



सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)  
सैक्टर 30-सी, चण्डीगढ़-160030 (भारत)  
[www.csio.res.in](http://www.csio.res.in)

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION  
(Council of Scientific & Industrial Research)  
SECTOR-30-C, CHANDIGARH-160 030 (India)  
[www.csio.res.in](http://www.csio.res.in)

**Advertisement No. Regular - 01/2025**

Date of commencement of online applications: **24.02.2025**

Last date for submission of online applications: **20.03.2025** (up to 5:00 PM)

- A. 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. The Organization is devoted to R&D activities in the areas of Agri-Instrumentation, Biomedical Instrumentation, Optical Devices & Systems, Geoscientific Instrumentation, Precision Mechanical Systems, Analytical Techniques and R&D Support Facilities, Computational Instrumentation, etc. and the Centers of CSIR-CSIO are located at Chennai.
- B. CSIR-CSIO invites applications from Indian Nationals for filling up the following administrative vacancies: -

S. No.	Name of the Post and Group	Post Code	Number of the Posts along with Reservation	Pay Matrix	Total Emoluments per Month (Approx.)**	Essential qualification	Upper Age Limit not exceeding (as on last date)
1.	Junior Secretariat Assistant (General) Group 'C'	JSAG	03 (02 UR & 01 OBC)	Level-2, Cell-1 (Initial Basic Pay-Rs.19,900-63,200)	Rs. 38590/- (at Chandigarh)	10+2/ XII or its equivalent# from a recognized Board and proficiency in computer typing speed***.	28 years
2.	Junior Secretariat Assistant (Finance & Accounts) Group 'C'	JSAFA	01 (UR)	Level-2, Cell-1 (Initial Basic Pay-Rs.19,900-63,200)	Rs. 38590/- (at Chandigarh)	10+2/ XII or its equivalent# from a recognized Board and proficiency in computer typing speed***.	28 years
3.	Junior Secretariat Assistant (Store & Purchase) Group 'C'	JSASP	01 (UR) - Reserved for PwBD* (ASD (M, MoD), ID, SLD, MI) & MD including (HH, OH, VH)	Level-2, Cell-1 (Initial Basic Pay-Rs.19,900-63,200)	Rs. 38590/- (at Chandigarh)	10+2/ XII or its equivalent# from a recognized Board and proficiency in computer typing speed***.	28 years
4.	Junior Stenographer Group 'C'	JSTEN	04 UR	Level-4, Cell-1 (Initial Basic Pay-Rs.25,500-81,100)	Rs. 50439/- (at Chandigarh)	10+2/ XII or its equivalent# from a recognized Board and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time@	27 years

Abbreviations: UR: Unreserved, OBC: Other Backward Caste, PwBD\* (ASD (M, MoD), ID, SLD, MI) - Autism, Intellectual Disability, Specific Learning Disability and Mental Illness, Multiple Disability including



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(HH, OH, VH i.e. blindness and low vision, deaf and hard of hearing, locomotor disability cerebral palsy, leprosy cured, dwarfism, acid attack, and muscular dystrophy) and deaf-blindness.

\*\* Total Emoluments mean approximate total emoluments on the minimum of Pay Level as of 01.01.2025 as applicable to the indicated Pay Level, including House Rent Allowance and other allowances payable to Council employees, as per rules.

\*\*\* (35 w.p.m. in English or 30 w.p.m. in Hindi) and in using the computer as per prescribed norms fixed by DoPT from time to time. (35 words per minute /30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.) The time allowed is 10 minutes. KDPH stands for Key Depressions per Hour.

# Diploma of 3-year duration, acquired after passing in 10<sup>th</sup> standard, shall be treated as equivalent to 12<sup>th</sup> Standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. The diploma that is to be considered equivalent shall be a recognized course and awarded by a recognized institution.

@One dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m.

### Details of Posts

#### **1. Junior Secretariat Assistant (G/F&A/S&P)**

**Job Description-** The incumbent shall be required to assist in the functions of General Administration / Finance & Accounts / Stores & Purchase of respective Divisions and any other official work as and when assigned by the Competent Authority from time to time.

#### **Desirable Knowledge:-**

- i. Knowledge of noting & drafting, precis writing, good language skills (verbal and written) and knowledge of record maintenance.
- ii. Knowledge of working on computers including MS Word, MS Excel, MS PowerPoint and typing in both English and Hindi.

**Selection Procedure-** The Selection procedure shall be as per the CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020, as amended from time to time, consisting of the following:-

- Screening of applications on the basis of the advertised criteria by a Screening Committee duly constituted for the purpose shall be done after the typing or the written exam.
- **Test of proficiency in typing and computer usage, as per prescribed standards** -Option for Typing Test: The candidates shall indicate their preference for appearing in the typing test, i.e., English or Hindi, at the time of submission of the application.

The typing test shall be a 10-minute test on a computer. The Typing Test in English/Hindi shall be evaluated as per instructions contained in CSIR letter No.5-1 (116)/2011-PD dated 13.07.2015



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(related to speed and permissible errors, etc.) available on the website [www.csir.res.in](http://www.csir.res.in) and as amended from time to time.

- **Written Test** –The syllabus and pattern for the written test for the posts of Junior Secretariat Assistant (General), Junior Secretariat Assistant (F&A) & Junior Secretariat Assistant (S&P) shall be, as per CSIR guidelines as amended from time to time and detailed in Appendix II.

The written test shall consist of two papers:-

**Paper - I** - Mental Ability

**Paper – II** - General Awareness/English Language.

The Paper – I shall be only qualifying in nature. The final merit list shall be prepared based on the performance of the candidates in Paper - II of the competitive written examination.

The sequence of conducting the Proficiency Test in typing and computer usage, followed by a Competitive Written Examination or vice versa, shall be decided by the Selection Committee.

## 2. Junior Stenographer

**Job Description:-** The incumbent shall be required to provide secretarial/stenographic assistance in the functions of General Administration / Finance & Accounts / Stores & Purchase or other divisions of the Organisation or any other work as assigned by Competent Authority from time to time

**Selection Procedure**-The Selection procedure shall be as per the CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020, as amended from time to time, consisting of the following:-

- Screening of applications on the basis of the advertised criteria by a Screening Committee duly constituted for the purpose shall be done after the Proficiency in stenography or the written exam.
- **Proficiency test in Stenography** - Proficiency in stenography shall only be qualifying in nature. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidate in the application form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The details regarding transcription time, evaluation of Transcripts, etc., are as per Appendix III.
- **Written Examination**-The syllabus and pattern for the written test for the posts of Junior Stenographer shall be as per CSIR guidelines as amended from time to time and detailed in Appendix III. The Competitive Written Examination will consist of only one paper with three parts as detailed below:-

**Part - I** - General Intelligence and Reasoning

**Part – II** - General Awareness

**Part – III** -English Language and Comprehension

The sequence of conducting the Proficiency Test in Stenography, followed by a Competitive Written Examination or vice versa, shall be decided by the Selection Committee.



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

**C. 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 such cases, HRA shall not be admissible.
- b. In addition to the emoluments indicated against each category of posts, benefits such as the applicability of the New Pension Scheme - 2004, reimbursement of Medical Expenses, Leave Travel Concession, Computer Advance, and House Building Advance, are available as per extant CSIR rules.

**2. Other conditions**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfil the essential eligibility requirements of the post and other conditions stipulated in the advertisement as of the last date of submission of the online applications. They are advised to satisfy themselves before applying that they at least possess the essential qualifications laid down for various posts as of the last date of submission of online applications. No enquiry asking for advice regarding eligibility shall be entertained.
- c. The prescribed essential qualifications are the minimum, and the mere possession of the same does not entitle candidates to be called for trade test/ written test, etc. The duly constituted Screening Committee may adopt its own criteria for short-listing the candidates. The candidate should, therefore, mention in the application form all the qualifications and experience in the relevant area over and above the minimum prescribed qualifications from 10<sup>th</sup> Standard and onwards.
- d. The applicant should complete the online application form duly filling in all the relevant information, such as educational qualifications and experience, along with a scanned photograph through online mode only after reading the instructions carefully.
- e. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. Incomplete applications shall be summarily rejected, and no enquiry shall be entertained. The applicant is required to upload the required documents along with the application form at the time of submission of the online application.
- f. The duly constituted Screening Committee may scrutinize applications received from the candidates based on the details entered in the application form. Only the selected candidates shall be asked to submit the certificates/testimonials, age, etc., for verification. In case any discrepancy is found between the information filled by the applicant in the application form of the candidate(s) and the certificates/testimonials, etc., submitted later on, the candidate's candidature shall be summarily rejected, and **the candidate shall be disqualified for further applying to this Organisation.**
- g. In respect of the equivalence clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, the candidate is required to indicate the order/letter, the Authority (with number and date) under which it has



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been so treated otherwise the application is liable to be rejected. The Diploma, which may be considered equivalent to the prescribed qualification, should be a recognized course and awarded by a recognized institution. The term 10+2/XII or its equivalent means a certificate issued by a recognized Board of India or a foreign country of having passed 12<sup>th</sup>/XII standard. The 3-year diploma, acquired after passing the 10<sup>th</sup> standard, shall be treated as equivalent to the 12<sup>th</sup> standard with respect to posts for which passing the 10+2/XII standard is the essential qualification.

- h. The period of experience, if any, rendered by a candidate must be indicated in the application form. 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.
- i. If any document/ certificate 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 when asked for.
- j. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for submission of online applications.
- k. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under Government of India (GOI) instructions are encouraged to apply, provided the post is identified as suitable for PwBD.
- l. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
- m. The selected candidates shall be on probation for **two years** 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 depending upon performance. After completing the probationary period, they shall be considered for confirmation under the extant rules.
- n. As per the resolution regarding the Official Language (Rajbhasha), the selected candidates shall have to acquire knowledge of Hindi during the probationary period.
- o. After completing the probationary period, the appointment may be terminated at any time by a month's notice given by either side, i.e. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right to terminate the services of the appointee forthwith or before the expiry of the stipulated notice period by paying 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 Centers, in the Public interest. The Director, CSIR-CSIO, can transfer any Employee from the Organization/Lab Headquarters to its extension/Field/Regional Centers 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 be made applicable to the Council servants from time to time, shall apply to the extent to which they are applicable to the appointment hereby offered. The decision of the Council as to their applicability shall be final.
- r. The selected candidates shall not be permitted to apply for appointment elsewhere or in CSIR-CSIO during the probationary period. 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. The number of vacancies indicated in this advertisement is provisional and **may vary**. However, the change, if any, shall be notified on the Organisation website.



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- t. Any matter not specifically stated in the advertisement shall be determined by the Director, CSIR-CSIO, Chandigarh, and his decision shall be final and binding.
- u. The decision of the CSIR-CSIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination shall be final and binding on the candidates.
- v. Canvassing in any form and/or bringing any influence, political or otherwise, shall be treated as a disqualification for the post.
- w. NO INTERIM ENQUIRY OR CORRESPONDENCE SHALL BE ENTERTAINED.
- x. For updates, kindly visit our website, [www.csio.res.in](http://www.csio.res.in), regularly. It is also advised to periodically check your registered e-mail IDs for any communication from CSIR-CSIO related to this recruitment.

### 3. Age Limit and Relaxation:

- a. The age of the candidate should not be below 18 years and should not be above the prescribed upper age limit as of the last date of submission of the online application. There is no age limit for departmental candidates (regular CSIR employees), provided they possess the prescribed qualifications.
- b. Age limit for SC/ST/OBC (NCL) shall be admissible as per Govt. of India rules, provided the post is reserved for that category. Age relaxation shall be 5 years for SC/ST and 3 years for OBC candidates. Age relaxation shall be subject to submission of self-attested photocopies of certificates issued in the format prescribed by the Government of India for appointment in Govt. of India posts and issued by the competent authority.
- c. No age relaxation is allowed for SC/ST/OBC candidates applying against unreserved posts.
- d. A person seeking an appointment based on reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall into the creamy layer on the crucial date, i.e., as on the last date of submission of the online application. OBC candidate's eligibility shall be based on Caste 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 the Central List of OBC, failing which their candidature shall not be considered under any of the applied reserved categories and shall be treated as UR if otherwise eligible. (for OBC certificate format please see appendix –V)
- e. As per Gol provisions, age relaxation for Widows, Divorced Women, and Women Judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 38 years for members belonging to the Other Backward Classes and 40 years for SCs/STs in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to indicate the same in the Column 'Any other relevant information'.
  - i) In the case of Widow candidates, the Death Certificate of the husband, together with the Affidavit that she has not remarried since, shall be required
  - ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since, shall be required.
- f. Age relaxation to Persons with Disability (PwBD): Age relaxation of 10 years for appointment (total 13 years for OBCs and 15 years for SCs/STs) is allowed to candidates with 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 to support their claims indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates shall



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be subject to their being found medically fit per the standards of medical fitness as prescribed by the Government for each relevant Group post to be filled by Direct Recruitment by Selection.

- i) **Reservations for Persons with Benchmark Disabilities (PwBD)** -Horizontal Reservation (for PwBD certificate format please see appendix –IV)
- ii) **Degree of Benchmark Disability for Reservation and Competent Authority for Issue of Disability Certificates:** 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 shall 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.
- iii) Permissible disability for PwBD candidates for the post of **Junior Secretariat Assistant (Finance & Accounts) / Junior Secretariat Assistant (General)/ Junior Secretariat Assistant (Stores & Purchase) & Junior Stenographer:** As per Ministry Of Social Justice and Empowerment notification No. 38-16/2020-DD-III dated 04.01.2021
- g. **Special Note for all Candidates seeking reservation/relaxation benefits** - All those candidates seeking reservation/relaxation benefits available for EWS/SC/ST/OBC- NCL/PwBD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules. 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 them in the prescribed format when the Institute seeks such certificates. Otherwise, their claim for SC/ST/OBC/EWS/PwBD status shall not be entertained, and their candidature shall be considered under the General (UR) category. The candidates appointed under the PwBD quota shall be adjusted against the vacancy of the respective category of SC/ST/OBC/EWS/ Unreserved (UR).
- h. **Reservations for Ex-Serviceman-** Horizontal Reservation:-
  - i) **CONCESSIONS & RELAXATIONS:** Age and Educational Qualification relaxation to Ex-Servicemen shall be granted as per GOI/CSIR orders, as amended from time to time.
  - ii) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by **three** years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation.
  - iii) Ex-servicemen who have already secured regular employment under the Central Govt. in a civil post are permitted the benefit of age relaxation as admissible for ex-servicemen securing another employment in any higher post or service under the Central Govt. However, such candidates shall not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.
  - iv) To qualify for the concession, the ex-serviceman candidates concerned would be required to produce a certificate stating that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers, including ECOs/SSCOs, should be signed by the appropriate authorities and specify the period of service in the Defence Forces.
  - v) SC/ST/OBC/PWD/EWS/ESM(Ex-Servicemen) candidates are required to produce a copy of the relevant certificate in the prescribed format of the Government of India (GOI) signed by the specified authority for the posts reserved for the respective category.
  - vi) For Ex-Serviceman, the Upper Age limit shall be relaxed as on closing date of application by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (6 years in case of OBC Candidates; 8 years in case of SC/ST).



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- vii) Ex-servicemen who have already secured employment in the civil side under Central Government in Group "C" & "D" posts on a regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM Category. However, they are eligible for age relaxation only.
- viii) The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for age relaxation.
- ix) For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/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 for the Armed Forces within the stipulated period of one year from the closing date.
- x) An Ex-Serviceman or Persons with Disability (PwD) category candidate who qualifies on the basis of relaxed standards, viz. age limit, qualification, in written examination, etc., is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- xi) There shall be no pay-protection in respect of Ex-Serviceman.
- xii) An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or I) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or II) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or III) 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 of the following categories, namely: - a) Pension holders for continuous embodied service, b) Persons with disability attributable to military service; and c) Gallantry award winners.
- xiii) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.
- xiv) AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EXSERVICEMEN.
- xv) In case of Ex-Servicemen candidates, the number/date of the attested copy of the Discharge Book/Certificate is to be indicated in the column 'Any other relevant information' in the application form.

#### 4. How to apply:





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(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)  
सैक्टर 30-सी, चण्डीगढ़-160030 (भारत)  
[www.csio.res.in](http://www.csio.res.in)

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION  
(Council of Scientific & Industrial Research)  
SECTOR-30-C, CHANDIGARH-160 030 (India)  
[www.csio.res.in](http://www.csio.res.in)

- a. Eligible candidates are required to apply through **online application only** through the website [www.csio.res.in](http://www.csio.res.in). The candidates are not required to submit to CSIR-CSIO by post or hand the printouts of their online applications or any other document. They are advised to keep with them print out of the online application along with documents for reference and verification at a later stage. The applicant shall upload the required documents at the time of submission of the online application.
- 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 shall be available on our website, [www.csio.res.in](http://www.csio.res.in), up to 05.00 PM of the last date mentioned herein.**
- d. **The last date for online submission of the application form is 20.03.2025 up to 5.00 PM.**
- e. Before applying online, the candidates are advised to read carefully the instructions for online application.
- f. **Candidates may apply for more than one post of JSA (G/F&A/S&P) by indicating their preference for the post they wish to be considered.** Final allotment of posts shall be made based on merit-cum-preferences of Posts given by the candidates subject to their eligibility for the same, as decided by the selection committee. **However, the candidates must submit separate application for the post of Junior Stenographer.**
- g. A non-refundable fee of Rs. 500/- + GST (= **Rupees 590/-**, Five Hundred Ninety Only) applies to General/OBC/EWS candidates applying for the advertised posts. **The fee must be deposited online through State Bank Collect only. The transaction number generated after the successful payment of the fee must be mentioned in the online application.** The candidates are advised to download the E-receipt and preserve it. Steps for online fee payment are given in the instructions on the online application form on the CSIR-CSIO website.
- h. The candidates belonging to the SC/ST/PwBD/ESM/Women/CSIR Employees categories are exempted from submitting the application fee.
- i. In the case of universities/institutes awarding CGPA/SGPA/OGPA grades, etc., the candidates are requested to convert the same into percentages based on the formula as per their university/institute rules at the time of filling the application.
- j. 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. There is no provision to re-print the Application.
- k. Application, once submitted, shall not be allowed to be withdrawn, and fee, once paid, shall not be refunded in any case, nor can it be held in reserve for any other recruitment or selection process.
- l. **Interested candidates are advised to apply in time to avoid last minute rush. The last date shall not be extended on the grounds of online technical issues/problems.**
- m. Applications from candidates who are employees of Government Departments/ Autonomous bodies and Public Sector Undertakings shall be considered only if forwarded through proper channel along with vigilance clearance and the certification that by the current employer that the applicant, if selected, shall be relieved as per rules on the receipt of an offer of appointment. **Applications through the proper channel should reach the Sr. Controller of Administration, CSIR-Central Scientific Instruments Organisation, Sector 30-C, Chandigarh-160030, at least 15 days before the scheduled date of the written/skill test.**
- n. Incomplete applications [i.e., without uploading photograph/ signature/ applicable testimonials (where required)/ application fee (as applicable), etc.] shall not be entertained and shall be summarily rejected.



सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)  
सैक्टर 30-सी, चण्डीगढ़-160030 (भारत)  
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- o. No withdrawal/modification/cancellation shall be permissible after successful submission of the online application form.
- p. In case any discrepancy is found in the information filled in the application form and documents submitted later on, the candidate's candidature shall be summarily rejected.
- q. The candidates must ensure that they fulfil all the requisite eligibility conditions in terms of age, qualifications, experience, and caste/reserved category status duly certified by the competent authority on their prescribed certificates, failing which the candidature would be treated as cancelled. Any information given wrongly by the candidates as verified at subsequent date would render them liable for forfeiture of their candidature notwithstanding any legal action for furnishing wrong information/documents.
- r. Providing false or wrong information in the application form would be a vitiation of the application process.

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

**Sr. Controller of Administration**

**Age Limit and Relaxation:**

a. The age of the candidate should not be below 18 years and should not be above the prescribed upper age limit as on last date of submission of the online application. There is no age limit for departmental candidates (regular CSIR employees) provided they possess the prescribed qualifications.

<b><u>Sr. No.</u></b>	<b><u>Category</u></b>	<b><u>Age-relaxation permissible beyond upper age limit</u></b>
01	SC/ST	5 years
02	OBC	3 years
03	PwBD (Unreserved)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ST)	15 years
06	Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date, as per GOI orders amended from time to time.
07	Ex-Servicemen (OBC/SC/ST)	6/8/8 years after deduction of the military service rendered from the actual age as on the closing date, as per GOI orders amended from time to time.
<b>Additional permissible relaxation in upper age limit for Group 'C' posts</b>		
08	Widows / Divorced Women / Women judicially separated and who are not remarried	Up to 35 years of age
09	Widows / Divorced Women / Women judicially separated and who are not remarried (SC/ST)	Up to 40 years of age

**SYLLABUS/ PATTERN FOR WRITTEN EXAMINATION**

**Name of the post:** Junior Secretariat Assistant (General or Finance & Accounts or Stores & Purchase)

**Written Examination details:** For this post, there shall be two papers (Paper-1 and Paper – II). The second paper shall be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper. **Paper –I is qualifying in nature. Merit list be prepared based on marks obtained in Paper-II.**

<b>Mode of Examination</b>	OMR Based or Computer Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions shall be set both in English and Hindi except the questions on English Language
<b>Standard of Exam</b>	Class XII
<b>Total No. of Questions</b>	200
<b>Total Time Allotted</b>	2 hours 30 minutes

**Paper I (Time Allotted – 90 minutes)**

<b>Subject</b>	<b>No. of questions</b>	<b>Maximum marks</b>	<b>Negative Marks</b>
Mental Ability Test*	100	200 (two marks for every correct answer)	There shall be no negative marks in this paper

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

**Paper-II (time Allotted – 1 hour)**

<b>Subject</b>	<b>No. of questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

The Paper – I shall be only qualifying in nature. The final merit list shall be prepared on the basis of the performance of the candidates in Paper - II of the competitive written examination.

**Sub: Skill Test Norms on Computer for the post of JSA (G/F&A/ S&P)**

**Typewriting Errors and Number of Corresponding Mistakes:**

Sl. No.	Description of Typewriting Errors	Number of Mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting – It should be uniformly 5 spaces for each paragraph	One	One
2.	Overlapping / Piling up of letters (also known as Faulty Shifting)	One	One
3.	Overtyping /X'ing of word or even full line	One	One
4.	Mis-spelt word including Transposition	One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	One	One
6.	Erasing is not allowed	One	One
7.	Repetition of any number of words (only once to be counted as mistake)	One	One
8.	Each repeated mistake	One	One
9.	Punctuation marks; Omission of punctuation marks in typing	Half	Half
10.	Irregular Line Spacing Irregular left margin	Half Half	Half Half

11.	Highly Irregular Right margin Omission of Space between words	Half Half	Half Half
12.	Difference in space , if not the following:- Full Stop – 2 spaces Question Mark – 2 spaces Exclamatory Mark – 2 spaces Coma Mark – 1 space Colon/Semi colon Mark – 1 space Hyphen (Beginning & after) – No Space	Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words.  Following is the description where division of words is permitted: - As they are pronounced, like precaution (pre-cau-tion) - Separating prefixes or suffixes - Words having double consonants (like Suc-cess) - Compound Words (like under-estimated)  Where division of words is not at all permitted: - If there is only one syllable, then there will be no division - When only two / three letters remains to be typed - Figures and Proper Nouns are not divided. - Last word of Paragraph / page should not be divided. - Separating prefixes or suffixes	If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake.
14.	Extra space in middle of the word	Half	Half
15.	Extra space between words	Ignore	Ignore
16.	Mechanical error or Machine mistakes can be ignored	Can be ignored	Can be ignored
17.	Incomplete last word of the passage	No mistake	No mistake
18.	Capital letter errors	Not Applicable	Half

5% mistakes of total words typed are ignored.

Total strokes typed	:	1600
Words typed	:	$1600/5=320$
Mistakes	:	19
Ignorable mistakes	:	$5\% \text{ of } 320=16$
Admissible mistakes	:	$19-16=3$

**As per formula :**      **No.of words (-) Number of Mistakes**

$$= \frac{10}{10} - 3$$
$$= 32-3$$
$$= \mathbf{29 \text{ w.p.m}}$$

**A. Scheme of Competitive Written Examination for Junior Stenographer**

<b>Mode of Examination</b>	<b>OMR Based or Computer Based Objective Type Multiple Choice Examination</b>
Medium of Questions	The questions will be set both in English and Hindi Except the questions on English language.
Standard of Examination	10+2/XII
Total number of Questions	200
Time allotted	Total 2 hours ( 2 hours and 40 minutes for the candidates eligible for scribe)

**Competitive Written Examination will consist of only one paper with three parts as detailed below :**

<b>Part</b>	<b>Subject</b>	<b>No of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
<b>I</b>	General Intelligence and Reasoning	50	50	0.25 marks deducted for every wrong answer.
<b>II</b>	General Awareness	50	50	0.25 marks deducted for every wrong answer.
<b>III</b>	English Language and Comprehension	<b>100</b>	100	0.25 marks deducted for every wrong answer.

**B Proficiency test in Stenography**

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

<b>S.No.</b>	<b>Language of skill test</b>	<b>Time Duration (in Minutes)</b>	<b>Time Duration (in minutes) for the candidates eligible for scribe</b>
1	English	50	70
2	Hindi	65	90

### **C Evaluation of Transcripts of Stenography Tests-Nature of Mistakes:-**

#### **1. Full Mistakes: The following Mistakes are treated as full mistakes:-**

- a. Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b. Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- c. Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

#### **2. Half Mistakes: The following are treated as half mistakes:-**

- a) Wrong spelling, including transposition of letters in a word and omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

### **NOTE**

- a) More than one error in a single word: All the error are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example, the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. - all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.
- e) Method of calculation of mistakes in Stenography Skill Test:-  
$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

**Note:-The percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under :-**

- (i) 7 %- In case of Unreserved.
- (ii) 10 % - In case of all reserved categories (EWS,SC,ST,OBC,ESM,PWD etc)



**D . Preparation of Merit List**

As per Rule 6 of Section II of Part III of CSIR ASRP Rules, 2020 :

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

**E. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in Stenography**

The sequence of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by Selection Committee.

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      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 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 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 (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.

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of \_\_\_\_\_ village/town  
\_\_\_\_\_ in \_\_\_\_\_ District/Division  
\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_  
belongs to the \_\_\_\_\_ community which is recognised  
as a backward class under the Government of India, Ministry of Social Justice and  
Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_. \* Shri/Smt./Kumari \_\_\_\_\_ and /or his/her  
family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that  
he/she does not belong to the persons/sections (Creamy Layer) mentioned in  
Column 3 of the Schedule to the Government of India, Department of Personnel &  
Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-  
Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup>  
October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_ \$

Dated: \_\_\_\_\_

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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