाग)/ SO(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi - 110003
Dated: the 29th August, 2018

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

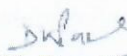
XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,


(D.K. Pandya)

Under Secretary to the Government of India
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Decmed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

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 (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

APPENDIX- II

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). 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 qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

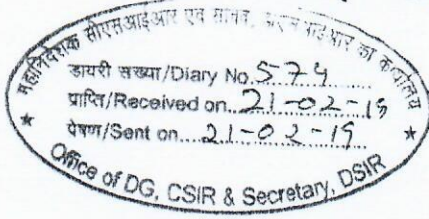
Date:

F. No. 34-02/2015-DD-III (pt)

Government of India

Ministry of Social Justice & Empowerment

Department of Empowerment of Persons with Disabilities (Divyangjan)



Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003

Dated the 8th February, 2019

Corrigendum

Sub:- Guidelines for conducting written examination for Persons with Benchmark Disabilities

This Department's O.M. No.34-02/2015-DD.III dated 29/08/2018 prescribing the guidelines for conducting written examination for persons with disabilities is amended as under:

Para XII on page 3 of the above guidelines may be substituted with the following-

"The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in terms of guidelines IV may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5"

(K.V.S. Rao)

Director

Tele. No. 24369054

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

कायदा नम संयुक्त सचिव, एम.आई.आर./
डी. एन. आर. आर.
पत्र आयरी सं.
फाईल आयरी सं.
दिनांक 21-02-2019
93

20/902 21-123630

Performa-V

Form-V

Certificate of Disability

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

[See rule 18(1)]

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

Recent Passport
size Attested
Photograph
(Showing face only)
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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

Form-VI
Certificate of Disability
(In case of multiple disabilities)
[See rule 18(1)]

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

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

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) Ageyears,
male/female..... Registration No.....
permanent resident of House
No.....Ward/Village/Street.....
..... Post Office District.....
State whose photograph is affixed above, and are
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 shown against the relevant disability in the table below:

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

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

In figures:-percent

In words:-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 the Chairperson

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

Form-VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
[See rule 18(1)]

Recent size photograph (Showing only) person disability	Passport Attested face of the with
---	--

Certificate No.

Date:

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

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

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

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

3. Reassessment of disability is :

(i) not necessary

Or

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

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

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Countersigned

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

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

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

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

Annexure-I

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

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

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

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: 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.

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kum* _____ Son / Daughter* of Shri /
Smt.* _____ of Village/Town* _____ District/Division* _____
_____ in the _____ State belongs to the _____

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in
the _____ District / Division of _____ State. 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 08/09/93 which is modified vide OM No. 36033/3/2004
Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of
the Government of India.

Dated: _____

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional 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 the rank of 1st Class Stipendiary Magistrate).
 - (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 resides.