



**Advertisement No.02/2026 dated 23.01.2026**

Recruitment to the post(s) of

**JUNIOR STENOGRAPHER, JUNIOR SECRETARIAT ASSISTANT & MULTI-TASKING STAFF**

**“CSIR strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”**

Commencement of ONLINE Application	<b>23.01.2026 (09:00 AM)</b>
Last date for submission of ONLINE Application	<b>02.03.2026 (11:59 PM)</b>
Link to apply ONLINE	<a href="http://recruitment.clri.org">recruitment.clri.org</a>
Hard copy of the Application Form should <b>NOT</b> be sent to CSIR-CLRI	

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-CLRI was established in the year 1948 with headquarters at Chennai. It has regional centres at Ahmedabad, Jalandhar, Kanpur and Kolkata. CSIR-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 & Technology relating to Leather.

CLRI invites **ONLINE** application from enthusiastic, talented Indian citizens to fill the following administrative posts:

**1. DETAILS OF VACANCY POSITIONS:**

<b>Post Code &amp; Name of the Post</b>	<b>No. of Post and Reservation</b>	<b>Pay Scale</b>	<b>Total Emoluments*</b>	<b>Upper Age Limit# (as on 02.03.2026)</b>
<b>JST2601</b> Junior Stenographer	01 Post UR	Level – 04 (Rs.25500 – 81100)	Rs. 53,628/-	27 Years
<b>JSA2602</b> Junior Secretariat Assistant (G)	02 Posts@ UR – 2	Level – 02 (Rs.19900 – 63200)	Kolkata: Rs. 39,545/-  Kanpur: Rs. 36,844/-	28 Years
<b>JSA2603</b> Junior Secretariat Assistant (S&P)	03 Posts UR – 2 & OBC(Backlog) – 1	Level – 02 (Rs.19900 – 63200)	Rs. 39,545/-	28 Years
<b>JSA2604</b> Junior Secretariat Assistant (F&A)	01 Post SC	Level – 02 (Rs.19900 – 63200)	Rs. 39,545/-	28 Years
<b>MTS2605</b> Multi-Tasking Staff	06 UR – 3, OBC – 2 & EWS – 1	Level-1 (Rs.18000 – 56900)	Rs. 35,973/-	25 Years

\* Total emoluments mean approximate total emoluments per month on a minimum of Pay Level inclusive of Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. applicable to the place of posting.

# Please see details of age relaxation under Age limit & Relaxation column.

@ Out of the 02 Posts, one incumbent may be posted at CLRI Regional Centre, Kanpur and the other at CLRI Regional Centre Kolkata

**Note:** The number of vacancies indicated is provisional and may vary i.e., increase or decrease.

## 2. MINIMUM ESSENTIAL QUALIFICATIONS:

Post Code	Name of the Post	Minimum Essential Qualification
JST2601	Junior Stenographer	10+2 / XII or its equivalent and proficiency in Stenography as per the prescribed norms fixed by DoPT from time to time
JSA2602	Junior Secretariat Assistant (General)	
JSA2603	Junior Secretariat Assistant (Stores & Purchase)	10+2 / XII or its equivalent and Proficiency in Computer Typing Speed and in using computer as per the prescribed norms fixed by DoPT from time to time.
JSA2604**	Junior Secretariat Assistant (Finance & Accounts)**	
MTS2605	Multi-Tasking Staff	<b>ESSENTIAL:</b> Matriculation or equivalent pass <b>DESIRABLE:</b> Intermediate (12 <sup>th</sup> Class) pass.

**\*\*The Minimum Essential Qualification for the post of Junior Secretariat Assistant (Finance & Accounts) – Post Code JSA2604 has been amended in this advertisement on 27.01.2026 in accordance with CSIR letter No.5-1(211)/2014-PD dated 27.06.2022. Accordingly, this advertisement supersedes the earlier version of the advertisement.**

**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 as equivalent shall be a recognized course and awarded by a recognized Institute/University.**

**Note:** 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.

## 3. APPLICATION FEE:

**A SEPARATE Application Fee must be paid for EACH Post Code applied for**

**3.1 Fee Payable: Rs. 500/- (Rupees Five Hundred only)**

<b>3.2</b>	Women / SC / ST / PwBD / Ex-Servicemen Candidates	<b>EXEMPTED</b>
	Candidates belonging to categories other than the above	<b>₹ 500/-</b>

**3.3 Fee can be paid only through STATE BANK COLLECT**

**3.4 Fee once paid shall neither be refunded under any circumstances nor will it be adjusted against any other examination or selection.**

## 4. SCHEME / SYLLABUS OF EXAMINATION:

### JUNIOR STENOGRAPHER

#### COMPETITIVE WRITTEN EXAMINATION

<b>Mode of Examination</b>	OMR Based (OR) Computer Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set both in ENGLISH and HINDI except the questions on English Language.
<b>Standard of Examination</b>	10+2 / XII
<b>Total No. of Questions</b>	200
<b>Time allotted</b>	Total 2 Hours (2 Hours and 40 Minutes for candidates eligible for Scribe)

Competitive Written Examination will consist of only **ONE PAPER** with three parts as detailed below:

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

#### INDICATIVE SYLLABUS:

- A. **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc. The test will also include questions designed to test the candidates' abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- B. **General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economic scene, general polity including Indian Constitution and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.
- C. **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. His/her writing ability will also be tested.

#### PROFICIENCY TEST IN STENOGRAPHY

The candidates will be given one dictation for **10 minutes in English or Hindi** (as opted by the Candidates in Application Form) at the speed of **80 WPM**. The transcription time is as follows:

Sl. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1.	English	50	70
2.	Hindi	65	90

The choice of medium of Proficiency Test given by the candidates in the Online Application form shall be treated as final and no change in the medium of Proficiency Test will be entertained.

**(The sequence / order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by the Selection Committee duly constituted by the Director, CSIR-CLRI)**

#### EVALUATION OF TRANSCRIPTS OF TYPING SCRIPTS:

The transcripts of the typing scripts of Stenography will be evaluated as per CSIR letter No.5-1(211)/2014-PD dated 21.12.2021 [\(CLICK HERE TO VIEW\)](#)

## JUNIOR SECRETARIAT ASSISTANT (GEN / S&P / F&A)

**Please refer CSIR letter No.5-1(315)/2015-PD dated 09.04.2018 for Scheme / Syllabus for Competitive Written Examination for the post of Junior Secretariat Assistant (Gen/ S&P/ F&A) ([CLICK HERE TO VIEW](#))**

### COMPETITIVE WRITTEN EXAMINATION

<b>Mode of Examination</b>	OMR Based (OR) Computer Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set both in ENGLISH and HINDI except the questions on English Language.
<b>Standard of Examination</b>	10+2 / XII
<b>Total No. of Questions</b>	200
<b>Time allotted</b>	Total 2 Hours 30 Minutes (3 Hours and 20 Minutes for candidates eligible for Scribe)

*Competitive Written Examination will consist of **TWO PAPERS (Paper I & Paper II)** with three parts as detailed below:*

#### **Part I {Time allotted – 90 Minutes (120 Minutes for the candidates eligible for Scribe)}**

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test	100	200 (TWO marks for every correct answer)	There will be no negative marks for this paper

#### **Part II {Time allotted – 1 Hour (1 Hour 20 Minutes for the candidates eligible for Scribe)}**

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (THREE marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (THREE marks for every correct answer)	

#### **SCHEME OF COMPETITIVE WRITTEN EXAMINATION:**

The written examination consists of TWO papers (Paper-1 & Paper-2). Paper – 2 will be evaluated for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper – 1.

The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper – 2 of Competitive Written Examination.

#### **INDICATIVE SYLLABUS:**

##### **A. Mental Ability Test:**

It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc. Besides, the test will be so devised, so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement etc.

## **B. General Awareness:**

Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economic scene, general polity including Indian Constitution and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.

## **C. English Language & Comprehension:**

In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc.

### **⊕ PROFICIENCY TEST IN COMPUTER TYPING SPEED AND IN USING COMPUTER**

Time allowed	10 Minutes
English Typing Test	35 words per minute in Computer (35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)
Hindi Typing Test	30 words per minute in Computer (30 w.p.m. correspond to 9000 KDPH on an average of 5 key depressions for each word)

There will be English Typing Test / Hindi Typing Test for those candidates who opt for English / Hindi as their medium of typing test respectively.

The choice of medium of Proficiency Test given by the candidates in the Online Application form shall be treated as final and no change in the medium of Proficiency Test will be entertained.

***(The sequence / order of conducting Proficiency Test (Computer Typing Speed and in using Computer) followed by Competitive Written Examination or vice versa may be decided by the Selection Committee duly constituted by the Director, CSIR-CLRI)***

### **EVALUATION OF TYPING SCRIPTS OF COMPUTER TYPING TEST:**

The methodology of evaluation of type-scripts of typewriting test in Hindi/English, calculation of mistakes etc. will be as per CSIR Letter No.5-1(116)/2011-PD dated 13.07.2015 [\(CLICK HERE TO VIEW\)](#) and CSIR Letter No.7-4(3)/2006-R&A dated 12.03.2007. [\(CLICK HERE TO VIEW\)](#)

## **MULTI – TASKING STAFF**

Please refer CSIR letter No.5-1(315)/2015-PD dated 09.04.2018 for Scheme / Syllabus for Competitive Written Examination for the post of Multi-Tasking Staff [\(CLICK HERE TO VIEW\)](#)

### **⊕ COMPETITIVE WRITTEN EXAMINATION**

<b>Mode of Examination</b>	OMR Based (OR) Computer Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set in trilingual i.e., English, Hindi and Tamil, except the questions on English Language.
<b>Standard of Examination</b>	Matriculation
<b>Total No. of Questions</b>	150
<b>Time allotted</b>	Total 2 Hours (2 Hours and 40 Minutes for candidates eligible for Scribe)

Competitive Written Examination will consist of **only ONE paper** with four parts as detailed below:

Subject	No. of Questions	Maximum Marks	Negative Marks
General Intelligence	25	75 (Three marks for every correct answer)	One negative mark for every wrong answer
Quantitative Aptitude	25	75 (Three marks for every correct answer)	One negative mark for every wrong answer
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

**METHODOLOGY FOR RESOLUTION OF TIE CASES WHEREVER TWO OR MORE CANDIDATES HAVE SECURED EQUAL AGGREGATED MARKS, THE TIE MAY BE RESOLVED IN ACCORDANCE WITH THE ORDER OF PRECEDENCE GIVEN BELOW (ASCENDING ORDER), TILL TIE IS RESOLVED:**

- A. Candidates with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Competitive Written Examination, will be placed higher;
- B. Date of Birth, with older candidate placed higher;
- C. Candidates acquiring minimum educational qualification earlier, placed higher;
- D. Alphabetical order in which first names of the candidates appear

## 5. PREPARATION OF MERIT LIST:

### JUNIOR STENOGRAPHER

- The proficiency test in Stenography will only be qualifying in nature.
- The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination.
- The merit list will only comprise of those who have qualified the proficiency test in Stenography.

**Note:** The duly constituted Selection Committee may fix a minimum qualifying mark in Competitive Written Examination. The same will be notified in CLRI Website.

### JUNIOR SECRETARIAT ASSISTANT (GEN / S&P / F&A)

- The Proficiency test in Computer Typing speed and in using Computer will only be qualifying in nature.
- The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper – 2 of Competitive Written Examination.
- The merit list will only comprise of those candidates who have qualified the Proficiency test in Computer Typing Speed and in using Computer.

**Note:** The duly constituted Selection Committee may fix a minimum qualifying mark in Competitive Written Examination. The same will be notified in CLRI Website.

### MULTI-TASKING STAFF

Final merit list will be prepared only on the basis of marks obtained by the candidates in Competitive Written Examination.

## 6. AGE LIMIT & RELAXATION:

6.1 The minimum age for applying is **18 years** as on the last date for submission of online application i.e., 02.03.2026.

6.2 The cut-off date for determining the age, qualifications, claim of SC/ST/OBC(NCL)/EWS/PwBD status or any other benefit viz. fee relaxation, reservation, age-relaxation etc., where not specified otherwise shall be the last date for submission of online application i.e., 02.03.2026.

6.3 Permissible relaxation in upper age limit for different categories in accordance with extant rules/ Guidelines of Government of India / CSIR are as under:

Sl. No.	Category	Age-relaxation permissible beyond upper age limit
1.	Scheduled Caste / Scheduled Tribe (SC/ST)	5 years
2.	Other Backward Class (OBC-NCL)	3 years
3.	PwBD (Unreserved)	10 years
4.	PwBD (OBC-NCL)	13 years
5.	PwBD (SC/ST)	15 years
6.	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the last date for submission of online application
7.	CSIR Departmental Candidates	No age limit
8.	Widows / Divorced women / Women judicially separated and who are not remarried.	Up to 35 years of age
9.	Widows / Divorced women / Women judicially separated and who are not remarried (SC/ST)	Up to 40 years of age
10.	Any other category	No age relaxation

6.4 Only SSC / Matriculation / 10<sup>th</sup> Standard / SSLC / HSC Certificate or Birth Certificate issued by appropriate Government authority will be accepted as age proof for date of birth and no subsequent request for change will be considered/granted. Where date of birth is not available in certificates/marksheets issued by concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be accepted.

6.5 SC/ST/PwBD/Ex-Servicemen/[Widow/Divorced/Judicially separated women] candidates are required to upload a copy of the certificate in the prescribed format as the case may be (As per the proformas enclosed) signed by the specified authority valid for appointment of posts under the Central Government.

6.6 The upper age limit is relaxable up to 05 [Five] years for SC/ST candidates and 03 (Three) years for OBC(NCL) candidates, as per Government of India orders in force, only in respect of those cases where the posts are reserved for these respective categories [copies of certificate(s) to be uploaded with the application, as required]. **SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DoPT OM No. 36011/1/98-Estt. (Res) dated 01.07.1998, and they are treated at par with unreserved candidates with respect to their selection.** Application Fee exemption is, however, applicable for eligible candidates in such cases.

## 6.7 AGE RELAXATION FOR OTHER BACKWARD CLASSES (OBC):

As for OBC certificates, both the conditions of OBC status as well as exclusion from 'Creamy Layer' with respect to Government of India criteria and not the respective State Government criteria, are to be met. **The OBC (Non-creamy layer) certificate should be valid as on last date of submission of online application.** The OBC certificates should be in the format APPLICABLE FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA (Annexure II) with reference to

relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their sub-caste should match with the entries in Central List of OBC's, failing which their candidature will not be considered under any of the applied reserved category and will be treated as Unreserved, if otherwise eligible. The OBC candidates who belong to "Creamy Layer" are not entitled to concession admissible to OBC category and such candidates have to indicate their category as Unreserved.

The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' (Annexure III) supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediately preceding three financial years.

Candidates claiming OBC (NCL) status may be provisionally considered; however, at the time of joining, they must submit an **OBC (NCL) certificate which is valid as on the last date of online application**. Submission of a newer or subsequently issued certificate will not be accepted.

#### **6.8 AGE RELAXATION FOR ECONOMICALLY WEAKER SECTION (EWS):**

Refer the Order No. 36039/1/2019-Estt.(Res.) dated 31.01.2019 issued by the Department of Personnel & Training (DoPT), Government of India, as amended from time to time, for detailed eligibility conditions, income and asset criteria, and other provisions governing reservation under the Economically Weaker Sections (EWS) [\*\*\(CLICK HERE TO VIEW\)\*\*](#).

#### **6.9 AGE RELAXATION FOR PERSONS WITH BENCHMARK DISABILITIES (PwBDs):**

Age relaxation of 10 (Ten) years [15 years for SC/ST and 13 years for OBC candidates, for the respective posts reserved for them] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:

Category (a)	blindness and low vision;
Category (b)	deaf and hard of hearing;
Category (c)	locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
Category (d)	autism, intellectual disability, specific learning disability and mental illness;
Category (e)	multiple disabilities from amongst persons under clauses (a) to (d) including deaf- blindness.

*Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".*

The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/ reservation in posts only if they suffer from not less than 40% of relevant benchmark disability. Such candidates will have to submit Certificate of Disability issued by the Competent Authority as per the Forms V, VI and VII (Annexure V, VI and VII) (as the case may be) specified in Rights of Persons with Disabilities Rules, 2017 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India vide Notification No. G.S.R. 591(E) dated 15.06.2017, as amended from time to time.

**PwBD CANDIDATES SHOULD MENTION IN THEIR APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC/GEN/EWS and also produce Certificate of the concerned Caste/Community, if applicable, as this is a horizontal reservation.**

Candidates with benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Disabilities. A candidate under the category PwBD will be considered to be eligible for appointment only if he/she is found medically fit in accordance with the standards of medical fitness as prescribed by the Government of India for Group "C" posts to be filled by Direct Recruitment.

**6.10 Provision of Scribe and/or Compensatory time for (i) Persons with Benchmark Disability, and (ii) Persons with less than 40% Benchmark Disability and having difficulty in writing**

(a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.

(b) In the case of other category of 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 the Annexure enclosed.

(c) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification OM No. F.No. 29-6/2019-DD-III dated 10.08.2022, persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per the Annexure enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:

- (i) Chief Medical Officer / Civil Surgeon / Chief District Medical Officer - Chairperson
- (ii) Orthopaedic / PMR specialist
- (iii) Neurologist, if available\*
- (iv) Clinical Psychologist / Rehabilitation Psychologist / Psychiatrist / Special Educator
- (v) Occupational therapist, if available\*
- (vi) Any other expert based on the condition of the candidate as may be nominated by the Chairperson

*(\*the Chief Medical Officer / Civil Surgeon / Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College / Institute, if the same is not available in the District)*

(d) The facility of scribe/ passage reader will be allowed to a PwBD candidate only if he/she has opted for the same in the online application form. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. **CANDIDATES ELIGIBLE FOR AND WHO WISH TO USE THE SERVICES OF A SCRIBE IN THE EXAMINATION SHOULD INVARIABLY CAREFULLY INDICATE THE SAME IN THE ONLINE APPLICATION FORM. ANY SUBSEQUENT REQUEST WILL NOT BE ENTERTAINED.**

(e) The candidate may either arrange his/her own scribe at his/her own cost or submit a request in the application form for the office to arrange a scribe on his/her behalf.

(f) 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.

(g) The candidates with benchmark disabilities opting for scribe shall be required to submit details of the scribe as per Annexure enclosed. In addition, the scribe has to produce a valid ID proof in original (Aadhar 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 as per Annexure enclosed. 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 related thereto.

(h) The candidate and the scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case, it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the Competitive Written Examination.

- (i) During the exam, at any stage, if it is found that the scribe is independently answering the questions, the exam session will be terminated and candidature of the candidate will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- (j) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (k) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed for use of scribe as described above. The candidates referred to at preceding sub paras (b) and (c), 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.
- (l) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- (m) Partially blind candidates, who are able to read the normal Question Paper set with or without magnifying glass and 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.
- (n) The PwBD candidates who have availed the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.
- (o) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based. It shall not be possible for CSIR-CLRI to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

#### **6.11 AGE RELAXATION FOR WIDOWS, DIVORCED WOMEN & JUDICIALLY SEPARATED WOMEN**

As per Gol provisions, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes in respect of the posts reserved for them) **for Widows, Divorced Women and Women Judically separated from their Husbands who are not remarried**. Those 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/decrees 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 and that they have not remarried since.

#### **6.12 AGE RELAXATION FOR EX-SERVICEMEN (ESM):**

Relaxation in case of Ex-servicemen will be applicable as per provisions of Gol/CSIR, issued from time to time. Upper age limit is relaxable by 03 years, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application. Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R. 757 (E), issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time. Ex-servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.

Age relaxation is not admissible to sons, daughters and dependents of Ex- Servicemen. Therefore, such candidates should not indicate their category as ex- servicemen.

### **6.13 AGE RELAXATION FOR CSIR DEPARTMENTAL CANDIDATES:**

There is no age limit for CSIR departmental candidates (regular CSIR employees) provided they possess the prescribed qualifications. CSIR departmental candidates means the permanent CSIR employees only and not the temporary/contractual/project staff etc.,

Temporary/contractual employees working in CSIR laboratories/Institutes, Government departments, Autonomous Bodies and Public Sector Undertakings should mention "NO" in the Government Employee Status.

### **6.14 AGE RELAXATION FOR EMPLOYEES OF GOVERNMENT/AUTONOMOUS BODIES:**

There is no provision for relaxation of age limit for employees of Central Government / State Government / Autonomous bodies, etc.

**6.15** Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim SC/ ST/ OBC(NCL)/ EWS/ PwBD/ ESM status or avail any other benefit.

**6.16** Any other Age relaxation shall be applicable as per extant GoI/ CSIR Recruitment Rules and all the Age relaxations indicated above are not exhaustive. For detailed information on age relaxations, please refer to the orders of the Government of India/CSIR amended from time to time.

## **7. BENEFITS UNDER COUNCIL SERVICE:**

- 7.1.** 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 employees at the place of posting. Council employees are also entitled to accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.
- 7.2.** In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and Children's Education Allowances etc. are also available as per CSIR /Govt. of India (GoI) Rules as applicable to the Council Servants
- 7.3.** All new entrants will be governed by the "National Pension System" based on defined contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01.01.2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 1972 & 2021, as per rules.
- 7.4.** In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules-1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the Council Servants.
- 7.5.** CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.

## **8. OTHER CONDITIONS:**

- 8.1.** The applicant must be a citizen of India.
- 8.2.** All applicants must fulfill the essential qualification of the post and other conditions stipulated in the advertisement as on the last date of submission of online application. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for post which is compulsory even if a candidate has some other higher qualifications. **Enquiries asking for advice as to eligibility will not be entertained.**

**8.3.** The prescribed essential qualifications are the minimum mentioned against the post. Mere possession of the same does not entitle candidates to be called for Written test/Proficiency test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore mention in the application all the qualifications supported with necessary documents and ensure that all details are full and accurate.

**8.4.** The prescribed educational qualifications should have been obtained from a University /Institution/Board etc. recognized by Govt. of India/approved by Govt. Regulatory Bodies and final results should have been declared on or before the last date of submission of the online application. Completion of course will be reckoned from the date of issue of provisional certificate/notification.

**8.5.** In respect of the equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce an order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected. The decision of the CSIR with regard to the equivalence of qualification(s) and recognition of Universities/Institutes shall be final and binding.

**8.6.** Candidates working in CSIR/Government Departments/ Autonomous bodies/ Universities/ Public Sector Undertakings and Government Funded Research Agencies must upload a "No Objection Certificate" (NOC) from their employer (as per the attached format) at the time of submitting the online application, failing which their candidature will NOT be considered.

**8.7.** **The candidates must fill in their Name, Date of Birth, and father's name/mother's name in the online application strictly as given in the SSC/Matriculation/10th Standard/SSLC certificate.** In case, a candidate claims a change of his/her name after matriculation or marriage or remarriage or divorce etc. it should be mentioned in the respective field in the online application and submit a copy of Gazette Notification/Affidavit from the appropriate authority in support of change of name/mismatch in name/ variation in name of candidate/ parents (if applicable).

**8.8.** In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/Universities/Institutes. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.

**8.9.** 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.

**8.10.** The candidature may be cancelled in case of incorrect/wrong information given in the online application and as evident in original documents. **Applications not duly filled or uploaded without required certificates / documents will be summarily rejected.**

**8.11.** **The candidates applying for the post(s) of Junior Stenographer Junior and Secretariat Assistant (Gen/ S&P/ F&A) should indicate their option for the taking the Proficiency Test in Stenography / Computer Typing Test, as the case may be, either in Hindi or English medium. Candidates will be allowed to take the Proficiency test only in the medium they have opted for. The Choice of medium of Proficiency test (i.e. Stenography test / Computer Typing Test) given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained subsequently.**

**8.12.** Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR-CLRI or CSIR or any other National Labs/ Institutes/ Units of the CSIR.

**8.13.** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, only if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**8.14.** It may please be well noted that the appointments to the posts will be provisional and subject to the verification of requisite certificates including Caste Certificates through proper channels. If the verification reveals that the claim(s) of the candidate including that he/she belongs to the SC/ST/OBC(NCL)/EWS/PwBD is false OR if it reveals that the claim of the candidate that he/she belongs to the non-creamy layer (for OBC-NCL) is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.

**8.15. Provisional Candidature:** Mere application for the post against this advertisement does not necessarily amount to, either explicitly or implicitly, selection being actually made. The candidature for Proficiency Test / Competitive Written Examination will be accepted only provisionally. The selection will be subject to fulfilling all the terms and conditions of the selection process and satisfying all the CSIR/Govt. of India instructions prevalent at a given point of time during various stages of selection process.

**8.16.** The selected candidates will be on probation for a period of **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. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.

**8.17.** The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Laboratory. However, applications to Central / State Service Commissions are exempted.

**8.18.** The selected persons should be ready to serve anywhere under the administrative control of the Director, CSIR-CLRI, Chennai and they can be transferred to any of the Labs/ Institutes of CSIR anywhere in India as and when the need arises.

**8.19.** The recruitment for the post(s) of Junior Stenographer and Junior Secretariat Assistant (Gen/ S&P/ F&A) is governed by the "**CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020**" as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

**8.20.** The screening of the candidates will be done *prima facie* on the basis of documents and information furnished by the candidates in the online application. If at any subsequent date/stage it is discovered that the candidates do not fulfill the eligibility criteria or has submitted incorrect or false information in the application form or wilfully suppressed any material information their candidature will be cancelled without assigning any reason whatsoever. If it is detected even after selection, he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority. CSIR-CLRI/CSIR will not be responsible for any consequences resulting from the submission of such false/inaccurate information. Therefore, the candidates must ensure that all information provided in the online application are accurate and correct.

**8.21.** Any discrepancy with regard to the information given in application and as evidenced from the supporting/original documents submitted will be rejected as invalid application. If in case, any discrepancy was detected at any stage of the recruitment process, the candidature of the candidate will be summarily rejected.

**8.22.** In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT Act.

**8.23.** Before issuance of Offer of Appointment, the candidates are required to produce Original Documents along with copy of online application form as well as any other documents as may be specified by the Competent Authority, CSIR-CLRI, failing which their candidature is likely to be rejected.

**8.24.** Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the recruitment portal on account of heavy load on the website during the closing days. Therefore, candidates are advised to submit online application well in advance without waiting for the last date

of submission of application. Institute's decision shall be final and binding and no enquiry will be entertained in this regard.

**8.25.** Notifications about this advertisement like details of screened/shortlisted candidates to be called for Written Examination/Proficiency Test, date, time and venue of Exam/tests, addendum or corrigendum (if any) and any other updates related to this advertisement shall be displayed ONLY on CLRI official website: <https://clri.org/> from time to time. No individual communication will be sent to candidates. Thus, the candidates are advised to check the CSIR-CLRI official website regularly.

**8.26. NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** The **Helpdesk** contact mentioned in this advertisement is for resolution of operational issues related to online submission of application form only.

**8.27.** The Director, CSIR-CLRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of final selection. This advertisement does not necessarily tantamount to the selections 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.

**8.28.** The decision of the CSIR-CLRI/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Written Examination/Proficiency Test as per CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.

**8.29.** The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement in the interest of CSIR-CLRI. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.

**8.30.** Any dispute arising out of or in connection with this advertisement shall be subject to the jurisdiction of the courts at Chennai only.

**8.31.** Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.

**8.32.** No Travelling Allowance / Daily Allowance will be paid/reimbursed to candidates to appear for Competitive Written Examination or Proficiency Test.

## **9. HOW TO APPLY:**

- 9.1.** Eligible candidates are required to apply ONLINE only through CSIR-CLRI website ([recruitment.clri.org](https://recruitment.clri.org)) No other mode of application will be considered.
- 9.2.** The link for ONLINE APPLICATION will be available on CSIR-CLRI website from 23.01.2026 (09:00 AM) to 02.03.2026 (11:59 PM). Thereafter, the Online link will automatically get disabled.
- 9.3.** If the candidate does not have a valid email ID, he/she should create a new valid email ID before applying online and the same should be kept active during the entire recruitment process.
- 9.4.** Candidates are advised to go through the instructions for online filling of the application carefully. For online application process please refer "How-to-apply online" instructions, "Fee Payment Procedure" available on the above-mentioned website.
- 9.5.** Candidates should keep the print-out of online application form and payment details, if any, for their record. Print-out of Application and payment details will not be available after **11:59 p.m. on 02.03.2026**.
- 9.6.** **Candidates are advised to submit Online Application Form well in advance, without waiting for the last date/time to apply. CSIR-CLRI will not be responsible for non-submission of application form and/or payment of application fee, for any reason whatsoever.**

**9.7.** Candidates are required to remit the non-refundable application fee of **Rs.500/- (Rupees Five Hundred only) FOR EACH POST CODE APPLIED FOR through online payment system only viz., SB Collect by using the following link:**

<https://www.onlinesbi.sbi/sbicollect/icollectchome.htm>

**Govt. Departments → Tamil Nadu → Central Leather Research Institute →  
Payment Category: JST – Application Fee / JSA (G) – Application Fee / JSA (F&A) –  
Application Fee / JSA (S&P) – Application Fee / MTS – Application Fee**

The copy of e-receipt generated in SB Collect must be uploaded in the portal for successful submission of online application.

**9.8.** The candidates belonging to SC/ST/PwBD/Women/Ex-Servicemen are exempted from payment of application fee, subject to uploading of the relevant document of their claim.

**9.9.** Applications without the prescribed fee will not be considered and summarily rejected in the non-exempted categories. Application fee paid through any other mode will not be accepted and the application will be treated as without application fee and rejected. No representation against such rejection would be entertained.

**9.10.** Incomplete applications i.e., application without photograph/ signature/ application fee/ documents/ certificates in support of claims made by the candidates in the online application form will be rejected as invalid.

**9.11.** Candidate is required to upload his/her recent passport size photograph, signature and also relevant certificates at the specified places in the online application.

**9.12.** Applications submitted cannot be withdrawn and fee once paid, will neither be refunded under any circumstances, nor can it be held in reserve for any other recruitment or selection process.

**9.13.** Only a single application will be entertained from each candidate. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POSTCODE WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED. Candidates should retain a copy of the application print-out and any payment details for their records, as these will not be available after the application deadline.

**9.14.** The candidate must register with their personal details, as required in the portal. After successful registration, the candidate has to login using the credentials and apply through the Online Application Portal. After filling-up the application form, the candidate can upload all relevant supporting documents and verify or edit the application to ensure that the application is accurate and complete in all aspects. After finalizing the application, the candidate has to finally 'Submit' the Draft application and update the payment details, if applicable, in the Portal to successfully submit the application form. Once the application is submitted, no further modifications or amendments or any request for change or correction in the application form will be permitted. It is important to keep a printout of the completed application form. **Candidates should NOT send a hard copy of the application after submission. They will be requested to submit a hard copy at the appropriate time.**

**9.15. APPLICATIONS FROM EMPLOYEES OF CENTRAL GOVERNMENT, STATE GOVERNMENT, AUTONOMOUS BODIES, PSU, ETC., WILL BE CONSIDERED ONLY IF IT 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 ORDER. VIGILANCE CLEARANCE SHOULD ALSO BE RECORDED IN THE FORWARDING LETTER. ALTERNATIVELY, NOC ALONG WITH VIGILANCE CLEARANCE FROM THE CURRENT EMPLOYER MAY BE ATTACHED.**

**Note:** CSIR-CLRI is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. The validation rules and design of the online application are based on the requirements outlined in the advertisement and no representation in this regard will be entertained. Candidates should carefully read the advertisement and refer to the "Instructions" section on the application portal. Submission of an online application does not guarantee that the candidate meets

*all eligibility criteria stated in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if ineligibility is discovered at later stages.*

**9.16.** For any technical problems or assistance while filling out the Online Application Form, candidates may contact the helpline at [recruit.clri@csir.res.in](mailto:recruit.clri@csir.res.in) or call 044-2443-7265 during working days between 9:00 AM and 5:30 PM. Queries or representations will be responded to only if sent to the above-mentioned email ID. Requests sent to any other email IDs will not be considered.

**9.17.** Frivolous representation/ clarification made through any correspondence without reading the instruction given in the advertisement thoroughly will not be entertained. Therefore, candidates are advised to take the assistance of the Help Desk ONLY if required.

**9.18.** Candidate is cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/PwBD/Ex-Servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, CSIR-CLRI reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.

## **10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT / USE OF UNFAIR MEANS:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by CSIR-CLRI
  - (c) for termination of service, if he/ she has already joined CSIR-CLRI.

## **11. LIST OF DOCUMENTS TO BE UPLOADED ALONG WITH ONLINE APPLICATION FORM:**

1. Latest passport size Colour Photograph.
2. Signature.
3. Fee receipt of Rs. 500/- as application fee FOR EACH POST CODE, wherever applicable.
4. Aadhaar Card.
5. Matriculation/ Secondary Examination Certificate/Birth certificate as Proof of Date of Birth (Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered or granted.)
6. 10<sup>th</sup> Class Mark Sheet/Certificate or Equivalent (Mandatory)
7. 12th Class Mark Sheet/Certificate or Equivalent Qualification Certificate (if applicable).
8. Copy of Gazette Notification/Affidavit/ Certificate from the appropriate authority in support of change in name/mismatch in name/variation in name of the candidate/parents (if applicable).
9. Caste/Category certificate (wherever applicable) in the formats as per Annexures prescribed by the Govt. of India.

10. No Objection & Vigilance Certificate in the prescribed format (wherever applicable).
11. Certificate related to PwBD (wherever applicable) in the prescribed format.
12. In case of widow/divorced women/judicially separated women, relevant certificate/copy of judgement/ decree from the appropriate court of law. Additionally, an affidavit confirming that such candidate has not remarried.
13. In case of Ex-servicemen, the valid Ex-Servicemen certificate and full discharge book along with prescribed Proforma – VII to IX.
14. Any other documents in support of the claim made in the application, as applicable.

**Note:**

- ❖ In case the face in the photograph or signature or essential documents, as attached is unclear / smudged, the candidate's application shall be rejected.
- ❖ After uploading the photograph / signature / essential documents/Annexures in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may re-upload the same, prior to submitting the form.
- ❖ Candidate should also ensure that photo and signature are uploaded at the appropriate places ONLY. If not, the candidate's application shall be rejected.
- ❖ Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.
- ❖ The documents/ certificates uploaded must be legible.
- ❖ Applications without the required document(s) will be considered as incomplete will be summarily rejected.
- ❖ Candidates will be asked to bring the documents in original along with the self- attested photocopies at an appropriate time.
- ❖ The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ Proficiency test will be final and binding on the candidates.

## **DISCLAIMER**

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the CSIR, regarding process for recruitment shall be final and binding.

***N.B. Candidate are advised to check the official CSIR-CLRI website regularly. No separate individual information/intimation shall be sent to the candidates pertaining to the recruitment process. Therefore, candidates are advised to keep visiting this website <https://clri.org/> regularly for addendum/corrigendum and updated information regarding this advertisement/recruitment process.***

*No separate call letters/Admit cards or information will be mailed to candidates. Provision for downloading the admit cards of subsequent stages will be available only at <https://clri.org/>*

***CSIR-CLRI shall not be held responsible in any manner, for any missed update/information on the candidate's part throughout the whole recruitment process.***

*By applying to this advertisement and appearing for the examination(s), the candidate is bound by the advertisement conditions and any subsequent notifications issued by CSIR-CLRI pertaining to this recruitment process.*

*In case of discrepancies between the English version of this abridged Advertisement and its Hindi Translation, the English version shall prevail.*

*In case of any difficulty while submitting online registration/application please do write email at [recruit.clri@csir.res.in](mailto:recruit.clri@csir.res.in). To avoid last minute rush, candidates are advised to pay the online fee (if applicable) and apply online at the earliest. All further announcements/details pertaining to this process/updates/corrigendum/addendum etc. will be published/provided only on CLRI official website <https://clri.org/> from time to time.*

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

*The Helpdesk contact (044 2443 7265) mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.*

Sd/-  
(K M Sridhar)  
Senior Controller of Administration

## LIST OF FORMATS FOR CERTIFICATES

PROFORMA	PARTICULARS OF THE PROFORMA	PAGE NO.
<b>Proforma - I</b>	Format of 'NO OBJECTION CERTIFICATE' from the employer of a candidate currently working as a regular employee in CSIR/ Government Organisations /Autonomous Bodies /Statutory Bodies/ Universities/ Public Sector Undertakings etc.	<b>20</b>
<b>Proforma – II</b>	Form of Certificate to be produced by CSIR Departmental candidates for claiming age concession.	<b>21</b>
<b>Proforma – III</b>	Form of Certificate to be produced by SCHEDULED CASTES and SCHEDULED TRIBES candidates applying for appointment to posts under the Government of India.	<b>22 - 23</b>
<b>Proforma – IV (A)</b>	Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment of posts under the Government of India.	<b>24</b>
<b>Proforma – IV (B)</b>	Form of declaration to be submitted by the OTHER BACKWARD CLASSES (OBC - NCL) candidate (in addition to the community certificate)	<b>25</b>
<b>Proforma – V</b>	Form of Income & Asset Certificate to be produced by Economically Weaker Sections (EWS)	<b>26</b>
<b>Proforma – VI (A)</b>	Disability Certificate (In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)	<b>27</b>
<b>Proforma – VI (B)</b>	Disability Certificate (In cases of multiple disabilities)	<b>28 - 29</b>
<b>Proforma – VI (C)</b>	Disability Certificate (In cases other than those mentioned in FORM V & VI)	<b>30 - 31</b>
<b>Proforma – VI (D)</b>	Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPWD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. Persons having less than 40% disability and having difficulty in writing.	<b>32</b>
<b>Proforma – VI (E)</b>	Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPWD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. Persons having less than 40% disability and having difficulty in writing.	<b>33</b>
<b>Proforma – VI (F)</b>	Certificate regarding physical limitation of an Examinee to Write	<b>34</b>
<b>Proforma – VI (G)</b>	Letter of Undertaking for Using Own Scribe	<b>35</b>
<b>Proforma – VI (H)</b>	Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities (PwBD) candidates who seek exemption from appearing in the Typewriting Test	<b>36</b>
<b>Proforma – VII</b>	Format of Certificate to be produced by Ex-servicemen applying for appointment to posts under the Government of India.  Format of Certificate applicable for Released/Retired Personnel	<b>37</b>
<b>Proforma – VIII</b>	Form of Certificate for Serving Personnel (Applicable for Serving Personnel who are due to be released within One Year)	<b>38</b>
<b>Proforma – IX</b>	Undertaking to be given by Serving Armed Force Personnel who are due to be released within One Year	<b>39</b>

**PROFORMA-I**

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

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

**No.....**

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

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

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

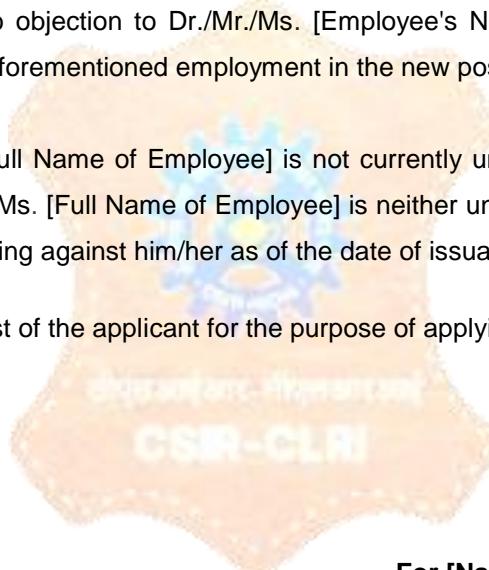
This department/organization has no objection to his/her applying for the position advertised vide Advt. No. [Advertisement Number] dated [Advertisement Date] for the position of [Post Code/Position].

This department/organization has no objection to Dr./Mr./Ms. [Employee's Name] participating in the selection process or being considered for the aforementioned employment in the new position.

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

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

**Place: .....**



**For [Name of Department/Organization],**  
[Signature of Issuing Authority]  
[Name of Issuing Authority]  
[Designation of Issuing Authority]  
[Official Seal/Stamp]  
[Contact Information]  
[Department/Organization Address]

**PROFORMA-II**

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

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

**No.....**

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

**CERTIFICATE FOR CLAIMINING AGE CONCESSION FOR APPLYING AGAINST ADVERTISEMENT NUMBER**

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

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

Certified that:

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

OR

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

*\*strike out which is not applicable*

Place: .....

**For [Name of the Institute],**  
[Signature of Issuing Authority]  
[Name of Issuing Authority]  
[Designation of Issuing Authority]  
[Official Seal/Stamp]  
[Contact Information]  
[Department/Organization Address]

### **PROFORMA – III**

#### **FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

1. This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ Son/Daughter\* of \_\_\_\_\_ of the \_\_\_\_\_ Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory\* belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe\* under:

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

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

- @ The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.
- @ The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (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 and Diu) Scheduled Castes Order, 1968.
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- @ The Constitution (SC) Orders (Amendment) Act, 1990.
- @ The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- @ The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2007

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ father/mother\* of Shri/Shrimati/Kumari \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

(With seal of Office)

State/Union Territory \_\_\_\_\_

\*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 People Act, 1950



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

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.(not below the rank of 1st Class Stipendiary Magistrate)
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator / Secretary to Administrator/Development Officer (Lakshadweep Islands).

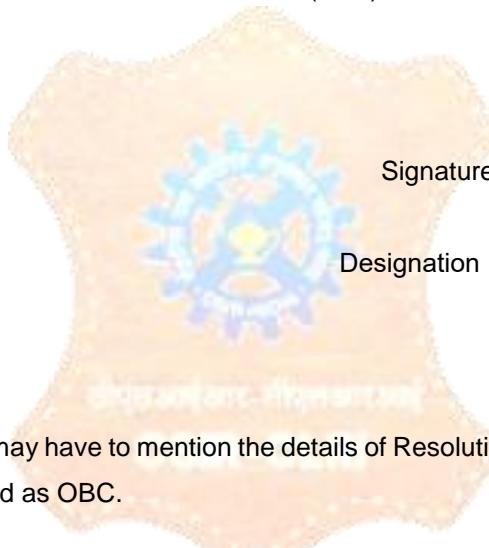
Note: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**PROFORMA-IV (A)**

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

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

\* and/or his family ordinarily reside(s) in the ..... District/Division of the ..... State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8.9.1993 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 case 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. Page 22 of 31

**PROFORMA – IV (B)**

**FORM OF DECLARAION TO BE SUBMITTED BY THE 'OTHER BACKWARD CLASS' CANDIDATE  
(IN ADDITION TO THE COMMUNITY CERTIFICATE)**

I ..... Son/daughter of Shri ..... resident of  
village/town/city ..... district ..... State  
..... hereby declare that I belong to the ..... Community which is  
recognized as a backward class by the Government of India for the purpose of reservation in services as per orders  
contained in Department of Personnel and Training Office Memorandum No.36102/3/2024 Estt.(SCT) dated 8-9-  
1983. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the  
Schedule to the above referred Office Memorandum dated 8-9-1983, O.M. No.36033/3/2004-Estt.(Res.) dated 9th  
March, 2004 and O.M. No. 36033/3/2004- Estt.(Res.) dated 14th October, 2008 and as amended from time to time.

I also declare that the condition of status/annual income for creamy layer of my Parents/guardian is within prescribed  
limits as on last date of application.

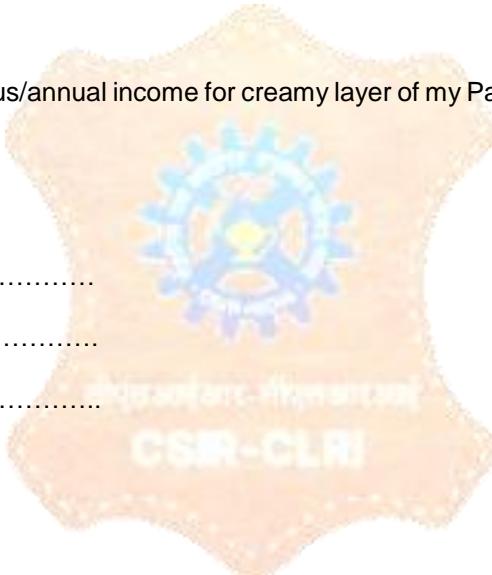
Signature.....

Full Name.....

Address .....

Place : .....

Date : .....



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

**INCOME & ASSET 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 \_\_\_\_\_

Passport size  
attested  
photograph of the  
applicant

**\*Note**

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

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.

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.

## **PROFORMA – VI (A)**

### **Form - V**

#### **Certificate of Disability**

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

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

Recent Size	Passport 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/YYYY) 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 \_\_\_\_\_

(1) 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:

<b>Nature of Document</b>	<b>Date of Issue</b>	<b>Details of authority issuing certificate</b>

(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 cases of multiple disabilities)**

**(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: \_\_\_\_\_

1. This is to certify that we have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/ wife/ daughter of Shri \_\_\_\_\_

Date of Birth \_\_\_\_\_ (DD/MM/YYYY) Age \_\_\_\_\_ Years, Male/Female \_\_\_\_\_

Registration No. \_\_\_\_\_ Permanent Resident of House No. \_\_\_\_\_

Office \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post \_\_\_\_\_

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 ability (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: -

<b>Nature of Document</b>	<b>Date of Issue</b>	<b>Details of authority issuing certificate</b>

5. Signature and seal of the Medical Authority.

<b>Name and seal of Member</b>	<b>Name and seal of Member</b>	<b>Name and seal of the Chairperson</b>

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



**PROFORMA – VI (C)****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)**

Recent	Passport
Size	Attested
Photograph	
(Showing face	of the
only)	Person with
disability	

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

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

1. This is to certify that we have carefully examined Shri/Smt./Kum \_\_\_\_\_ son/ wife/ daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_ (DD/MM/YYYY) 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 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:

<b>S. No.</b>	<b>Disability</b>	<b>Affected part of body</b>	<b>Diagnosis</b>	<b>Permanent physical impairment / mental ability (in %)</b>
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)

@ e.g. Left/right/both arms/legs  
# e.g. Single eye/both eyes  
£ e.g. Left/Right/both ears

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

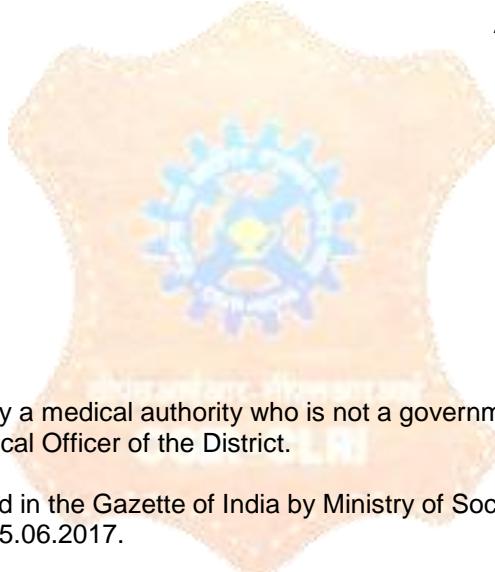
Nature of Document	Date of Issue	Details of authority issuing certificate

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

Countersigned

(Countersign 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 certificate 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.

## **PROFORMA – VI (D)**

**Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

1. This is to certify that, we have examined Mr/Ms/Mrs .....(name of the candidate),  
S/o/D/o ..... a resident  
of..... (Vill/PO/PS/District/State),  
aged.....years, a person with ..... (nature of disability/condition),  
and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition.  
He/she requires support of scribe for writing the examination.
2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto ..... (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist / Rehabilitation Psychologist/Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**PROFORMA – VI (E)**

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of the disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/UT). My Educational 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)

Place: \_\_\_\_\_

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



**PROFORMA – VI (F)**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature  
Chief Medical Officer / Civil Surgeon / Medical Superintendent  
of a Government health care Institution

Name & Designation  
Name of Government Hospital / Health Care Centre with Seal

Place: \_\_\_\_\_

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

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist / PMR).

**PROFORMA – VI (G)**

**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: \_\_\_\_\_



**PROFORMA – VI (H)**

**Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test**

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

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

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---

---

This is a permanent disability and the extent of his/ her disability works out to \_\_\_\_\_ % of disability. This disability is likely to interfere with Typewriting (specify) \_\_\_\_\_

Signature of Civil Surgeon:  
Name:  
(Official Stamp)

Place:

Date:



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

Signature of candidate: \_\_\_\_\_

Name: \_\_\_\_\_

Roll/Reg. Number: \_\_\_\_\_

**FORM – A**

**Form of Certificate applicable for Released/Retired Personnel  
(Prescribed proforma subject to amendment from time to time)**

1. It is certified that No. .... Rank..... Name..... whose date of birth is..... has rendered service from..... to..... in Army/Navy/Air Force.

2. He has been released from military services:

# a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release

# b) on account of physical disability attributable to Military Service.

# c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 2020 as amended from time to time

Place:

Signature, Name and Designation of the Competent Authority\*\*

Date:

SEAL

# Delete the paragraph which is not applicable.

**FORM - B**

**Form of Certificate for Serving Personnel**

**(Applicable for serving personnel who are due to be released within one year)**

**(Prescribed proforma subject to amendment from time to time)**

1. It is certified that No..... Rank..... Name ..... is serving in the Army/Navy/ Air Force from .....
2. He is due for release/retirement on completion of his specific period of assignment on or before .....
3. No disciplinary case is pending against him.

Place:

Signature,

Name and Designation of the Competent Authority\*\*

Date:

SEAL



**FORM – C**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

**(Prescribed proforma subject to amendment from time to time)**

(1) I understand that if selected on the basis of the recruitment/Test to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Service and Posts) Rules, 2020, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman with regard to this recruitment, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing the concession of reservation of vacancies admissible to Ex-serviceman.

Place:

Signature and Name of the candidate

Date:

