

सीएसआईआर - केन्द्रीयचर्मअनुसंधानसंस्थान
CSIR- CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
अडयार, चेन्नै, 600 020 / Adyar, Chennai-600 020

CLRI Advertisement No.02/2022

Recruitment to the post of Technicians (1)

“CSIR strives to have a workforce which reflects gender balance in support staff for R&D and women candidates are encouraged to apply”

“Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply”

Commencement of ONLINE application	21.05.2022 (09:00 hrs IST)
Last date for submission of ONLINE applications	20.06.2022 (23.30 hrs IST)

The CSIR-Central Leather Research Institute [CLRI], Chennai is a premier constituent establishment of Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Government of India. The CSIR-Central Leather Research Institute [CLRI], Chennai was established in the year 1948 with headquarters at Chennai. It has Regional Centres at Ahmedabad, Jalandhar, Kanpur and Kolkata. CLRI is the central hub in Indian Leather Sector with direct roles in Education, Research, Training, Testing, Designing, Forecasting, Planning, Social empowerment and leading in Science and Technology relating to Leather.

2. CLRI invites ONLINE application from enthusiastic, talented professionals, with proven professional skills & achievements and zeal for innovative technical support in Research & Development activities to fill the following posts of Technician (1).

Name of the Post Grade	Number of Posts	Pay Scale	Total Emoluments *	Upper Age Limit ** (as on last date of submission of online Application)
Technician (1) Gr II (1)	55	Pay Level-2 (Rs.19,900 - 63,300)	Rs. 33,875/- approximate	28 years

* Approximate emoluments on minimum of scale including HRA applicable to Chennai city.

** Details given in Para 6

Note:

AFTER APPLYING ONLINE, THE CANDIDATES SHOULD KEEP A SOFT COPY OF HIS / HER APPLICATION. THEY SHOULD NOT SEND ANY HARD COPY OF APPLICATION ON SUBMISSION OF APPLICATION. CANDIDATES SHORTLISTED FOR WRITTEN TEST ALONE WOULD BE ASKED, AT APPROPRIATE TIME, TO SUBMIT THE HARD COPY OF THEIR APPLICATION.

3. Essential Qualification, Trade, Department, location of posting & Job requirement

Sl. No	Post Code Department	Trade	Number of Posts & reservation	Upper Age Limit	Essential Qualification(s) #	Job Requirements
1.	TC2201 CLRI Regional Centre, Jalandhar	Leather Goods Maker	1 (SC)	33 years (with age relaxation)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Leather Goods Maker or National/State Trade certificate in Leather Goods Maker (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized Institution in Leather Goods Maker (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Leather Goods manufacturing in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under Gol/State / UT.	To develop patterns and fabricate leather goods. Operation and maintenance of machines used for leather goods making. Organizing and maintaining the materials stores. Conducting skill development training programmes. Technical assistance to Scientists in Research activities.
2.	TC2202 CLRI Regional Centre, Jalandhar, CLRI Regional Centre, Kolkata, CLRI Regional Centre, Kanpur, Leather Process Technology Chennai	Finished Leather Maker	6 Posts UR-2 OBC-2 SC-1 EWS-1	28 Years (31 years for the post reserved for OBC 33 years for the post reserved for SC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Finished Leather Maker or National/State Trade Certificate in Finished Leather Maker trade (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized Institution in Finished Leather Maker (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Finished Leather Maker in a Ministry / Department / Organisation/ Public Sector Undertaking / Autonomous Body under Gol/State /UT.	To develop various types of finished leathers. To organize and maintain the chemical and material stores. To assist the Scientists in research and development and other office activities.

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3.	TC2203 CLRI Regional Centre, Jalandhar, CLRI Regional Centre, Kolkata, CLRI Regional Centre, Kanpur, CLRI Regional Centre, Ahmedaba d Leather Process Technology , Biological Materials Lab and CATERS (Pilot Plant), Chennai	Laboratory Assistant (Chemical Plant)	10 Posts UR-7 OBC-3	28 years (31 years for the post reserved for OBC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Laboratory Assistant/ Laboratory Assistant (Chemical plant) or National/State Trade certificate in Laboratory Assistant (Chemical plant) trade (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized Institution in Laboratory Assistant (Chemical plant) (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in leathers, leather chemicals and waste water analysis in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under Gol/State / UT.	To assist Scientists and researchers in conducting various tests and experiments, which includes preparing standard solutions, test samples, carry out volumetric titrations, maintenance of analytical instruments, keeping lab records etc. Maintenance of Chemical Laboratory. Assist in Conducting Skill Development Training Programmes. Maintenance of cleanliness in the department with special reference to culture facility. Autoclaving and routine services of the department research activities. Sample collection from Hospitals. Large scale preparation of Biomaterials. Maintenance of Chemical, gas cylinders etc. To assist in day- to-day activities. Operation and maintenance of process equipment such as glass/glass lined/ SS Reactors, Evaporators, Dryers, Pumps etc. Assist Scientists /Technical staff in the day-to-day

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						activities of Fermentation upscaling facility / Biological Pilot plant.
4.	TC2204 CLRI Regional Centre, Kolkata Shoe & Product Design Centre, Chennai	Footwear Maker	6 Posts UR-3 OBC-3	28 years (31 years for the post reserved for OBC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate Footwear Maker or National/State Trade Certificate in Footwear Maker trade (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized Institution in Footwear Maker (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Footwear Maker in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under Gol/State /UT.	To develop patterns and fabricate Footwear Operation and maintenance of machines used for footwear (Leather & non-leather). Organizing and maintaining the material stores. Conducting skill development training programs Technical assistance to Scientists in Research activities.
5.	TC2205 Shoe & Product Design Centre, Chennai	Sewing Technology	1 (UR)	28 years	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI certificate in Sewing Technology or National / State Trade Certificate in Sewing Technology (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Sewing Technology (OR) SSC/10 th Standard or equivalent with Science subjects with minimum 55% marks and 3 Years of work experience in Sewing Technology in a Ministry/ Department/ Organization / PSU / Autonomous Body under Gol / State/UT.	To develop patterns and fabricate Leather goods and garments. Operation and maintenance of machines used for Leather goods and garments. Organizing and maintaining the material stores. Assist in conducting skill development training programmes. Technical assistance to Scientists in research activities.

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6.	TC2206 CLRI Regional Centre, Kanpur Chemical Engg. Dept. & Advanced Materials Lab, Chennai	Instrument Mechanic (Chemical Plant)	3 Posts UR-2 OBC-1	28 years (31 years for the post reserved for OBC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI certificate or National /State Trade Certificate in Instrument Mechanic (Chemical Plant) (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized Institution in Instrument Mechanic (Chemical Plant) trade (OR) SSC/10 th Standard or equivalent with Science subjects with 55% marks and 3 years of work experience in Instrument Mechanic (Chemical Plant) in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under GOI/State / UT.	Operation and maintenance of Laboratory equipment. Assist the Scientific & Technical staff in conducting laboratory tests, experiments and other office activities. Upkeep of the lab and maintenance of the analytical instruments, trouble shooting.
7.	TC2207 Engineering Services (Instrument ation) Chennai	Instrument Mechanic	2 Posts UR-1 OBC-1 (out of these 1 post is reserved for OH)	28 years (31 years for the post reserved for OBC) 38 years in case of OH-UR 41 years in case of OH-OBC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI certificate or National /State Trade Certificate in Instrument Mechanic (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized Institution in Instrument Mechanic trade (OR) SSC/10 th Standard or equivalent with Science subjects with 55% marks and 3 years of work experience in Instrument Mechanic in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under GOI/State / UT.	Operation and maintenance of Laboratory equipment. Maintenance and servicing of engineering related task and assist in resolving the issues.

Sl. No	Post Code Department	Trade	Number of Posts & reservation	Upper Age Limit	Essential Qualification(s) #	Job Requirements
8	TC2208 Leather Process Technology & Engineering Services (Workshop) , Chennai	Fitter	4 Posts UR-1 OBC-2 EWS-1	28 years (31 years for the post reserved for OBC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Fitter or National /State Trade Certificate in Fitter (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Fitter Trade (OR) SSC/10 th Standard or equivalent with Science subjects with minimum 55% marks and 3 Years of work experience in Fitter in a Ministry/Department / Organization / PSU/ Autonomous Body under Gol/State/UT.	To operate and maintain all the tannery machines including wet and dry operation. Maintenance and servicing of engineering related task and assist in resolving the issues To assist in the Research & Development activities.
9	TC2209 Engineering Services (Workshop) , Chennai	Machinist	1 (UR)	28 years	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Machinist or National / State Trade certificate in Machinist trade (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Machinist (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Machinist in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under Gol/State / UT.	Maintenance and servicing of engineering related task and assist in resolving the issues.

Sl. No	Post Code Department	Trade	Number of Posts & reservation	Upper Age Limit	Essential Qualification(s) #	Job Requirements
10	TC2210 Dispensary & Director's Office, Chennai	CoPA (Computer Operator and Programming Assistant)	3 Posts UR -1 SC-1 EWS-1	28 years (33 years for the post reserved for SC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in COPA or National/State Trade certificate in COPA (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in COPA Trade (OR) SSC/10 th Std. or equivalent with Science subject with minimum 55% marks and 3 years of work experience in a Dispensary / Hospital/Medical Centre in Software and database Management in a Ministry/Department/ Organisation / PSU/ Autonomous Body under GOI/State/UT	Maintenance of Database and retrieval of Information. Experience in software like Oracle, MS Office, HMIS etc. Maintenance of Patients related documents. Assisting in various day-to-day activities. Knowledge of computer Operation viz Word, Excel, PPT etc. Operate Video conferencing / Projection facility and Office Management
11	TC2211 Project Planning, Monitoring and Evaluation (PPME) & Knowledge Portfolio Management Department (KPMD), Chennai	Database System Assistant	3 Posts UR-1 SC-1 EWS-1 (Out of these, 1 post is reserved for persons with Low Vision)	28 Years (33 years for the post reserved for SC) 38 years in case of LV-UR 43 years in case of LV-SC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI certificate in Database System Assistant trade or National /State Trade Certificate in Database System Assistant (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Database System Assistant (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in the area of Database handling and management in a Ministry / Department / Organization / Public Sector Undertaking / Autonomous Body under GOI/State / UT.	Maintenance of Database. Maintenance of project related documents and assisting in various day-to-day activities including organizing meetings. Maintenance of Database and Retrieval of information. Maintenance of Patent / IP documents Maintenance of project related documents Assistant in various day-to-day activities.

Sl. No	Post Code Department	Trade	Number of Posts & reservation	Upper Age Limit	Essential Qualification(s) #	Job Requirements
12	TC2212 Engineering Services (Electrical/ Civil), Chennai	Electrician	5 Posts UR-2 OBC-2 SC-1	28 years (31 years for the post reserved for OBC 33 years for the post reserved for SC)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI certificate in Electrician or National /State Trade Certificate in Electrician (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Electrician (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Electrician in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under Gol /State / UT.	To attend all kinds of electrical maintenance work in Institute and Staff Quarters under shift system such as operation and maintenance of 11 KV Substation with DG sets – Breakers-MV panels- UPS system- Lift operation. Trouble shooting of Electrical Faults, laying of cables. Wiring works and other related electrical works etc. Carrying out maintenance, repair and replacement of all kinds of pumps and motors etc., Up-keeping of logbooks. Operation and maintenance of treatment plants whenever required.
13	TC2213 Engineering Services (Civil) Chennai	Plumber	2 Posts OBC-1 EWS-1 (Out of these, one post is reserved for Learning Disability -LD)	28 Years (31 years for the post reserved for OBC In case of EWS-LD 38 years In case of OBC-LD 41 years)	SSC/10 th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Plumber or National/State Trade certificate in Plumber (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Plumber Trade (OR) SSC/10 th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in	Carry out repair, laying and replacing of all pipe lines including water and sewer lines etc. Repair, replacement and fixing of all water supply and sanitary fittings and accessories. Operation of all kind of pumps, maintenance of day-to-day water supply and sanitation arrangements.

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					Plumbing in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under GOI/State / UT.	
14	TC2214 Engineering Services (Civil)	Draughtsman	1 (UR)	28 years	<p>SSC/10th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Draughtsman or National/State Trade certificate in Draughtsman</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Draughtsman trade</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Draughtsman in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under GOI/State / UT.</p>	<p>Preparation of computer aided drawings using Autocad software Preparation of manual drawings</p> <p>Keeping and maintaining the record of up-to-date all building plans, layout plans</p> <p>To assist engineers in preparation of estimates, preparation of comparative statements, taking measurements of various works, preparation of indents and forecasting materials and procuring the same by following the purchase procedure.</p> <p>Attending/Performing close site supervision of civil works Preparation of as built drawings in the execution of civil works, monitoring the works of all other related work such as masonry, carpentry, plumbing etc., on day-to-day basis.</p>
15	TC2215 Engineering Services (Civil)	Mason	1 (SC)	33 years (with age relaxation)	<p>SSC/10th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Mason or National/State Trade certificate in Mason</p> <p>(OR)</p>	Carrying out all kinds of masonry works ie construction and or repair of brickwork, stone masonry, laying of plain cement

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					<p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Mason</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Masonry work in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under Gol/State / UT.</p>	<p>concrete (P.C.C.), laying of reinforced cement concrete (R.C.C.) and associated centering and shuttering work for concrete, all kinds of plastering work, painting work etc.,</p> <p>All types of civil maintenance works including vertical ducts of high rise multi-storied buildings.</p>
16	TC2216 Engineering Services (Civil/ Workshop)	Carpentry	3 Posts UR-2 OBC-1	28 years (31 years for the post reserved for OBC)	<p>SSC/10th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Carpentry or National/State Trade certificate in Carpentry</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Carpentry trade</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Carpentry in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under Gol/State / UT.</p>	<p>To carry out all kinds of joinery works such as wood, Aluminium, Steel UPVC, Glass etc.</p> <p>Making, fixing, repair, replacement of joineries, furniture and accessories including day-to-day maintenance.</p> <p>Any other work as assigned by engineer-in-charge.</p> <p>Maintenance and servicing of engineering related task and assist in resolving the issues.</p>
17	TC2217 Engineering Services (Instrumentation)	Electronic Mechanic	2 Posts UR-1 EWS-1	28 years	<p>SSC/10th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Electronic Mechanic or National/State Trade certificate in Electronic Mechanic</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as</p>	<p>To carry out installation of telephone facility and also trouble shoot the day-to-day activities.</p> <p>To examine the instruments and suggest remedial measures for proper functioning of instruments.</p>

Sl. No	Post Code Department	Trade	Number of Posts & reservation	Upper Age Limit	Essential Qualification(s) #	Job Requirements
					<p>an apprentice trainee from a recognized institution in Electronic Mechanic</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Electronic Mechanic in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under GOI/State / UT.</p>	
18	TC2218 Public Relations Office (PRO)	Digital Photography	1 (UR)	28 years	<p>SSC/10th Standard/SSC or equivalent with Science subjects with 55% marks and ITI Certificate in Digital Photography or National/State Trade certificate in Digital Photography trade</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Digital Photography trade</p> <p>(OR)</p> <p>SSC/10th Std. or equivalent with Science subjects with minimum 55% marks and 3 years of work experience in Digital Photography in a Ministry / Department / Organisation / Public Sector Undertaking / Autonomous Body under GOI/State / UT.</p>	<p>Knowledge of image / video editing and editing tools.</p> <p>In depth operational knowledge of camera & equipment</p> <p>To assist in all official events / programmes, seminars, meeting, inspections, visits of VIPs</p>

Abbreviations: **UR:** Unreserved; **EWS;** Economically Weaker Section; **OBC:** Other Backward Class; **SC:** Scheduled Caste; **PwD;** Persons with Benchmark Disabilities; **LV-** Low Vision; **OH-** Orthopedically Handicapped ie. Locomotor Disability; **LD-** Learning Disability.

Note : Apart from qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated on par with that qualification subject to production of required document.

4. General benefits and conditions under Council Service:

- a) These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) as admissible and made applicable to CSIR employees posted at CSIR-CLRI, Chennai.
- b) Council employees are also eligible for accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.

- c) In addition, provision for reimbursement of Medical expenditure, Leave Travel Concession, Conveyance Advance, House Building Advance are applicable, as per Govt. of India/CSIR Rules.
- d) The service is covered by defined contributions under “New Pension Scheme” and as made applicable to employees joining CSIR on or after 01.01.2004. However, cases of persons selected from other Government Departments / Autonomous Bodies / Public Sector Undertakings / Central Universities, those who have joined prior to 01.01.2004 and having Pension Scheme on Gol pattern and who are presently being governed by Old Pension Scheme will be regulated as per CCS (Pension) Rules, 1972, as applicable
- e) CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for Technical staff.
- f) The employees of CLRI are liable to be transferred and posted either at CLRI Headquarters, Chennai or at any of the Regional Centers of CLRI located at Jalandhar, Kanpur, Kolkata or Ahmedabad, as and when required.
- g) The appointment to the post shall be governed by the provisions of the Central Civil Services [Conduct] Rules, 1964, Central Civil Services [Classification, Control and Appeal] Rules, 1965 as amended from time to time and other Service Rules to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final.

5 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 receipt of Online applications. They are advised to satisfy themselves before applying that they possess the essential qualifications laid down for various posts as on the last date of receipt of 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 written test. A duly constituted Screening Committee will adopt its own criteria for screening application received for the post and short-list the candidates accordingly, to be called for Trade Test. The candidate should not leave any column unfilled and should mention in the application all the qualifications and experiences possessed by them in the relevant area over and above the minimum prescribed qualification DULY SUPPORTED WITH DOCUMENTS / CERTIFICATES AND MARKSHEETS (SEMESTERWISE – YEARWISE, wherever applicable).
- d) Date of Birth filled by the candidate in the online application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted by CLRI for determining the age and no subsequent request for change will be considered or granted.
- e) Any discrepancy found between the information given in application and as evidenced from the supporting documents submitted will make the candidate ineligible for appearing in the written test.
- f) Relaxation in age limit, qualification and /or experience in cases of exceptionally meritorious candidates would be allowed with the prior approval of Director General, CSIR.
- g) Candidates applying for more than one post code must submit separate Online Application form for each Post Code alongwith Application Fee (if applicable).
- h) Incomplete applications i.e. application without photograph, unsigned, without application fee, without applicable testimonials / documents / certificates in support of claims made by the candidates in the Online application form will be rejected as invalid.
- i) The date for determining the upper age limit and educational qualifications shall be as on the last date of submission of online applications

- j) The period of experience, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for the position.
- k) In respect of equivalent clause in Essential Qualifications, if a candidate claims a particular qualification as equivalent to the advertised qualification, 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.
- l) 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 Trade test.
- m) 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.
- n) Candidates shall not be reimbursed / paid any Travelling Allowance / Daily Allowance for appearing for Trade / Written test.
- o) The decision of Director CSIR-CLRI 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
- p) The Director, CSIR-CLRI reserves the right to cancel the advertisement or reserves the right not to fill up the posts without assigning any reason thereof.
- q) The number of vacancies indicated above is provisional and may increase or decrease at the time of selection.
- r) This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to the CSIR/Gol instructions prevalent at a given point of time during various stages of selection process.
- s) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- t) Notification regarding details of candidates screened in /short listed to be called for Trade Test / Competitive Written Examination and Selection will also be updated through CLRI website: <https://clri.org> from time to time. Candidates are advised to see the CLRI website regularly in this regard for updates.
- u) The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement
- v) NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED

6. **Relaxation in upper age limit :**

- a) **SC/ST/OBC:** The upper age limit is relaxable upto 5 years for SC/ST and 03 years for OBC as per Government orders in cases where the posts are reserved for respective categories.
- b) **Employees of CSIR / Govt Organisations:** Upper age limit is relaxable upto 05 years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings.
- c) **Widows, Divorced / Judicially separated Women :** Upper age limit is relaxable upto the age of 35 years (40 years for SC/ST) for Widows, Divorced Women and Women Judicially separated from their Husbands who are not remarried. 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) **Persons with Disabilities (PWD)** : Upper age limit is relaxable to Persons with Disabilities (PWD) upto 10 years (15 years for SC/ST and 13 years for OBC) who are suffering from the following benchmark disabilities as per Gol instructions:
- i. blindness and low vision; (ii) deaf and hard of hearing; (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (iv) autism, intellectual disability, specific learning disability and mental illness; (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness
 - ii. 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.
 - iii. In any case of selection, the appointment will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.
- e) **Economically Weaker Section (EWS)**: Persons who are not covered under the existing scheme of reservations for Scheduled Castes, Scheduled Tribes and Other Backward Classes 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. 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 persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the 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, in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. 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 (Unreserved) category, will be considered under General (UR) vacancies only.

f) **Ex-Servicemen:**

- i. Upper age limit is relaxable by 03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application for Ex-servicemen
- ii. Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof - 3 years
- iii. Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST) - 8 year

Explanation: An "ex-serviceman" is given at Annexure XI

7. **Process of certification, format of certificates and provisional candidature :**

- a) Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwD / ESM, etc will not be entertained and their candidature/ applications will be considered under Unreserved (UR) category. **The formats of the certificates are annexed with the Notice of Examination.**
- b) The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
- c) Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD / ESM status or any other benefit viz. fee concession, reservation, age-relaxation, etc, will be the closing date for receipt of online applications i.e. **20.06.2022**.
- d) A person seeking appointment on the basis of reservation to OBC must ensure that he/ she possesses the community certificate and does not fall in creamy layer on the crucial date i.e the closing date for receipt of online application i.e. **20.06.2022**.
- e) Candidates belonging to SC/ST/OBC/EWS/PwD may also note that in respect of the above that their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates who are provisionally appointed against the post reserved for SC/ST/OBC/EWS/PwD are cautioned that if the verification reveals that their claim to belong to SC/ST/OBC/EWS/PwD, as the case may be, is false, their service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

8. **Provision of Compensatory Time and assistance of scribe for PwD:**

- a) In case of persons with benchmark disabilities in the category of Low Vision and Locomotor Disability (except both arms affected - BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Since the posts are not identified suitable for persons with BA disabilities, therefore facility of scribe will not be admissible to such candidates.
- b) For the remaining persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.
- c) The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the CLRI. Appropriate choice in this regard will have to be given by the candidate through email to Section Officer (Recruitment) at email id "recruit@clri.res.in".
- d) In case the candidate opts for a scribe, the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination. The scribe should not be a candidate of this examination.
- e) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at **Annexure-II**. In addition, the scribe has to produce a valid ID proof in original (Adhaar Card, Voter ID Card, PAN Card etc) at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.
- f) A compensatory time of **20 minutes per hour** of examination will be provided to the persons who are allowed use of scribe as described at Para 8 (a) & (b). The candidates referred at Para (a) & (b) who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

- g) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- h) Partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- i) The PwD candidates who have availed the facility of Scribes/ Passage Reader and / or compensatory time must produce relevant documents for the eligibility of scribe / compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

9. **Mode, Scheme, Syllabus, Centre for Written Examination and basis for Selection:**

- a) **Screening of Application:** Applications received will be scrutinized by a Screening Committee to be constituted from amongst the members of the Selection Committee. The Screening Committee will adopt its own criteria for short-listing the candidates to be called for trade tests.

b) **Stage I (Trade Test)**

The candidates as recommended by the Screening Committee will be called for a Trade Test which will be qualifying in nature. Those who qualify in the Trade Test will be invited for **Stage II** ie Competitive Written Examination.

c) **Stage II (Competitive Written Examination)**

Mode of Examination	OMR based or Computer based Object 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	SSC+ITI / XII th Standard
Total No. of questions	150
Total time allotted	2 hours 30 minutes

(i) **Paper I (Time Allotted – 1 hour)**

Subject	Number of Questions	Maximum Marks	Negative Marks
Mental Ability Test *	50 Questions	100 (Two marks for every correct answer)	There will be no negative marks in this paper

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

(ii) **Paper II (Time Allotted -30 Minutes)**

Subject	Number of Questions	Maximum Marks	Negative Marks
General Awareness	25 Questions	75 (three marks for every correct answer)	One negative mark for every wrong answer
General English	25 Questions	75 (three marks for every correct answer)	One negative mark for every wrong answer

(iii) **Paper III (Time Allotted – 1 hour)**

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

- d) **Evaluation of Papers and Final merit list** : 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 on the basis of the marks obtained by the candidates in Paper II and Paper III.

- e) **Centre of Trade and Written Test**: The Trade and Written tests will be held in Chennai. The date, time and venue of the trade and written test will be intimated well in time to the candidates through CLRI website as well as through candidate's email id & mobile phone as provided by them in their application form.

10. **Application Fee :**

- a) Candidates belonging to General / OBC category are required to pay application fee of Rs 100/- through SBI Collect by ONLINE / SBI Branch.
- b) However, candidates belonging to SC / ST / PWD / ESM / Women / CSIR Employees are exempt from application fee.
- c) Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and rejected.

11. **How to apply**

- a) Eligible candidates are required to apply only through ONLINE APPLICATION in the link available on CSIR-CLRI's website <https://clri.org>. Instruction to fill up Online Application is also given in the CSIR-CLRI website.
- b) If the candidate does not have a valid email id, he/she should create a new email id before applying online.
- c) The candidate has to register with his / her name, email-id and password.
- d) Candidates who wish to apply for more than one Post Code, must submit separate Online Application form for each Post Code alongwith Application Fee thereof (if applicable).
- e) After successful registration, the candidate has to login using the credentials and fill up the Online application form.
- f) The candidate is required to upload a recent (i.e. not more than three month old) scanned colour passport size photograph in JPEG format (max 100 KB) with image dimension of about 300px (width) x 400px (height). The photograph should be without cap and both ears should be visible. The date on which the photograph has been taken should be printed on the photograph. The application without photograph is liable to be rejected as invalid.
- g) The candidate is required to upload his/her signature in JPEG format (max 100 KB) with image dimension of about 130px (width) x 150px (height). The application without signature is liable to be rejected as invalid.
- h) After filling-up the Online Application form, the candidate can verify / edit the application to ensure that the application is complete and correct in all aspects. After finalizing, candidate can

finally submit the application online and take a print out of the application and keep it with himself/herself.

- i) After submission of ONLINE APPLICATION(s), the applicants **SHOULD NOT SEND ANY HARD COPY OF APPLICATION** at this stage. They should keep / retain a soft copy of their Online Application / keep a print out of Online computer generated Application form.
 - j) As and when a candidate is shortlisted for **Written Test (ie Stage II)**, he / she would be asked to submit signed Hard Copy of his/her application alongwith self attested copies of all the certificates / documents uploaded by them in the Online Application form. Therefore, candidates are advised that at the time of submission of Online Application, they should fill the Application form with utmost care. They should upload all certificates (including mark sheets) of 10th, 12th, ITI, Undergraduate, Postgraduate, Diploma/Certificate Courses, experience (if applicable) along with SB collect Payment Receipt (if applicable) as the eligibility of candidate will be checked on the basis of information / documents submitted by them in the Online Application form.
 - k) Any discrepancy found between the information given in application and as evident from the supporting documents submitted will render candidate ineligible.
 - l) Candidates called for Written Test will be allowed to appear for written test only if their duly signed Hard Copy is received.
 - m) In case of Universities / Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University / Institute alongwith the copy of approved notification of conversion formula issued by the said University / Institution.
 - n) Candidates are advised not to apply more than once for a Post. In spite of this, if a candidate applies for a post more than once, he will have to pay application fee on each count (if applicable). In such a situation the candidate's latest application will be considered and all other previous application(s) will be rejected as invalid.
 - o) Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
 - p) Applications from employees of Government Departments will be considered only if the original application is forwarded through proper channel, certified by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. They should also get their Vigilance Certificate forwarded. However, advance copy of the application may be submitted before the closing date.
12. **Documents to be attached along with the hard copy of application form to be sent by post (ONLY WHEN CANDIDATE IS ASKED TO SUBMIT HARD COPY)**
- a) Printout of Online Application form duly SIGNED BY THE CANDIDATE.
 - b) Printed copy of e-receipt/challan for the application fee of Rs.100/- (wherever applicable).
 - c) Colour photograph pasted on the Application Form and signed across. (Please retain two copies of the same photograph to be produced later)
 - d) Self Attested photocopy of Date of Birth Certificate.
 - e) Self Attested photocopies of all educational qualification(s) certificate(s) and all marksheets thereof (Semester wise/Year wise)
 - f) Self Attested photocopies of experience certificate(s), if any.
 - g) Self Attested photocopy of caste/community/disability /weaker section certificate, if applicable.

- h) In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate to be attached.
- i) No objection certificate (NOC) (from Govt. /Autonomous Body/Public Sector employees) if employed / proper channel application, wherever applicable.

**Controller of Administration,
CSIR-CLRI**

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-Orthopaedic specialist / PMR)

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the centre) in the District _____, _____ (name of the State/ UT) My qualification is _____

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

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

(Signature of the candidate with Disability)

Place:

Date:

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

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

(Signature of Commanding Officer)

Place:

Office Seal

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

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

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Reemployment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group „C“ and „D“ posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; **OR**

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; **OR**

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____ Therefore, I am eligible for age-relaxation only.

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: _____

Name: _____

Date: _____

Roll Number: _____

Date of appointment in Armed Forces: _____

Date of Discharge: _____

Last Unit/ Corps: _____

Mobile Number: _____

Email ID: _____

FORMAT FOR SC/ ST CERTIFICATE

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

This is to certify that Shri/ Shrimati /Kumari* _____
son / daughter of _____ of
village/town/* _____ District/Division* _____ of
the State/Union Territory* _____ belongs to
the _____ caste/ Tribes* which is recognized as a Scheduled
Castes/Scheduled Tribes* under:-

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

[As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
- @The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976.
- @The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
- @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962.
- @The Constitution (Pondicherry) Scheduled Castes Order 1964
- @The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
- @The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968
- @The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @The Constitution (Sikkim) Scheduled Castes Order 1978
- @The Constitution (Sikkim) Scheduled Tribes Order 1978
- @The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989
- @The Constitution (SC) orders (Amendment) Act, 1990
- @The Constitution (ST) orders (Amendment) Ordinance 1991
- @The Constitution (ST) orders (Second Amendment) Act, 1991
- @The Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002 36

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri / Shrimati* _____ Father/mother of Shri/Srimati/Kumari* _____ of village / town* _____ in District/Division* of the State / Union Territory*

_____ who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of _____ issued by the _____ dated _____

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

Signature _____ **

Designation _____

(with seal of office)
State/ Union Territory*

Place: _____

Date: _____

*Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates:

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

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

This is to certify that Shri / Smt. / Kumari _____ son/
daughter of _____ of village/town
_____ in District/Division _____
in the State/Union Territory _____ belongs to
the _____ Community which is recognized as a backward class under
the Government of India, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in
the _____ District/Division of the _____
State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No.36033/3/2004- Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

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"s is mentioned as OBC.

**- As amended from time to time.

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

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

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

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) [See rule 18(1)]

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

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

Certificate No.

Date:

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

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness (Please tick as applicable)

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

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

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

Nature of Document Date of Issue Details of authority issuing certificate

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

Form - VI

Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]

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

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

Certificate No _____

Date: _____

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

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

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) _____

@ eg Left/right/both arms/legs

eg Single eye

£ eg Left/Right/both ears 4

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

Certificate No _____

Date: _____

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

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

14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3 Reassessment of disability is:

(i) not necessary, or

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

@ - eg Left/Right/both arms/legs

- eg Single eye/both eyes

€ - eg Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Counter signature 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

Explanation: An “ex-serviceman” :

- a) Who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy or Air Force of the Indian Union, and
 - i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - iii. who has been released from such service as a result of reduction in establishment; or
- b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely, pension holders for continuous embodies service or broken spells of qualifying service; or
- c) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- d) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or
- e) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Note: For any serviceman of the three Armed Forces of the Union to be treated as Ex- Serviceman for the purpose of securing the benefits of reservation/ age-relaxation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application