



## CENTRAL SILK BOARD

**Ministry of Textiles – Government of India**

CSB Complex, BTM Layout, Madiwala,

Bengaluru – 560 068, Karnataka

website – [www.csb.gov.in](http://www.csb.gov.in)

Advt. No. – CSB/09/2022

Central Silk Board (CSB), a Statutory body established in 1948 by an Act of Parliament, is working under the administrative control of the Ministry of Textiles, Government of India. It is engaged in undertaking, assisting and encouraging scientific, technological and economic research to improve levels of income in sericulture through spread of scientific sericulture practices to see India emerge as the leader in the world market for silk and advise the Central Government on development of silk industry. CSB invites on-line applications from the ELIGIBLE individuals for filling up of vacancies by DIRECT RECRUITMENT in the following posts at CSB Headquarter and its Offices located in the country, as per the details given below:

### 1. Details of Vacancies\*:

Sl. No.	CADRE	SC	ST	OBC	EWS	UR	TOTAL	ESM	PWD		
									Loco-motor	Low Vision	Either of the each
1	2	3	4	5	6	7	8	9	10	11	12
<b>GROUP-A</b>											
1	Assistant Director (A&A)	1	-	1	-	2	4	-	-	-	-
<b>GROUP-B</b>											
2	Computer Programmer	-	-	-	-	1	1	-	-	-	-
3	Assistant Superintendent(Admn.)	3	1	6	2	13	25	-	1**	-	-
4	Assistant Superintendent (Tech.)	-	-	1	-	4	5	-	-	-	-
5	Stenographer (Grade-I)	-	-	1	-	3	4	-	-	-	-
6	Library and Information Assistant	-	-	-	-	2	2	-	-	-	-
7	Junior Engineer (Electrical)	-	-	1	-	4	5	-	-	-	-
8	Junior Translator (Hindi)	-	1	1	-	2	4	-	-	-	-
<b>GROUP-C</b>											
9	Upper Division Clerk	12	6	22	8	37	85	8	2**	1	1
10	Stenographer (Grade-II)	-	-	1	1	2	4	-	-	-	-
11	Field Assistant	-	-	1	-	-	1	-	-	-	-
12	Cook	1	-	-	-	1	2	-	-	-	-
<b>TOTAL</b>		17	8	35	11	71	142	-	-	-	-

\*The numbers of vacancies are tentative and likely to vary.

\*\* (Functional Requirement: S, ST, W, MF, RW, SE, C), (Bench. Disb: a) B, LV, b) D, HH, c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, d) SLD, MI, e) MD involving (a) to (d) above)

Abbreviations :

UR – Unreserved	OBC – Other Backward Classes	EWS – Economically Weaker Sections
PwBD – Persons with Benchmark Disabilities	SC – Scheduled Castes	ST – Scheduled Tribes
ESM – Ex-Servicemen		
For PwBD:		
FUNCTIONAL REQUIREMENT:		



S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

**BENCHMARK DISABILITY CATEGORY:**

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy,SD-Spinal Deformity,SI\* - Spinal Injury \*without neurological limb/ dysfunction ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities. The disability should comply with the guidelines contained in Dept of Disability affairs under the Ministry of Social Justice vide OM Number F.No. 30-12/2020-DD-III dated 04.01.2021 & OM Number 38-16/ 2020-DD-III 07.9.2022 (<https://disabilityaffairs.gov.in/content/upload/uploadfiles/files/224370.pdf>)

**2. Details of pay level :**

Sl. No.	Name of the Post	Pay level (as per 7 <sup>th</sup> CPC)
<b>GROUP-A</b>		
1	Assistant Director (Administration & Accounts)	Pay Level – 10 (₹56100 - ₹177500)
<b>GROUP-B</b>		
2	Computer Programmer	Pay Level – 7 (₹44900 - ₹142400)
3	Assistant Superintendent (Administration)	Pay Level – 6 (₹ 35400 - ₹112400)
4	Assistant Superintendent (Technical)	Pay Level – 6 (₹ 35400 - ₹112400)
5	Stenographer (Grade-I)	Pay Level – 6 (₹ 35400 - ₹112400)
6	Library and Information Assistant	Pay Level – 6 (₹ 35400 - ₹112400)
7	Junior Engineer	Pay Level – 6 (₹ 35400 - ₹112400)
8	Junior Translator (Hindi)	Pay Level – 6 (₹ 35400 - ₹112400)
<b>GROUP-C</b>		
9	Upper Division Clerk	Pay Level – 4 (₹25500 - ₹81100)
10	Stenographer (Grade-II)	Pay Level – 4 (₹25500 - ₹81100)
11	Field Assistant	Pay Level – 3 (₹ 21700 - ₹ 69100)
12	Cook	Pay Level – 2 (₹ 19900 - ₹ 63200)

**“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”**

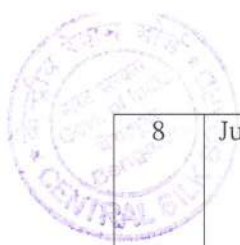
**3. EDUCATIONAL QUALIFICATION AND EXPERIENCE :**

Sl. No.	Name of the Post	Educational and other(s) qualification required
<b>GROUP-A</b>		
1	Assistant Director (Administration & Accounts)	Essential qualification: (i) qualified Chartered Accountant from the Institute of Chartered Accountants of India; or (ii) qualified Cost Accountant from the Institute of Cost Accountants of India; or (iii) qualified Company Secretary from the Institute of Company Secretaries of India; or (iv) Master of Business Administration; or (v) Master's degree in Commerce from a recognised University or institute.  Desirable: Bachelor's degree in Law from recognised University or institute.



GROUP-B		
2	Computer Programmer	<p>Graduate with Minimum II Class in Computer Science with 2 years experience in Electronic Data Processing (EDP).</p> <p>OR</p> <p>Graduate in Science, Mathematics, Statistics, Commerce, Economics and Post Graduate Diploma Course in Computer Applications and 2 years experience in EDP.</p> <p>OR</p> <p>M.Sc. in Computer Science.</p>
3	Assistant Superintendent(Admn.)	Bachelor's Degree from a recognised University and having five years experience in Accounts or Administration in a Government Department, Public Sector Undertaking or registered Company.
4	Assistant Superintendent (Tech.)	Minimum II Class Bachelor's Degree with at least 50% marks in Zoology/Botany/Agriculture/Sericulture Or an equivalent qualification from a recognised University.
5	Stenographer (Grade-I)	<p>(i) Bachelor's Degree from a recognized University and having five years experience in a Government Department or Public Sector Undertaking or registered Company.</p> <p>(ii) Skill Test Norms: Dictation: Ten minutes at the rate of hundred and twenty words per minute. Transcription (on Computer): Seventy five minutes (English) Ninety five minutes (Hindi)</p> <p>(iii) Skill Test shall be conducted only on Computer.</p> <p>The particular language (that is English or Hindi) in which the skill test shall be conducted is mentioned below :</p> <p>Hindi Stenographer : 01 English Stenographer : 03</p>
6	Library and Information Assistant	<p>Essential :</p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute.</p> <p>(ii) Two years professional experience in a Library under Central Government or State Government or Autonomous or Statutory Organization or Public Sector Undertaking or University or Recognised Research or Educational Institution.</p> <p>Desirable:</p> <p>Diploma in Computer Application from a recognised University or Institute.</p>
7	Junior Engineer (Electrical)	Three year Diploma from a recognised Institute in Electrical Engineering.

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8	Junior Translator (Hindi)	<p>Master's Degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;">AND</p> <p>Diploma or Certificate course from a recognized Institute or University in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Department or Public Sector Undertaking or Autonomous body.</p>
<b>GROUP-C</b>		
9	Upper Division Clerk	<p>Bachelor's Degree from a recognised University, with a speed of thirty-five words per minute in English or thirty words per minute in Hindi Typewriting (thirty-five words per minute and thirty words per minute correspond to ten thousand five hundred key depressions per hour or nine thousand key depressions per hour on an average of five key depressions for each word).</p> <p>(Time allowed - Ten minutes).</p> <p>Note:</p> <p>(a) Typing test shall be conducted only on computer.</p> <p>(b) The particular language (that is English or Hindi) in which typewriting test shall be conducted is mentioned below:</p> <p>Hindi typing : 34</p> <p>English Typing : 51</p>
10	Stenographer (Grade-II)	<p>(i) Bachelor's Degree from a recognized University.</p> <p>(ii) Skill Test Norms:</p> <p>Dictation: Ten minutes at the rate of eighty words per minute.</p> <p>Transcription (on Computer): Fifty minutes (English) Sixty-five minutes (Hindi).</p> <p>(iii) Skill Test shall be conducted only on Computer.</p> <p>Note: The particular language (that is English or Hindi) in which the skill test shall be conducted is mentioned below :</p> <p>Hindi Stenographer : 01</p> <p>English Stenographer : 03</p>



11	Field Assistant	Matriculation (with science) or Diploma in Sericulture or an equivalent qualification from a recognized Institution.  DESIRABLE: Candidates with experience preferred.  NOTE : Central Silk Board employees working in the cadres of Assistant Technician, Attender, Chowkidar, Safaiwala and those in the wage category of Skilled Farm Workers possessing the prescribed educational qualification are eligible to apply. The service rendered by them as Casual Labourer, Time Scale Farm Worker/Skilled Farm Worker and Group-D employees in the Central Silk Board shall also be counted for the purpose of age relaxation.
12	Cook	Diploma from a recognised Institute in Catering with three years experience in cooking of Indian or Continental Dishes in hostel or canteen or guest house of Central or State Governments or Public Sector undertaking or registered hotel.

3.1 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11-03-2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

3.2 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce a relevant Equivalence Certificate from the authorities concerned at the time of Document Verification, if called. However, final decision regarding selection of such candidates will be taken by the Central Silk Board / Appointing Authority.

#### 4. Age Limit (as on 16.01.2023):

4.1 Requirement of age for various posts is as follows :

Sl. No.	Name of the post*	Age limit
1	Assistant Director (Administration & Accounts)	Not exceeding 35 Years
2	Assistant Superintendent (Administration)	Not exceeding 30 years
3	Library & Information Assistant	Not exceeding 30 years
4	Junior Translator (Hindi)	Not exceeding 30 years
5	Junior Engineer	Not exceeding 30 years
6	Stenographer (Grade-I)	Not exceeding 30 years
7	Upper Division Clerk	Between 18 and 25 Years
8	Stenographer (Grade-II)	Between 18 and 25 Years
9	Cook	Between 18 and 25 Years
10	Computer Programmer	Below 30 Years
11	Assistant Superintendent(Technical)	Below 30 Years
12	Field Assistant	Below 25 Years

\*The numbers of vacancies are tentative and likely to vary.

4.2 Permissible relaxation in upper age limit and category-codes for claiming age relaxation are as follows:

Sl. No.	Category	Age relaxation permissible beyond upper age limit
1	SC/ST	5 years
2	OBC	3 years



3	PwBD (Unreserved)	10 years
4	PwBD (OBC)	13 years
5	PwBD (SC/ST)	15 years
6	Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date.
7.	Government Servants (Central) & Departmental employees of Central Silk Board	5 years of age relaxation (Group-A & B posts only). Upto 40 years plus relaxation as applicable to SC or ST category (Group-C only).

- 4.3 Date of Birth filled by the candidate in the online application form and the same recorded in the Municipal/Matriculation/Secondary Examination Certificate will be accepted by the Central Silk Board for determining the age and no subsequent request for change will be considered or granted.
- 4.4 For Group-A & B Posts, 5 years of age relaxation (in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts) is applicable for Central Government Servants and Departmental (Central Silk Board) Candidates.
- 4.5 For Group-C Posts, upto 40 years of age [relaxation upto 45 years for SC/ST is applicable for Central Government Servants and Departmental (Central Silk Board) Candidates].
- 4.6 For Group-C Posts, Relaxation is applicable for Widows, divorced women and women judicially separated from their husbands and who are not re-married up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes) but no relaxation of educational qualification or method of recruitment.
- 4.7 The categories of sportsmen/sportswomen specified in Para 1 (a) of D.o.P. & A.R. O. M. No. 14015/1/76-Estt. (D), dated 04-08-190 (vide Section III, chapter headed 'sportsmen'), may be allowed relaxation in upper age-limit up to a maximum of 5 (five) years and 10 (ten) years in the case of those belonging to SC/ST for the purpose of appointment to all Groups of Civil posts/services under the Government of India filled otherwise than through competitive examinations conducted by the UPSC. This concession will be available only to those sportspersons who satisfy all other eligibility conditions relating to educational qualifications, etc.
- 4.8 Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
- 4.9 Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under the category of Persons with Benchmark Disabilities and Ex- servicemen will be eligible for grant of cumulative age-relaxation. Where there is no vacancy reserved for OBC/SC/ST/EWS category candidates, such candidates can still apply. However, they will not be eligible for any relaxations. SC/ST/Female Candidates are exempt from payment of application fee even in such cases.

## 5. **RESERVATIONS :**

- 5.1 Vacancies for ESM are reserved for only Group-C posts.
- 5.2 The Central Silk Board will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment.



- 5.3 Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation.
- 5.4 SC/ST/OBC/PWBD/EWS Certificate: Candidates applying under any of the reserved category posts, viz.SC/ST/OBC/PWBD/EWS will be considered subject to Caste/PWBD/EWS certificate issued by the appropriate/Competent Authority in the prescribed format. Community should be clearly and legibly mentioned in the Certificate.

**6. OBC Candidates:**

- 6.1 Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoPT vide O.M. No.36036/2/2013-Estt(Res.) dated 30.05.2014 and further clarification issued by DoPT vide OM No.36036/2/2013-Estt(Res-I) dated 31.03.2016.
- 6.2 OBC candidate's eligibility will be based on the caste(s) borne in the Central List of OBC, Government of India.
- 6.3 The vacancies are being advertised in the financial year 2022-23, therefore, valid NCL-OBC certificates issued during this financial year will be considered valid. Candidates not having a valid NCL-OBC certificate, issued during this financial year will not be considered valid for this advertisement.
- 6.4 OBC candidate(s) should not belong to Creamy Layer and their sub-caste should match with the entries in Central List of OBC, failing which their candidature will not be considered for OBC post. They will however be treated as UR candidates (if UR posts are advertised).
- 6.5 Candidates qualifying for Interview / skill test / Documents Verification under OBC category would be required to submit OBC (NCL) certificate, as mentioned in the advertisement, at the time of Interview / skill test / Documents Verification. In case candidates fail to produce the same at the time of Interview / skill test / Documents Verification, they will not be allowed to appear for the Interview / skill test / Documents Verification. Further, their request for an Interview / skill test / Documents Verification under the General category will also not be entertained.

**7. PwBD Candidates:**

- 7.1 Only such persons would be eligible for reservation under PwBD category with not less than 40% of physical disability but should not exceed more than 60%. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in the prescribed format as per "Rights of Persons with Disabilities Act, 2016", which came into force with effect from 19.04.2017. The candidature of PwBD applicant is subject to evaluation by the Medical Board duly constituted by the Competent Authority to ascertain the suitability of the candidate for the post for which he/she is being considered for).
- 7.2 PwBD candidates may belong to any category (i.e. GEN/ SC/ ST/ OBC/ EWSs) and they will be eligible for age relaxations. Reservation for PwBD is horizontal and within the overall vacancies for the posts. With respect to backlog vacancies reserved for Persons with Benchmark Disability (PwBD), if a suitable person with the benchmark disability for which the vacancy is reserved is not available, it may be filled by interchange among the other categories of benchmark disabilities, subject to the posts having been identified suitable for such disabilities.

**8. NOTE FOR PERSONS WITH BENCHMARK DISABILITIES:**

It will be guided by the OM Number F.No. 30-12/2020-DD-III dated 04.01.2021 & OM Number 38-16/ 2020-DD-III dated 07.9.2022 candidates are requested to go through the guidelines carefully.



## **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

- 9.1 The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:
- 9.1.1 The candidate will have to arrange his/her own scribe at his/her own cost.
- 9.1.2 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 may not be favourably entertained.
- 9.1.3 A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- 9.1.4 The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- 9.1.5 Both the candidate as well as 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 fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- 9.1.6 Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- 9.1.7 Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
- 9.1.8 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 the test conducting agency 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.
- 9.1.9 During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature 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.
- 9.2 Guidelines for Candidates with locomotor disability and cerebral palsy
- 9.2.1 A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).
- 9.3 Guidelines for Visually Impaired candidates
- 9.3.1 Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such





candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

9.3.2 The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

9.4 These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

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#### **10. Provision of Compensatory Time and assistance of scribe:**

- 10.1 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 is provided, if desired by the candidate.
- 10.2 In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at Annexure-I.
- 10.3 The permission of scribes/ passage reader will be permitted to the PwBD candidates only if he/she has opted for the same in the online application form.
- 10.4 The candidate will have to arrange for his own scribe and no Scribe will be provided by CSB.
- 10.5 The candidates with benchmark disabilities opting for their own scribe shall be required to submit details of their own scribe at the time of examination as per proforma at Annexure-II. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-II.
- 10.6 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as also assisting another PwBD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 10.7 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 10.1 and 10.2 above.
- 10.8 The candidates referred at Para 10.1 and 10.2 above 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.
- 10.9 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 10.10 For One eyed candidates and partially blind candidates the facility of viewing the contents of the test in magnifying font will be available to such candidates.
- 10.11 The PwBD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

#### **11. EWS CANDIDATES:**

- 11.1 The vacancies advertised under EWS category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, Vide OM No.36039/1/2019-Estt(Res) dated 31.01.2019. Applications under EWS category will be considered subject to submission of Income and Assets certificate in the prescribed



format issued by the Competent Authority and subject to verification of genuineness of the certificate by the issuing authority.

- 11.2 Candidates who fail to produce valid EWS certificates will not be considered for reservation under this category. They will however, be considered as UR candidates.
- 11.3 As per DoPT OM No. 36039/1/2019-Estt(Res) dated 31.01.2019, the crucial date for submitting income and asset certificates by the candidates is the closing date for receipt of application for the post. Therefore, EWS candidates must ensure that they have a valid EWS certificate on or before the last date of submission of application.
- 11.4 Benefit of reservation under EWSs category can be availed upon production of an 'Income and Asset Certificate' valid for Financial Year 2022-23 issued by a Competent Authority on the basis of gross annual income of FY 2021-22 in the format prescribed by Government of India. Candidates may please note that they should be in possession of "Income and Assets Certificate" as mentioned above issued on or after 1st April, 2022 and before the date of document verification/at the time of interview (for group-A post only). 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview)/at the time of Documents verification (Group-B&C)
- 11.5 No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained.
- 11.6 Candidates qualifying for interview/Skill test under EWS category would be required to submit the EWS certificate, as mentioned in the advertisement, at the time of interview/skill test. In case candidates fail to produce the same at the time of interview/Skill test, they will not be allowed to appear for the interview/skill test (if applicable to the Post).

## 12. EXAMINATION CENTERS:

- 12.1 The CBT examination will be held as per the cities given below. While Central Silk Board will attempt to provide the candidate a city of his/her choice no assurance can be made and the candidate shall have to appear at the center allotted to him/her indicated in the Admission Ticket/Admit Card for the CBT. No change of venue would be entertained in the matter.

Sl. No.	Name of Center/City	State/UT
1	Jammu	Jammu Kashmir & Ladakh
2	Hamirpur	Himachal Pradesh
3	Delhi	Delhi
4	Dehradun	Uttarakhand
5	Lucknow	Uttar Pradesh
6	Bhopal	Madhya Pradesh
7	Bilaspur	Chhattisgarh
8	Ranchi	Jharkhand
9	Patna	Bihar
10	Kolkata	West Bengal
11	Guwahati	Assam
12	Bhubaneswar	Odisha
13	Hyderabad	Telangana/Andhra Pradesh
14	Nagpur	Maharashtra
15	Mumbai	
16	Bengaluru	Karnataka
17	Chennai	Tamil Nadu
18	Kozhikode	Kerala

- 12.2 Further, the Skill/Proficiency tests centre will be declared later. The marks obtained in the skill/proficiency test shall be of qualifying nature only and shall not count for merit except in case of a tie.



- 12.3 Candidates will appear for the examination at an Examination Centre at their own risks and expenses. CENTRAL SILK BOARD does not make any arrangement for boarding/lodging of candidates. CENTRAL SILK BOARD will not be responsible for any injury or losses etc. of any nature during the course of Examination. NB: Notwithstanding the aforesaid provision, CENTRAL SILK BOARD reserves the right to change the Centres at its discretion. All the Examination Centres will cater to examinations for Low Vision Candidates in their respective centers. Candidates admitted to the examination will be informed of the time table and place or places of examination. The candidates should note that no request for change of center will be entertained.
- 12.4 The venue for the Interview, for Group A Posts, if held, will be intimated to the shortlisted candidates in their interview call letters.
- 12.5 There IS NO INTERVIEW FOR other posts in this advertisement.
- 12.6 The examination will be conducted online in venues given in the respective call letters.
- 12.7 No request for change of centre/venue/date/session for Examination shall be entertained.
- 12.8 Central Silk Board, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- 12.9 Central Silk Board also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- 12.10 Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Central Silk Board will not be responsible for any injury or losses etc. of any nature.
- 12.11 Choice of centre once exercised by the candidate will be final.
- 12.12 If sufficient number of candidates does not opt for a particular centre for "Online" examination, Central Silk Board reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Central Silk Board reserves the right to allot any other centre to the candidate.

**13. APPLICATION FEE (NON-REFUNDABLE)**

Classification of post	Category of Applicant	Amount of Fee (Non-refundable)
Group-A	Unreserved/OBC/EWS/ESM	₹1000/-
	Women/SC/ ST/ PwBD	NIL
Group-B	Unreserved/OBC/EWS	₹750/-
	Women/SC/ ST/ PwBD/ESM	NIL
Group-C	Unreserved/OBC/EWS	₹750/-
	Women/SC/ ST/ PwBD/ESM	NIL

- 13.1 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee. In case of Group-A posts no exemption in Fees for ESM candidates.

**14. GENERAL INSTRUCTIONS:**

- 14.1 Candidates who are eligible and desire to apply for the above post should submit an ON-LINE application with requisite fee (wherever applicable). No other means/mode of application will be accepted.



- 14.2 Fees sent in any other manner not prescribed in this advertisement and / or the application submitted without depositing the fee would be rejected and no correspondence shall be entertained in this regard.
- 14.3 Candidates are to pay for each post applied for which he/she is eligible to apply, as per their educational qualifications if applying for multiple posts. Separate on-line applications for each post will have to be submitted and requisite fees are to be paid for each application. In case a candidate applies more than once in a single post only the latest applications shall be considered valid and the other applications shall be rejected. Request for change/ correction in any particulars (including category) in the application form, once application is finally submitted, will not be entertained under any circumstances. No correspondence/ phone/ will be entertained in this regard. However, in case of any serious doubts the candidates may send e-mail at [jobs.csb@nic.in](mailto:jobs.csb@nic.in). Frivolous enquiries at such e-mail shall not be replied to. Candidates are advised to fill up the online application carefully and furnish the correct information in the application.
- 14.4 The Officers/Officials recruited in any post may be posted to any Office of CSB as per requirement and no person shall claim to be posted or not posted at any station as the post carries all India service liability.
- 14.5 Candidates who have appeared for the final examinations and are waiting for the results are eligible to appear in the selection process subject to satisfactory proof of finally acquiring the eligibility in all respects as on the last date of receipt of applications.
- 14.6 The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
- 14.7 Candidates should satisfy themselves about their eligibility for the post applied for. Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/EWS/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. At the time of the Interview/Skill Test/Documents Verification, they should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits. Candidates who do not fulfill the eligibility as on the last date of the receipt of applications or not being in possession of requisite certificates at the time of Interview/Skill Test/Documents Verification will not be allowed to appear in the Interview/Skill Test/Documents Verification.
- 14.8 If the candidates are not eligible or have knowingly or willfully furnished incorrect or false particulars or suppressed material information, their candidature will be liable to be cancelled at any stage of the selection. If the candidate has qualified in the selection process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if appointed, the appointment would be terminated without any notice or compensation.
- 14.9 Candidates who are already in service of Govt./ Quasi-Govt. Organizations and Public Sector Banks/ Undertakings will have to produce a "No Objection Certificate" from their employer, at the time of Skill Test/Interview/Documents Verification.
- 14.10 In case of selection, candidates will be required to produce a proper discharge certificate from the employer at the time of joining.
- 14.11 At the time of interview/skill test/Documents Verification, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. CENTRAL SILK BOARD may also conduct independent verification, inter alia, including verification of police records etc. CENTRAL SILK BOARD reserves the right to deny the appointment depending upon such disclosures and/ or independent verification.



- 14.12 CENTRAL SILK BOARD does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CENTRAL SILK BOARD.
- 14.13 In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and Interview, in relation to number of vacancies and communication of result, CENTRAL SILK BOARD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. Further, CENTRAL SILK BOARD reserves the right to relax any of the requirements for the candidates in deserving cases. CENTRAL SILK BOARD also reserves the right to cancel the advertisement, fully or partly on any grounds.
- 14.14 Canvassing in any form will disqualify the candidate.
- 14.15 Please note that Corrigendum, if any, issued on the above advertisement, will be published only on CENTRAL SILK BOARD's website [www.csb.gov.in](http://www.csb.gov.in) under the link "Job Opportunities"
- 14.16 Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts situated at Bengaluru only.
- 14.17 The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problems, which may include movement of candidates, delay in tests. Conduct of a re-exam is at the absolute discretion of the test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process..
- 14.18 Decision of Central Silk Board in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Central Silk Board in this behalf.
- 14.19 If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- 14.20 Central Silk Board would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Central Silk Board in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Central Silk Board Reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- 14.21 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 Central Silk Board 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.
- 14.22 Process for Arriving at Scores
- 14.22.1 The Scores of Online Examination are obtained by adopting the following procedure:
- 14.22.1.1 Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying a penalty for wrong answers.



- 14.22.1.2 The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*  
\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- 14.22.1.3 Testwise scores and scores on total are reported with decimal point upto two digits.

Note : Cutoffs are applied in two stages:

- a. on scores in individual tests
  - b. on Total Score
- 14.23 Resolution of Tie Cases: In cases where more than one candidates secure the equal aggregate marks in exam, tie cases will be resolved by applying following criteria in the same sequence to break the tie at first instance.:
- a. Marks secured in the Written Test.
  - b. Skill Test (If applicable)
  - c. Marks secured in the qualifying Essential Educational Qualification
  - d. Year of acquiring essential qualification, earlier would be senior.
  - e. Date of birth with older candidates (placed before younger candidates) being selected.

## 15. HOW TO APPLY:

Candidates can apply online only from 24th December, 2022 to 16th January, 2023 and no other mode of application will be accepted. Candidates are required to apply On-Line through the website [www.csb.gov.in](http://www.csb.gov.in) under the link "Job Opportunities"

Detailed Guidelines/Procedures for:

- A. Application Registration
- B. Payment of Fees
- C. Uploading of Photograph, Uploading of Signature, Left Thumb impression and Handwriting declaration
- D. Download of admission ticket/admit card

### A. APPLICATION REGISTRATION

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows -



"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

- (v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE  
ONLINE : 24.12.2022 TO 16.01.2023

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

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a. APPLICATION PROCEDURE :

- i. Applicants are required to go to CENTRAL SILK BOARD's website 'www.csb.gov.in' and click on "JOB OPPORTUNITIES" and click on the option "APPLY ONLINE" which will open a new screen.
- ii. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- iii. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- iv. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- v. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- vi. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- vii. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".



- viii. Candidates can proceed to fill other details of the Application Form.
- ix. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
- x. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- xi. Click on 'Payment' Tab and proceed for payment.
- xii. Click on 'Submit' button.

## B. PAYMENT OF FEES

### ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details .Please note that if the same cannot be generated, online transaction may not have been successful.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

## C. Uploading of Photograph, Uploading of Signature, Left Thumb impression and Handwriting declaration

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows





- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb-50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.



## Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link “Upload Photograph / signature / Upload left thumb impression / hand written declaration”
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidates should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If a photo in place of photo and signature in place of signature is not uploaded properly, candidates will not be allowed to appear for the exam.
- (4) Candidates must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible.
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

## **D. DOWNLOAD OF CALL LETTER**

- i. Candidates will have to visit the Central Silk Board's website for downloading call letters and printing of hardcopy for the online test. Intimation for downloading call letters will also be sent through email/SMS. Once the candidate clicks the relevant



link, he/she can access the window for call letter download. The candidate is required to use : (a) Registration Number/Roll Number, (b) Password/Date of Birth for downloading the call letter.

- ii. Candidate needs to affix recent recognizable photograph on the printed call letter preferably the same as provided during registration and appear at the examination center with (a) Call Letter (b) Photo Identity Proof as stipulated in clause (18.6) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in the original.
- iii. No paper/Hard copy will be issued by CSB and candidates are required to keep close track of their email address furnished for any information related to the advertisement etc. as well as the website of CSB.

## 16. CENTRE INSTRUCTIONS

- 16.1 The examination will be conducted through Computer Based Testing (CBT) in venues given in the respective call letters. The addresses of the venue will be advised in the call letter. Candidates are required to indicate the preferred test center in the application form. CENTRAL SILK BOARD however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, depending upon the response, administrative feasibility, etc.
- 16.2 As far as possible candidates will be allotted a center of his/her choice. However, CENTRAL SILK BOARD reserves the right to allot the candidate to any center (either within the state or outside the state) other than the one he/she has opted for.
- 16.3 No request for change of center/venue/date/ session for Examination shall be entertained.
- 16.4 Choice of center once exercised by the candidate will be final. If sufficient number of candidates do not opt for a particular center for "CBT" examination, CENTRAL SILK BOARD reserves the right to allot any other adjacent center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, CENTRAL SILK BOARD reserves the right to allot any other center (either within the state or outside the state) to the candidate.
- 16.5 Candidates will appear for the examination at an Examination Center at his/her own risk and expenses and CENTRAL SILK BOARD will not be responsible for any injury or losses etc., of any nature.
- 16.6 CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 02 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

## 17. IDENTITY VERIFICATION

- 17.1 In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect



to his/her details on the call letter, in the Attendance List and requisite documents submitted. If the identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

- 17.2 Ration Card and Learner's Driving License are not valid id proof.
- 17.3 **Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.
- 17.4 You must NOT change your appearance from the photo uploaded by you.
- 17.5 **BIOMETRIC DATA – Capturing and Verification**
- 17.5.1 It has been decided to capture the biometric data (thumb impression) on the day of the CBT for the candidates who appear for the examination. The data captured will be matched with the data uploaded by the candidate in the application.
- 17.5.2 The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Candidates are requested to take care of the following points in order to ensure a smooth process
- 17.5.3 If fingers are coated (stamped ink/mehandi/ coloured, etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- 17.5.4 If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- 17.5.5 Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- 17.5.6 If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test center.

## 18. Admission to the Examination:

- 18.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Central Silk Board as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued on line Call Letter for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued an online Call Letter for the next stages of the Interview/Skill Test/Documents Verification.
- 18.2 The Central Silk Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Interview/Skill Test/Document Verification. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category,



etc. as and when sought by the CSB. After scrutiny of the certificates/ documents of EQs/ caste/category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

- 18.3 Call Letter for all stages of examination will be issued online on the websites of Central Silk Board. Candidates are therefore advised to regularly visit the websites of the CSB (i.e. [www.csb.gov.in](http://www.csb.gov.in)).
- 18.4 Candidates must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Central Silk Board, from the candidate not furnishing these particulars shall not be entertained.
- 18.5 Facility to download Call Letter will be made available 3-7 days before the examination on the website of Central Silk Board. Candidates must bring a printout of the Call Letter to the Examination Hall.
- 18.6 In addition to the Call Letter, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Call Letter , such as:
  - 18.6.1 Aadhaar Card/ Printout of E-Aadhaar,
  - 18.6.2 Voter's ID Card,
  - 18.6.3 Driving License,
  - 18.6.4 PAN Card,
  - 18.6.5 Passport,
  - 18.6.6 ID Card issued by University/ College/ School,
  - 18.6.7 Employer ID Card (Govt./ PSU),
  - 18.6.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,
  - 18.6.9 Any other photo bearing ID Card issued by the Central/ State Government.

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- 18.7 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Call Letter and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
- 18.8 PwBD candidates availing the facility of scribes as per Para 11.1 and 11.2 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.
- 18.9 Any other document mentioned in the Call Letter shall also be carried by the candidates while appearing in the Examination.
- 18.10 Applications with blurred photographs and/or signatures will be rejected.

**19. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

- 19.1 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.
- 19.2 At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of :
  - 19.2.1 Using unfair means or
  - 19.2.2 Impersonating or procuring impersonation by any person or



- 19.2.3 Misbehaving in the examination/interview 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
- 19.2.4 Resorting to any irregular or improper means in connection with his/her candidature or
- 19.2.5 Obtaining support for his/her candidature by any unfair means or
- 19.2.6 The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
- To be disqualified from the examination for which he/she is a candidate.
  - To be debarred, either permanently or for a specified period, from any examination conducted by CENTRAL SILK BOARD.
  - For termination of service, if he/she has already joined CENTRAL SILK BOARD.
- 19.3 Any candidate may be required to undergo physical screening to prevent carrying any Bluetooth/electronic device(s), with due regard to their privacy

## 20. GENERAL INFORMATION:

- 20.1 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications i.e. 16.01.2023. Only Matriculation/SSC/Birth Certificate issued by the concerned Education Board/Competent Authority will be considered as proof of Date of Birth.
- 20.2 After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure that the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the CENTRAL SILK BOARD. If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- 20.3 Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc., will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. The CENTRAL SILK BOARD will not be responsible for any consequences arising out of furnishing incorrect and incomplete details in the application or omission to provide the required details in the application form.
- 20.4 An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.



- 20.5 An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- 20.6 Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.
- 20.7 Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- 20.8 Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/details furnished by him/ her are found to be false at a later stage.

**21. Negative Marking and Shortlisting :**

- 21.1 The marks obtained in the Computer Based Test will be considered for final merit ranking.
- 21.2 For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question for all Posts .
- 21.3 The cut off for shortlisting for Skill Test will be decided by the Competent Authority

**22. Tentative Schedule of events :**

Sl. No.	Event	Tentative Date(s)
1	On-line registration of Application by candidates	24 <sup>th</sup> December 2022 to 16 <sup>th</sup> January, 2023
2	Payment of Application Fees (Online)	24 <sup>th</sup> December 2022 to 16 <sup>th</sup> January, 2023
3	Download of call letters	February, 2023/March,2023
4	Online Exam	February, 2023/March,2023
5	Declaration of CBT Result	March, 2023
6	Conduct of Interview/Skill Test (wherever applicable)	To be intimated

**23. Indicative Syllabus : [Join Telegram Group HaryanaJobs.in](https://t.me/HaryanaJobs)**

**Syllabus for Assistant Director (Admn.& Accts.) – Finance, Accounts and Audit**

Common Computer Based Test (CBT) may be conducted for Assistant Director is as per the subjects given below:-

Part	Subject	Questions/ Max. Marks	Duration (Minutes)	Version
A	General Knowledge and Current Affairs	10/10	10	Bilingual i.e. English and Hindi
B	Communication in English & Vocabulary	10/10		
C	Cash Book & its Maintenance	10/10	10	
D	General Financial rules & its application	20/20		
E	Financial, Accts, Bills, Stores Maintenance including construction, establishment/ Administration & Audit	50/50	40	
Total		100/100	60	

**A. General Knowledge and Current Affairs**

- The Indian Union and International Affairs including Current Affairs
- Personnel Management and Industrial Relations



- General Mental Ability/Quantitative aptitude
- Logical Reasoning
- Interpretation of graphs, charts and tables/Statistical methods
- General Science/General Awareness
- Computer awareness & Basic knowledge of office automation software such as Word/Excel/Access/PowerPoint/Internet/Tally Package/Office Management and procedure.
- Mathematical knowledge such as simple and compound interest calculation, Area, Volume, annuity, etc.

**B. Communication in English and Vocabulary :**

- Vocabulary
- Fill in the blanks
- Grammar
- Spot the Error
- Antonyms
- Synonyms/Homonyms
- Sentence structure
- Spellings
- Detecting Mis-spelt words
- One word substitutions
- Idioms and phrases
- Improvement
- Passage
- Verbal Comprehension passage etc.
- Verbs
- Adjectives
- Clauses

**C. Cash Book & its Maintenance**

- Maintenance of double entry Cash book.
- Closing of cash book
- Bank reconciliation Statement

**D. General Financial Rules and its application**

- Preparation of various forms including GRE/PV/JV /stock entry etc.,
- Conditions to be adhered to for incurring the expenditure
- Procedure to be followed for sanction of any advances
- Stores purchase/service procedure, award of contract in case of civil construction
- Procedure to be followed for purchasing the capital assets
- Steps to be taken for the construction related capital works
- Maintenance of Asset/Dead Stock/Perishable etc., registers
- Disposable of DSA and Assets
- Hiring of equipment, building, personnel, vehicle, etc.
- Consultancy

**E. Finance, Accounts, Bills, Stores, Maintenance including construction, Establishment/Admn. & Audit**

- Corporate Accounts & Accounting Standards, Depreciation, Provision and Reserves, Ledger posting, Trial Balance, Balance Sheet, Income & Expenditure Statement, Profit & Loss Account, Asset Accounting, Generally Accepted Accounting Principles, Management Information System, Management by Objective, Social Responsibility Accounting, Accounting of Royalties, Hire purchase and installment systems, Ratio Analysis, Working capital, Fund Flow & Cash Flow, ROI, Foreign Exchange Management, etc .
- Indirect & Direct - Tax Management - Income Tax, Sales Tax, Service Tax, Customs duty, Import duty, Excise duty, etc.
- Cost & Management Accounting





- Costing Techniques
- Cost Audit
- Financial Management
- Foreign Exchange and Risk Management
- Capital Market Analysis
- Computer Applications in Business
- Management Control System
- Principles of Accounting, Double Entry System, Journal, Ledger, Cash Book and Trial Balance, Provisions, Reserves, Depreciation accounting, final accounts with including Accounting Standards;
- Income Tax - Corporate Taxation, Personal Taxation Service Tax, CST, VAT, Delhi Sales Tax.
- Auditing - MAOCARO, Internal Audit, Tax Audit .
- Costing-concepts and classification of Cost, Methods and Techniques of Costing, Managerial Costing and Break even Analysis, Standard Costing and variance Analysis, Cost Records and Cost Audit; Marginal Costing, Material Management, Decision Making, Enterprise Resource Planning, Project Management Techniques, Cost Accounting Standard, Emerging concepts in Cost and Management Accounting
- Financial Statement Analysis
- Companies Act 1956 - provisions relating to formation and financing of Joint Stock Companies, Management of Share Capital;
- Financial planning, Sources of long term finance, optimum capital structure, Fund Flow Analysis, Cash Flow Analysis, Ratio Analysis, Budget Preparation and Control, Capital Budget, Working Capital Management, dividend policy;
- Project Evaluation- Objectives, Types, Methods of Projects Evaluation, Appraisal Criteria - Net Present Value, Benefit cost ratio, Internal Rate of Return, Payback Period;
- Investment Management, Alternative forms of Investment, Investment Process, Market for Securities and Taxes, Valuation of securities;
- Credit Rating- Meaning of Credit and Rating Symbols by CRISIL, ICRA and CARE.
- Foreign Exchange, Exchange Rate Determination and Forecasting Risk- Foreign Exchange and Interest Rates Risk and their management, Political Risk and its management, Inflation risk, and its impact, Financial Swaps - Interest Rate Swaps and Currency Swaps.
- Fundamental Rules and Supplementary Rules
- CCS(Pension) Rules & New Pension Scheme
- TA Rules & LTC Rules
- Medical Attendance Rules
- Provident Fund Rules
- Delegation of Financial powers
- Civil Accounts Manual
- Central Treasury Rules
- Disciplinary procedures
- Fixation of pay /wage fixation
- Outsourcing of maintenance activities/Review of Estimates in regard to Capital/Civil works.
- Cadre Review
- Fundamental of Audit
- Internal Check and Internal Control system
- Vouching and verification of records
- Audit of transactions and Accounting thereon
- Investigation and Loss analysis Risk Analysis



## SYLLABUS FOR COMPUTER PROGRAMMER

Common Computer Based Test (CBT) may be conducted for Computer Programmer is as per the subjects given below:-

Section	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
Section I	Mental Ability and Quantitative Aptitude	60	60	Bilingual i.e. English and Hindi
Section II	Technical Test (Software Development)	60	60	
	Total	120	120	

### **Details of Section I:**

The test will contain questions on three abilities or skills

1. Analytical Reasoning Skills
2. Quantitative Skills : Arithmetic, Elementary Algebra, Commonly known concepts of Geometry
3. Verbal Skills : Reading Comprehension, Sentence Correction, and Sentence Completions

### **Details of Section II:**

The test will contain questions on following concepts or skills

- a. Digital Logic: Boolean algebra. Combinational and sequential circuits. Minimization. Number representations and computer arithmetic (fixed and floating point).
- b. Computer Organization and Architecture: Machine instructions and addressing modes. ALU, data-path and control unit. Instruction pipelining. Memory hierarchy: cache, main memory and secondary storage; I/O interface (interrupt and DMA mode).
- c. Programming and Data Structures: Programming in C. Recursion. Arrays, stacks, queues, linked lists, trees, binary search trees, binary heaps, graphs.
- d. Algorithms: Searching, sorting, hashing. Asymptotic worst case time and space complexity. Algorithm design techniques: greedy, dynamic programming and divide- and-conquer. Graph search, minimum spanning trees and shortest paths.
- e. Operating System: Processes, threads, inter-process communication, concurrency and synchronization. Deadlock. CPU scheduling. Memory management and virtual memory. File systems. UNIX, Linux, Windows XP.
- f. Databases: ER-model. Relational model: relational algebra, tuple calculus, SQL. Integrity constraints, normal forms. File organization, indexing (e.g., B and B+ trees). Transactions and concurrency control.
- g. Computer Networks: Concept of layering. LAN technologies (Ethernet). Flow and error control techniques, switching. IPv4/IPv6, routers and routing algorithms (distance vector, link state). TCP/UDP and sockets, congestion control. Application layer protocols (DNS, SMTP, POP, FTP, HTTP). Basics of Wi-Fi. Network security: authentication, basics of public key and private key cryptography, digital signatures and certificates, firewalls



**SYLLABUS FOR CONDUCTING COMMON COMPUTER BASED TEST FOR THE POSTS OF ASSISTANT SUPERINTENDENT (TECHNICAL), ASSISTANT SUPERINTENDENT (ADMN.), STENOGRAPHER (GRADE-I), UPPER DIVISION CLERK, AND STENOGRAPHER (GRADE-II)**

Common Computer Based Test (CBT) may be conducted for all the above posts as per the subjects given below:-

Part	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
A.	General Intelligence & Reasoning	30	30	Bilingual i.e. English and Hindi
B.	General Awareness	30	30	
C.	Numerical Aptitude	30	30	
D.	English Comprehension	30	30	
Total		120	120	

There will be 120 questions and the duration for completion of the CBT will be (2) two hours.

**SYLLABUS**

- A. General Intelligence & Reasoning : It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.
- B. General Awareness : Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, scientific Research etc. These Questions will be such that they do not require a special study of any discipline.
- C. Numerical Aptitude : The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (The standard of the questions will be of 10+2 level).
- D. English Comprehension : Candidates' ability to understand correct English, his basic comprehension, etc. would be tested.



Candidates who obtain the qualifying marks in the CBT may be shortlisted for inviting for Typing Test on computer for the Post of Upper Division Clerk / Skill Test in Stenography for the Posts of Stenographer (Grade-I), and Stenographer (Grade-II) depending upon the number of posts to be filled, which is of qualifying nature.

#	Name of the Post	Level in the Pay Matrix	Skill Test norms
1	Stenographer (Grade-I)	Level-6	Dictation: Ten minutes at the rate of 120 words per minute. Transcription (on Computer): 75 minutes (English) 95 minutes (Hindi) (iii) Skill Test shall be conducted only on Computer.
2.	Upper Division Clerk	Level-4	Typing speed of 35 words per minute in English or 30 words per minute in Hindi Typing may be conducted on computer (35 words per minute and 30 words per minute correspond to 10500 key depressions per hour or 9000 key depressions per hour on an average of five key depressions for each word). (Time allowed - Ten minutes).
3.	Stenographer (Grade-II)	Level-4	Dictation: 10 minutes at the rate of 80 words per minute. (i) Transcription (on Computer): 50 minutes (English) 65 minutes (Hindi). (iii) Skill Test shall be conducted only on Computer.



## Syllabus for Recruitment to the post of Library and & Information Assistant

There will be 120 questions and the duration for completion of the CBT will be (2) two hours.

### Indicative Syllabus for Computer Based Model Examination (MCQ):

Paper	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
Paper I	General Awareness	30	30	Bilingual i.e. English and Hindi
	English Language	30	30	
Paper II	Library Methods and Techniques	60	60	
	Total	120	120	

#### **Paper - I :**

**General Awareness :** Questions shall aim at testing the candidate's awareness of current events and environment around him/her besides testing the knowledge of Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, Indian Constitution, etc.

**English Language :** Questions in this component are designed to test the candidates understanding, correct usage and knowledge of English Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.

#### **PAPER-II : [Join Telegram Group HaryanaJobs.in](https://t.me/HaryanaJobs.in)**

**Library Methods and Techniques :**

**Library and Society:** Laws of Library Science; Types of Libraries; Library Associations, systems and Programmes; Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services-UNESCO, IFLA, FID, INIS, NISSAT, etc.;

**Library Management:** Collection development -Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library -Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

**Library Classification Theory and Practice:** Canons and Principles, Library Classification Schemes - DDC, CC, UDC;

**Library Cataloguing Theory and Practice:** Canons and Principles; Library Cataloguing Codes - CCC and AACR;

**Reference and Information Sources:** Bibliography and Reference Sources-Types of Bibliography; Reference Sources-Dictionaries, Encyclopedias, Ready Reference Sources, etc.; Sources of Information- Primary, Secondary, Tertiary, Documentary, Non-Documentary; E-Documents, E-Books, E-Journals, etc.;

**Information Services:** Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services- CAS, SDI;

**Information Technology:** Basics Introduction to Computers; Use of computers on Library house keeping, Library Automation; Software and software packages; Networks-DELNET, NICNET, etc.; National and International Information Systems - NISSAT, NASSDOC, INSDOC, DESIDOC, etc.



## JUNIOR ENGINEERS (ELECTRICAL) EXAMINATION

### **Scheme of Examination**

The Examination will consist of two Papers i.e. Paper-I (Computer Based Examination) and Paper-II (Descriptive Type). Details of these Papers are as follows:

Paper	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
Paper I	General Intelligence and Reasoning	30	30	Bilingual i.e. English and Hindi
	General Awareness	30	30	
Paper II	General Engineering	60	60	
	Total	120	120	

### **Indicative Syllabus**

The standard of the questions in Engineering subjects will be approximately of the level of Diploma in Engineering (Electrical) from a recognized Institute, Board or University recognized by All India Board of Technical Education. All the questions will be set in SI units. The details of the syllabus are given below:

#### **Paper-I**

(i) General Intelligence & Reasoning: The Syllabus for General Intelligence would include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

(ii) General Awareness: Questions will be aimed at testing the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.

(iii) General Engineering (Electrical):

Basic concepts, Circuit law, Magnetic Circuit, AC Fundamentals, Measurement and Measuring instruments, Electrical Machines, Fractional Kilowatt Motors and single phase induction Motors, Synchronous Machines, Generation, Transmission and Distribution, Estimation and Costing, Utilization and Electrical Energy, Basic Electronics.



## SYLLABUS FOR RECRUITMENT FOR THE POST OF JUNIOR TRANSLATOR (HINDI)

### Scheme of Examination:

The examination will consist of two papers. Details of these papers are as follows:

Part	Mode of Paper	Subject	Number of Questions/ Marks	Duration (Minutes)
Paper- I (Objective Type)	Computer Based Mode	i) General Hindi	40	60
		ii) General English	40	
Paper - II	Descriptive	Translation (Hindi to English and English to Hindi)	100 Marks	60

Paper-I will consist of Objective Type Multiple choice questions only.

#### General Hindi :

- Grammatical Topics i.e. Samas, Sandhi, Kriya, Visheshan, etc
- Hindi Synonyms
- Hindi Paragraphs
- Hindi Proverbs
- Hindi Antonyms
- Hindi Phrases/ Muhavare,
- Hindi Comprehension,
- Knowledge of Hindi

#### General English :

- Fill in the Blanks
- Error Recognition
- Articles
- Verbs
- Preposition
- Spelling Test
- Vocabulary
- Grammar
- Synonyms
- Sentence Structure
- Antonyms
- Sentence Completion
- Correct use of words
- Phrases and Idioms

#### Paper-II Syllabus

1. Two passages for translation one passage for translation from Hindi to English and one passage for translation from English to Hindi
2. An Essay each in Hindi and English



## SYLLABUS FOR FIELD ASSISTANT EXAMINATION

Common Computer Based Test (CBT) may be conducted for Field Assistant is as per the subjects given below:-

Part	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
A	General intelligence & Reasoning	25	30	Bilingual i.e. English and Hindi
B	General Awareness	25	30	
C	Quantitative Aptitude	25	30	
D	English Comprehension	25	30	
Total		100	120	

- (A) **General Intelligence & Reasoning**: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.
- (B) **General Awareness**: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
- (C) **Quantitative Aptitude**: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
- (D) **English Comprehension**: Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.





## SCHEME OF EXAMINATION FOR COOK

Common Computer Based Test (CBT) may be conducted for Cook is as per the subjects given below:-

Part	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
A	General Intelligence & Reasoning	25	30	Bilingual i.e. English and Hindi
B	General Awareness	25	30	
C	General English	25	30	
D	Numerical Aptitude	25	30	
Total		100	120	

The question papers of Written Test will be bilingual i.e. English & Hindi. However, the questions on the portion of the English Language subject will be in English only.

Syllabus for Examination:

- (a) General Intelligence & Reasoning: will be of 10<sup>th</sup> standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making visual memory, discrimination, observation, relationship concepts, figure classification, arithmetical number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship to arithmetical-computation and other analytical functions.
- (b) General Awareness: The questions will be of 10<sup>th</sup> standard. The questions will be designed to test the ability of a candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of 10<sup>th</sup>/12<sup>th</sup> standard 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) General English: The questions will be of 10<sup>th</sup> standard. Candidates understanding the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. his/her writing ability would also be tested.
- (d) Numerical Aptitude : This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit & loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and time, Time and Work etc.



**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.

Place:

Date:

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

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



**Letter of Undertaking for Using Own Scribe**

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

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

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

During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature 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.

(Signature of the candidate with Disability)

Place:

Date:



**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES  
SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that \* Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding \_\_\_\_\_ the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_  
\_\_\_\_\_ with 3 years regular service in the grade as on closing date of receipt of Applications Forms for \_\_\_\_\_ (name of examination).

Signature	
Name	
Official Seal	

Place: Date:  
(\*Please delete the words which are not applicable.)



**Form of Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me

(No.)(Rank)\_\_\_\_\_ (Name)

\_\_\_\_\_ is due to complete the specified term of  
his engagement with the Armed Forces on the (Date) \_\_\_\_\_ .

(Signature of Commanding Officer) Office Seal

Place:

Date:



**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

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

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex- Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... Therefore, I am eligible for age- relaxation only;

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

Signature:  
Name:  
Roll Number:  
Date:  
Date of appointment in Armed Forces:  
Date of Discharge:  
Last Unit/ Corps:  
Mobile Number:  
Email ID:

**FORMAT FOR SC/ ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides, otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_ of the State/Union Territory\*

belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 The Constitution (Scheduled Tribes) order, 1950  
The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_  
The Constitution (Scheduled Tribes) Union Territories Order, 1951\*

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956\_  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*. The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962. The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@. The Constitution (Pondicherry) Scheduled Castes Order 1964@  
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @  
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970 @  
The Constitution (Sikkim) Scheduled Castes Order 1978@ The Constitution (Sikkim) Scheduled Tribes Order 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@ The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Ordinance 1991@  
The Constitution (ST) orders (Second Amendment) Act, 1991@ The Constitution (ST) orders (Amendment) Ordinance 1996@  
The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@  
The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@ The Constitution (Scheduled Caste) Order (Amendment) Act 2007@  
%2.Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

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 belong to the \_\_\_\_\_ Caste/Tribe which is recognized 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 \_\_\_\_\_

Signature

\*\* Designation

(with seal of office)

Place

Date

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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





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

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

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

District Magistrate:

Deputy Commissioner etc.:

Dated:

Seal:

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

\*\* As amended from time to time.

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



Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLYWEAKER SECTIONS**

Certificate No. Date \_

VALID FOR THE YEAR

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

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

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

Signature with seal of Office

Name

Designation

Recent Passport size attested photograph of the applicant

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

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

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



**Form-V**  
**Certificate of Disability**

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

[See rule 18(1)]

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

Recent passport size attested photograph (Showing face only) of the person with disability.  
Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

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

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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



**Form - VI Certificate of Disability**

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

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

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

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt./Kum.

-----  
son/wife/daughter of

Shri ----- Date of Birth

(DD/MM/YY) Age \_\_\_\_ years, male/female ----- Registration

No. ----- permanent resident of House No. Ward/Village/Street ----- Post

Office ----- District ----- State -----, whose photograph is affixed above,  
and am satisfied that:

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

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



17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			
22.	Spinal Deformity			
23.	Spinal Injury			

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

In figures: - ----- percent In words: - -----  
-----percent

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

3. Reassessment of disability is : (i) not necessary,  
or

(ii) is recommended/after ..... years ..... months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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



**Form - VII Certificate of Disability**

(In cases other than those mentioned in Forms V and VI)

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

(See rule 18(1))

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

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

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

(Please strike out the disabilities which are not applicable)

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



3. Reassessment of disability is: (i) not necessary, or  
(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this  
certificate shall be valid till (DD/MM/YY) \_\_\_\_ \_\_\_\_

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

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

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

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

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

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



**FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY CANDIDATES WITH BENCHMARK DISABILITY WHO SEEK EXEMPTION FROM APPEARING IN THE SKILL TEST DUE TO LOCOMOTOR IMPAIRMENT OR CEREBRAL PALSY HAVING DISABILITY IN BOTH HANDS AND ARMS**

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)

\_\_\_\_\_  
\_\_\_\_\_

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:

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

Date:

Signature of candidate: Name: