



**ADVERTISEMENT NO. IITR/1/2026**



**Start Date & Time of Submission of Online Application: 20/01/2026 at 10:00 AM**

**Last Date of Submission of Online Application: 19/02/2026 at 05:00 PM**

**BRIGHT OPPORTUNITIES FOR INDIAN NATIONALS**

CSIR-Indian Institute of Toxicology Research, Lucknow, a constituent laboratory of Council of Scientific & Industrial Research, which is an autonomous organization under the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Government of India. CSIR-IITR is multidisciplinary research institute with the motto – “Safety to Environment & Health and Service to Industry” addresses problems critical to human health and environment.

Applications are invited online from Indian Nationals for the total number of 03 Posts of Multi-Tasking Staff & 03 Posts of Driver as per the following details: -

Post Code	Name of the Post with Total No. of posts & Reservation	Level in 7 <sup>th</sup> Pay Matrix	*Total Emoluments	Essential Qualifications	**Upper Age Limit (as on the last date of receipt of applications)
M01	<b>MULTI-TASKING STAFF (MTS) Non-Tech Group-C</b>  <b>03 (Three)</b> <b>UR – 02</b> <b>OBC – 01</b>	Level 1  (Rs.18,000 - 56,900)	Approx.  ₹ 34,200/- per month	Matriculation or equivalent pass	<b>25 Years</b> (Age relaxation as per Extant Rules)
D02	<b>DRIVER Group-C</b>  <b>03 (Three)</b>  <b>UR – 01</b> <b>EWS - 01</b> <b>SC – 01</b>	Level 2  (Rs.19,900 - 63,200)	Approx.  ₹ 37,600/- per month	(i) Possession of a valid driving license for LMV & HMV. (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle); (iii) Experience of driving a motor car for at least 3 years; and, (iv) Having passed 10th standard	<b>27 Years</b> (Age relaxation as per Extant Rules)

\*Total Emoluments means approximate total emoluments per month on minimum of scale including House Rent Allowance (HRA), Transport Allowance as admissible in ‘Y’ class city, as per rule.

\*\*Kindly see relaxation clause for age relaxation to various categories of candidates.

**Abbreviations used:** UR – Unreserved, SC – Scheduled Caste, OBC – Other Backward Classes, EWS – Economically Weaker Section.

○ **Job Requirements / Nature of Job for the post of Multi-Tasking Staff (MTS):**

- Physical Maintenance of records of Office/Division/Guest House etc.
- General Cleanliness/Dusting & Upkeep of the Office/Division/Guest House/Sections etc.
- Carrying of files & documents to another Office/Division/Guest House etc.
- Photocopying, Scanning, Binding & Filing of papers etc.
- Receiving & Delivering the Dak.
- Opening & Closing the Section/Office etc.
- Assisting in Research & Development activities.
- Collection and remittance of Guest House charges
- Attending to Staff's/Guest's complaints, queries and requirements etc.
- Preparation and supply of Tea/Coffee/Snacks/Cookies to the Staffs/Guests
- If required, incumbent may have to work in shift duties
- Maintenance and upkeep of Gardens and Green spaces
- Planting, nurturing, and caring for plants, as well as maintenance of garden activities such as mowing lawns, trimming hedges, weeding, and clearing debris.
- Watering, Fertilizing & Pest Control
- Physical Maintenance of records of Work area, stock entry, Logbook etc
- Any other work/job assigned from time to time by the Competent Authority.

○ **Job Requirements / Nature of Job for the post of Driver:**

- To drive LMV as well as HMV for transporting men and /or materials safely and comfortably
- Maintenance/Cleanliness & upkeep of vehicles
- Scheduling maintenance, repairs and keep vehicle mechanically roadworthy.
- Records and log books Managing and allocation of duties
- Liaising with office for preparation of bills of Vehicles Processing Fast-tag, Insurance renewal bills etc.

○ **Desirable qualification for the post of Driver:**

The candidates having experience of driving both LMV & HMV will be preferred.

○ **Experience Criteria for the post of Driver:**

Experience of driving a motor car for at least 3 years from a Ministry / Department / Organization / Public Sector Undertaking / Autonomous Body under Government of India / State / UT or from any other registered Private Institution/Firm/Organization. Certificate issued should be in a proper format and issued by the authorized signatory of the Ministry / Department / Organization / Institution / Firms.

○ **Note:**

1. The Director, CSIR-IITR reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the post, if required. **The number of vacancies indicated above may vary i.e., it may increase or decrease at the time of actual selection.** The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.
2. Apart from the job description in the above table, the Competent Authority, CSIR-IITR reserves the right to assign any other tasks(s) as deemed fit from time to time. The MTS/Driver will have to work in odd hours on any given day(s). The MTS/Driver is liable to work in shifts and during holidays also, if required.

**I. BENEFITS:**

1. The posts carry usual Pay and Allowances, such as House Rent Allowance, Transport Allowance, Dearness Allowance etc., at Central Government rates as admissible to the Central Government Employees and as made applicable to the employees of Council stationed at Lucknow (Class 'Y' City). Other benefits, such as Leave Travel Concession and Reimbursement of Medical Expenses (as per CGHS/CSMA Rules), are also available. The employees are provided with residential accommodation, subject to availability, as per CSIR rules.
2. CSIR provides career advancement as per rules applicable to these posts under Isolated category & as per provisions under Administrative Services (Recruitment & Promotion) Rules, 2020 and also as per circulars issued by CSIR regarding the posts and amendments released from time to time.
3. All new entrants will be governed by the "New Pension Scheme" applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E. II dated 23.12.2003 and other instructions issued on the subject from time to time. However, persons selected from other Government Departments / Autonomous Bodies / Public Sector Undertakings / Central Universities having Pension Scheme on GOI pattern and who are presently being governed by the Old Pension Scheme will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, if applied through the proper channel.
4. In regard to all the matters concerning service conditions of employees of the Council, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.
5. All the posts carry All India Service Liability (AISL) i.e., the candidate on selection may be asked to serve anywhere in the country.



## **II. AGE LIMIT AND RELAXATIONS:**

1. **The minimum age for applying is 18 years as on the last date of submission of online application.**
2. The cut-off date for determining the age limit/experience/qualifications/claim of SC/ST/OBC/EWS/PwBD status or any other benefit viz. fee concession, reservation, age relaxation, etc., where not specified otherwise shall be the last date of submission of online application i.e. **19.02.2026**
3. The upper age limit shall be relaxed by 05 years for Scheduled Caste [SC]/ Scheduled Tribe [ST] and 03 years for Other Backward Class [OBC (NCL)], as per Government orders in force, only in respect of those cases where the posts/ vacancies are reserved for respective categories.
4. SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them i.e., Unreserved (UR) posts will not be eligible for age relaxation and they will be treated at par with general candidates in respect of their selection [Application Fee Exemption is, however, applicable for SC and ST candidates in such cases].
5. Candidates belonging to the reserved categories of SC/ST/OBC (NCL) must upload a scanned copy of their certificate with their applications. This certificate should be in the prescribed format and issued by the Competent Authority authorized to issue such certificates, such as the SDM, District Magistrate, or Deputy Commissioner, as specified by the Government of India.
6. SC/ST/OBC (NCL) certificates should be in the prescribed formats for appointment to posts under the Government of India (GoI). The OBC (Non-Creamy Layer) certificates must also meet the Non-Creamy Layer criteria for appointment to posts under the GoI as laid down by the GoI and not for appointment in any of the States of Union bearing references to those State Govt. orders.
7. Eligibility for OBC(NCL)/SC/ST candidates will be based on castes listed in the Central List of the Government of India, and their sub-caste must match the entries in this list; otherwise, their candidature will not be considered under any reserved category and will be treated as Unreserved (UR), if otherwise eligible. OBC candidates in the "Creamy Layer" are not entitled to concessions available to the OBC category and must indicate their category as General.
8. The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediately preceding three financial years.
9. SC/ST/OBC (NCL)/PwBD/EWS etc. candidates are required to present the original certificate in the prescribed format, signed by the specified authority, as and when asked. Candidate must upload scanned copy of the requisite certificate along with online application. However, the claim of the candidate belonging to specific category will be regulated as per extant GoI guidelines on the subject.
10. The upper age limit is relaxable up to the age of 35 years for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried but no relaxation of educational qualification or method of recruitment (up to 40 years for members of Scheduled Castes/Scheduled Tribe candidates in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
  - (i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - (ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.

### **Concession / relaxation to Persons with Benchmark Disability (PwBD) for the post of MTS:**

11. Age relaxation of 10 (Ten) years [This implies that Scheduled Castes/Scheduled Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly, OBC candidates would get maximum up to 13 years including 3 years age relaxation meant for OBC category] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions: (i) Category A - blindness and low vision; (ii) Category B - deaf and hard of hearing; (iii) Category C - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (iv) Category D - autism, intellectual disability, specific learning disability and mental illness; (v) Category E - multiple disabilities from amongst persons under clauses (A) to (D) including deaf/blindness.
12. The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability.

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

The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/ reservation in posts who suffer from not less than 40% of relevant benchmark disability. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation will have to submit Certificate of Disability issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group ‘A’ posts to be filled by Direct Recruitment by Selection. No Application Fee is payable by them.

PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN APPLICATIONS, THEIR CASTE/ COMMUNITY LIKE SC/ST/OBC(NCL)/GEN/EWS and also produce Certificate of the concerned Caste/Community, as this is a horizontal reservation. A candidate under the category PwBD will be considered to be eligible for appointment only if he/ she (after such physical examination as the appointing authority may prescribe) is found to satisfy the requirements of physical and medical standards for the applied posts.

13. Guidelines for conducting Written Examination for Persons with Benchmark Disability will be regulated as per CSIR Circular No. 5-1(39)/2008-PD, dated 15.03.2019 & in compliance with GOI, MoSJ&E, Department of Empowerment of Persons with Disabilities (Divyangjan) OM No. 34-02/2015-DD-III, dated 29.08.2018 & Corrigendum of even no. dated 08.02.2019.

**Concession / relaxation to Persons with Benchmark Disability (PwBD) for the Post of Driver:**

14. **The post of Driver is not identified suitable for the Persons with Benchmark Disability.**
15. The appointment in this post will be subject to the selected candidate being found medically fit in accordance with the standards of medical fitness as prescribed/decided by the Government of India / CSIR/CSIR-IITR for such post.

**Concession / relaxation in case of Ex-Servicemen**

16. Relaxation in upper age limit is available to ex-servicemen: 03 years after deduction of the military service rendered from the actual age as on last date of receipt of duly filled in Application Form in CSIR-IITR.
17. Ex-Servicemen who have already secured employment in civil side under Government in Group C &/or D posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for fee concession.
18. The period of “Call up Service” of an Ex-serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
19. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he/she must have already acquired, at the relevant time of submitting his/her application for the Post/ Service the status of ex-servicemen or is in a position to establish his/her acquired entitlement by documentary evidence from the Competent Authority that he /she would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the last date of submission of duly filled in online Application Form in CSIR-IITR. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.
20. The term ex-servicemen will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Service and Posts) Rules, 1979, as amended from time to time and the instructions issued by the Government vide DoP&T OM No. 36012/3/2021-Estt. (Res.II) dated 27.02.2023, which provides, inter-alia, as under: - “Candidates working in the Armed Forces would become eligible for applying Civil posts only when he completes the prescribed period of Armed Forces Service within a year from the last date of receiving application in connection with Special Recruitment/Examination, etc., prescribed by the Competent Authority. Provided, when selection process takes more than one year, from the last date of receiving of applications, the candidate will not be declared ineligible under Ex-servicemen category only on the ground that he has got himself released from Armed forces after one year from the last date of receiving of application.” Such



candidates are also required to be in possession of the prescribed certificate (as at Annexure-XII of this advertisement), by the last date of submission of duly filled in online Application Form in CSIR-IITR.

**21. Explanation: An “Ex-Serviceman” means a person:**

- a) Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union; and
  - (i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or
  - (ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - (iii) who has been released from such service as a result of reduction in establishment; or
- b) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- c) Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- d) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or
- e) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension. A matriculate Ex-Serviceman (Which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group “C” posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

22. Ex-servicemen candidates are required to submit a copy of the certificate in the prescribed format signed by the specified authority valid for appointment of posts under the Central Government, along with the Application Form. The original certificates are to be produced as and when asked for by the Competent Authority, CSIR-IITR for verification. The candidature/ appointment of the candidate shall remain provisional till the veracity of this certificate is established.

23. The benefit of reservation under EWS category will be regulated as per DoPT OM No. 36039/1/2019-Estt. (Res.), dated 31.01.2019 and any other GoI instructions applicable in this regard, at the time of last date of submission of application. Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for receipt of application for the post. Income & Asset Certificates issued subsequent to the crucial/cut-off date and for the later Financial Year shall not be accepted.

24. Further, Family Gross Annual Income shall be computed for the financial year prior to the year of last date of submission of online application. For example, if the closing date for receipt of application for a post is August, 2022, the financial year for computing gross annual income of the family shall be 2021-2022 and the certificate shall be valid for 2022-2023.

25. Any other Age relaxation shall be applicable as per extant GoI/ CSIR Recruitment Rules.

### III. SELECTION METHODOLOGY:

#### 1. For the posts of Multi-Tasking Staff (MTS):

- a) **Shortlisting of applications:** Candidates who fulfill the eligibility criteria as recommended by the Scrutiny Committee duly constituted by the Director, CSIR-IITR will shortlist the candidates fulfilling the qualifications (s), terms and conditions of this advertisement.
- b) **Trade Test:** Trade Test is intended to test the candidate's practical knowledge as mentioned in the Nature of Job/ Job requirement.
- c) The Selection Committee will decide the mode of Trade Test and also conduct the Trade Test.
- d) The decision of the Competent Authority will be final and binding on the candidates.
- e) **Competitive Written Test:** Those who qualify in the trade test will be invited for a Competitive Written Examination (CWE).
- f) **Scheme of Competitive Written Examination:**

Mode of Examination	OMR Based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English & Hindi except the questions on English Language.
Standard of exam	Class 10
Total No. of Questions	150
Total Time Allotted	2 hours

#### g) Syllabus of Competitive Written Examination:

Subject	No. of questions	Maximum Marks	Negative Marks
General Intelligence	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
Quantitative Aptitude	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

- h) **Evaluation of Papers and Final merit list:** The final merit list will be prepared on the basis of the performance (marks obtained) of the candidates in the Competitive Written Examination (CWE). The threshold for shortlisting / selection during each stage of selection process will be decided by the Competent Authority, CSIR-IITR which will be binding on all the candidates.
- i) Following Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Driver will be treated in order of precedence till tie is resolved:
  - i. Candidate with lesser negative marks, if applicable in the papers (which have been considered for preparation of merit) of Written Test placed higher;
  - ii. Date of Birth, with older candidate placed higher;
  - iii. Candidate acquiring Essential Degree earlier, placed higher;
  - iv. Alphabetical order in which first names of the candidates appear.

## 2. For the posts of Driver:

- a) **Shortlisting of applications:** Candidates who fulfill the eligibility criteria as recommended by the Scrutiny Committee duly constituted by the Director, CSIR-IITR will shortlist the candidates fulfilling the qualification (s), terms and conditions of this advertisement.
- b) **Skill Test:** The candidates as shortlisted by the Committee will be invited for Skill Test which is qualifying in nature.
- c) **Competitive Written Test:** Those who qualify in the Skill Test will be called for Competitive Written Examination (CWE).
- d) The decision of the Competent Authority will be final and binding on the candidates.=
- e) **Scheme of Competitive Written Examination:**

Mode of Examination	OMR based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in Hindi and English except the question on English language.
Standard of exam	Class 10th
Total No. of Questions	100
Total Time Allotted	90 minutes

f) **Syllabus of Competitive Written Examination:**

Subject	No. of questions	Maximum Marks	Negative Marks
General Intelligence	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
Quantitative Aptitude	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

- g) **Evaluation of Papers and Final merit list:** The final merit list will be prepared on the basis of the performance (marks obtained) of the candidates in the Competitive Written Examination. The threshold for shortlisting / selection during each stage of selection process will be decided by the Competent Authority, CSIR-IITR which will be binding on all the candidates.
- h) Following Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Driver will be treated in order of precedence till tie is resolved:
- Candidate with lesser negative marks, if applicable in the papers (which have been considered for preparation of merit) of Written Test placed higher;
  - Date of Birth, with older candidate placed higher;
  - Candidate acquiring Essential Degree earlier, placed higher;
  - Alphabetical order in which first names of the candidates appear.

**The Centre, date and time for Skill Test/Trade Test as well as for Competitive Examination shall be intimated to all the applicants through CSIR-IITR web site and e-mail to the email IDs mentioned by the candidates in their respective application forms, well in time.**



#### IV. GENERAL CONDITIONS / INSTRUCTIONS: -

1. The applicant must be a citizen of India.
2. The number of vacancies is provisional and may vary. The advertisement does not necessarily tantamount to the selection being actually made. The CSIR-IITR, Lucknow reserves the right to cancel all or part of the advertised vacancies at any stage of the recruitment process.
3. The prescribed educational qualifications should have been obtained from a University / Institution / Board recognized by Govt. of India / approved by the Govt. Regulatory Bodies and the final result should have been declared on or before the last date of receipt of the online application.
4. All testimonials/certificates will be verified later. Therefore, the candidates must produce the original document(s) for verification as and when desired by this Institute. Any wrong or incomplete information furnished by the candidate shall render her / him ineligible for consideration without any further notice. The candidature is provisional at all stages of the recruitment process and hence will be considered only if meeting the minimum eligibility criteria as per this advertisement and the Recruitment Rules of CSIR.
5. If any document/certificate furnished is in a language other than Hindi or English, a transcript copy in Hindi/English of the same duly attested by a Gazetted Officer or Notary is required to be submitted by the candidate.
6. In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades, etc., candidates are requested to convert the same into percentages based on the formula as per their University/Institute.
7. SC/ST/OBCs, PwBD, ESM, EWS, etc., certificates, as applicable, should be issued by the Competent Authority in the prescribed format/proforma.
8. **The experience of driving of motor car for at least three years must have been acquired after obtaining the valid Driving License.**
9. The candidate should, mention in the application all the qualifications and experience, if any, in the relevant area supported by documents and ensure that all details are in full and accurate.
10. These posts are local and the normal place of posting is in CSIR-IITR, Lucknow. However, the appointees are liable to be posted at any of the Laboratories/Institutes of CSIR in exigencies of work.
11. Applications from employees of Govt. Deptt. / PSUs /Autonomous Bodies, etc., will be considered only if No Objection Certificate (NOC) is uploaded while filling up the online application which should be certified by the employer that the employer has no objection to the candidate in applying for the posts advertised by CSIR-IITR and the applicant, if selected, will be relieved within one month of the receipt of the appointment order.
12. Those employed in Govt. Deptt / PSUs /Autonomous Bodies, etc., to be considered as a case of 'application through proper channel', Such candidates should get the printout of the duly filled online application forwarded through his/her employer to this office along with the certificate as indicated above within 15 days of Last Date of Submission of Online Application i.e., 19/02/2026.
13. The Applicants of Govt. Deptt. / PSUs /Autonomous Bodies, etc., will be required to produce 'No Objection Certificate' issued from their employer whenever asked, failing to produce the said documents, the candidate will not be allowed to appear for further stages of recruitment and their candidature may be cancelled.
14. The candidate should ensure to submit her/his application complete in all respect along with the required certificates/documents before its submission. Any discrepancy found between the information given in the application and as evident in the original documents will make the candidate ineligible for the post(s).
15. Date of Birth filled by the candidate in the Application Form must match with the date recorded in Matriculation / Secondary School Certificate. Subsequent request for change in date of birth will not be entertained.
16. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. **Therefore, candidates are advised to submit online application well in advance without waiting for the last date of submission of application.** Institute's decision shall be final and binding and no enquiry will be entertained in this regard.
17. All the applicants are advised to satisfy themselves before applying that they possess the essential qualifications and other conditions stipulated in the advertisement laid down for the posts as on the last date of receipt of the online application. No interim enquiry asking for advice on eligibility will be entertained. The prescribed essential qualifications/experiences are the minimum, and selection is done through open competition. Therefore, mere possession of the minimum education qualification/experience does not entitle candidates for selection to the post.

18. Merely fulfilling the minimum prescribed qualifications will not vest a right in the candidate for being called for a Written Test or Skill-Test/Tarde Test or appointment. If on verification either before or after at any of the stage of selection process, it is found that the candidate does not fulfill any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
19. **The selected candidate will be on probation for two years from the date of taking over the charge of the post.** The selected candidates will be on probation for a specified period from the date of taking over charge of the post as per the terms and conditions of the appointment letter. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.
20. This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to be removed from service after joining, and such other action as may be deemed necessary may also be taken by the Competent Authority.
21. In respect of the equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, the candidate is required to produce an order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected. However, the final decision in this regards will be taken as per the guidelines of CSIR on the subject.
22. Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
23. **Canvassing in any form and/or bringing any influence, political or otherwise, will be treated as a disqualification for the post.**
24. Provisions available for Trade/Skill-Test and written examination to the PwBD candidates will be applicable as per the Government of India /CSIR guidelines.
25. No travelling allowance shall be paid to the candidates for appearing in the Skill-Test Test/ written examinations.
26. The decision of the Director, CSIR-IITR, Lucknow in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination will be final and binding on the candidates.
27. **The Written Examination and Trade/Skill-Test Centers will be in Lucknow only.**
28. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Intimation may be sent to download Admit Card/Hall Ticket 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.
29. For any further information regarding this examination, the Candidates are required to visit the CSIR-IITR, Lucknow website (<https://www.iitr.res.in>) from time to time.

**V. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

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

- a. using unfair means or
- b. impersonating or procuring impersonation by any person or
- c. misbehaving in the examination / Skill test /Trade test 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
- d. resorting to any irregular or improper means in connection with his/ her candidature or
- e. obtaining support for his/ her candidature by unfair means, or
- f. carrying mobile phones or similar electronic devices of communication in the examination/ Skill test /Trade test, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (i) to be disqualified from the examination for which he/ she is a candidate
  - (ii) to be debarred either permanently or for a specified period from any examination conducted by the CSIR-IITR
  - (iii) for termination of service, if he/ she has already joined the Institute.
- g. The Competent Authority, CSIR-IITR may also report the matter to Police/ Investigating Agencies, as deemed fit and the Competent Authority may also take appropriate action to get the matter examined by the concerned authorities.

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## VI. HOW TO APPLY:

1. Eligible candidates are required to apply ONLINE through the link available on the website (<https://www.iitr.res.in>). No other mode of application will be considered.
2. The candidates must go through the instructions page on the (<https://www.iitr.res.in>) before applying online for the above-mentioned posts.
3. Candidates are required to pay an amount of ₹ 500/- **Non-refundable** (Rupees Five Hundred only) towards application fee (Separately for each post-code) through the link available in the online application. **SC / ST / PwBD / Women/ Ex-servicemen are exempted from payment of application fee.** No other mode of payment is allowed like DD, Challan, Postal Orders etc.
4. The payment details (Receipt Number / Challan Number) are required to be mentioned at the designated place of online application before submission.
5. Application once submitted shall not be allowed to be withdrawn and fees paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
6. The candidate is also required to upload his / her photo and signature at the respective specified places.

### **a) Photograph Image Requirements:**

**(Application with blurred/fake/fabricated/Selfie photograph shall be summarily rejected)**

- Format: JPEG.
- Size: Between 100 KB and 500 KB.
- Dimensions: 3.5 cm (width) x 4.5 cm (height).
- Face: Full face view, occupying approximately 40% of the image.
- Recent Photo: Not older than three months from the exam notification date.
- No Restrictions: No cap or spectacles should be worn
- Clear and Visible: Both ears should be visible.

### **b) Signature Image Requirements**

**(Signature in CAPITAL LETTERS will NOT be accepted.)**

- Scan your signature: Ensure your signature is clear and legible.
  - Save as JPEG: The file format must be JPEG.
  - File size: The file size should be between 40 KB and 200 KB.
  - Dimensions: The image dimensions of the signature should be approximately 5.0 cm (width) x 3.0 cm (height).
  - Avoid small signatures: Applications with 'miniature' signatures will be rejected, so ensure your signature occupies at least 80% of the box if a specific box is provided.
  - Clear and legible: Make sure the signature is clear and easy to read. Applications with illegible signatures will be rejected.
  - Upload to the application form: Once the signature is scanned and saved as a JPEG file, upload it to the appropriate section of the online application form.
7. In case of Universities / Institutes awarding CGPA / SGPA / OGPA grades etc., candidates are requested to convert the same into percentages based on the formula as per their university / institute.
  8. A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents are also required to be submitted along with online application.
    - a) **In case of marriage of women:** Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
    - b) **In case of re-marriage of women:** Divorce Deed/Death certificate, as the case may be, in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner;
    - c) **In case of divorce of women:** Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
  9. Applications from employees of Government Departments/ Autonomous Bodies / Public Sector Undertakings will be considered only if the application is forwarded through the proper channel or NOC issued by the department in this regard is uploaded.

**10. Documents to be uploaded (as a single pdf) (Whichever is applicable)**

- a) 10<sup>th</sup> /SSC Mark-sheet & Certificate. (Mandatory)
- b) 12<sup>th</sup> /HSC or Equivalent Qualification Mark-sheet & Certificate. (If applicable)
- c) Other Qualification Certificate / Diploma Marksheet & Degree certificate, (If applicable).
- d) NOC from the present Employer (If applicable) Caste Category Certificate (If applicable)
- e) Any other document which is applicable to the candidate. (Case by case basis).

**11. Other Documents to be uploaded separately (Wherever Required)**

- a) Fee Receipt (If applicable)
- b) Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India (only if not mentioned in Secondary or Senior Secondary School Certificate).
- c) Caste Category Certificate (If applicable)
- d) Discharge Book / PPO for Ex Servicemen (If applicable)
- e) PwBD Certificate (If applicable)
- f) Valid driving license for LMV & HMV (For the candidates applying for Driver post)
- g) Experience Certificate of driving a motor car for at least 3 years (For the candidates applying for Driver post)

**12. Incomplete online applications in any respect (i.e., without uploading signature, photograph requisite educational qualification documents, application fee, if applicable etc.) will not be entertained and is liable to be summarily rejected.**

13. Any further information regarding this Advertisement like Date, Time and Written Examination/Skill or Trade Test or otherwise, any addendum / corrigendum or any variation in a number of posts / cancellations of post(s) etc. will be made available through CSIR-IITR, Lucknow website (<https://www.iitr.res.in>) only. Therefore, the candidates are advised to keep a regular watch accordingly.

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

15. In case of any variation in Hindi version and English version of this advertisement, the English version shall prevail.

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

**Candidates are advised to Download and keep a Printed Copy of Application Form for Future Reference**

Sd/-  
ADMINISTRATIVE OFFICER

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**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the 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/tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* under: -

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

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

- @ The Constitution (Jammu and 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 (Dadar and Nagar Haveli) Schedule Castes Order, 1962 @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978 @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002 @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ 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 to another,

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribe certificate issued to Shri / Shrimati\* ..... Father / Mother of Shri / Shrimati / Kumari\* ..... of village/town\*/Territory\*\* .....

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 resides in village/town\*..... of ..... District/Division\* of the State/ Union Territory\* of.....

Signature.....

\*\*Designation.....

(With Seal of Office)  
State/Union Territory\*

Place: .....

Date: .....

\* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable

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

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

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

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



Signature.....

Designation.....\$

Dated: .....

Seal: .....

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

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

\$ - List of Authorities empowered to issue Other Backward Classes certificate

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

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



**Form of declaration to be submitted by the OBC – NCL candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri ..... resident of village / town / city ..... district ..... state ..... hereby declare that I belong to the ..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended time to time.

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

Signature .....

Full Name .....

Address .....

Place:.....

Date:.....

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Government of .....  
(Name & Address of the Authority Issuing the Certificate)

### Income & Asset Certificate to be produced by Economically Weaker Sections

Certificate No: .....

Date: .....

Valid for the year.....

This is to certify that Shri / Smt. / Kumari..... Son / daughter / wife of..... Permanent resident of, ..... Village / Street, Post Office, 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 lakhs (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 .....

Recentpassport  
size attested  
photograph of  
the applicant

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\*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 cases of blindness)

[See rule 18(1)]

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

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

Certificate No. ....

This is to certify that I have carefully examined Shri / Smt / Kumari  
..... Son / Wife / Daughter of Shri  
..... Date of Birth ..... (DD/MM/YY) Age..... years, male  
/ female ..... Registration No. .... Permanent resident of House No  
.....

Ward / Village / Street..... Post Office .....  
District..... State ..... Whose photograph is affixed above,  
and am satisfied that:

(A) He/She is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) The diagnosis in his / her case is .....

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

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

Nature of Document	Date of Issue	Details of Authority Issuing Certificate

(Signature and seal of Authorised Signatory of  
Notified Medical Authority)

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



Form-VI  
Certificate of Disability  
(In cases of Multiple Disabilities)  
[See rule 18(1)]  
(Name and Address of the Medical Authority issuing the Certificate)

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

Certificate No. ....

Date:.....

This is to certify that we have carefully examined Shri /Smt. / Kumari. ....  
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 guideline (..... 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:

Sl. 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			

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability (in%)
16.	ChronicNeurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures ..... percent

In Words ..... percentage

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

4. 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

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

Nature of Document	Date of Issue	Details of Authority Issuing Certificate

6. Signature and Seal of the Medical Authority.

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

Signature/Thumb impression of the person in whose favour Certificate of Disability is issued.

## Form-VII

## Certificate of Disability

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

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

[See rule 18(1)]

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

Certificate No. ....

Date:.....

This is to certify that I have carefully examined Shri / Smt / Kum ..... son /  
Wife / daughter of Shri ..... Date of Birth (DDD/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:

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

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



2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
- i) not necessary  
OR
- ii) is recommended / after ..... years ..... months, and therefore this certificate shall be valid till ..... (DD)/(MM)/(YY)
- @ - eg. Left/Right/both arms/legs  
# - eg. Single eye /both/eyes  
€ - eg. Left/Right/both ears
4. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of Authority Issuing Certificate

संयुक्त आरोग्य विभाग  
CSIR  
भारत का नवागमन  
The Government of India

(Authorised Signatory of Notified Medical Authority)

(Name and Seal)

Countersigned

(Countersignature and seal of the

Chief Medical Officer/Medical Superintendent/

Head of Government Hospital, in case the

Certificate is issued by a Medical Authority

who is not a Government Servant (with Seal))

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

Note: In case this Certificate is issued by a Medical Authority who is not a Government Servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

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

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ..... , a resident of ..... (Vill/PO/PS/District/State), aged ..... years, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto ..... (it is valid for maximum period of six months or less as may be certified by the Medical Authority)

Signature of Medical Authority

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

Name of Government Hospital/Health Care Centre with Seal

Place: .....

Date: .....

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

I ....., candidate with ..... (nature of disability / condition) appearing for the ..... (name of the examination) bearing Roll No. .... at ..... (name of the centre) in the District ....., ..... (name of the state). My educational qualification is ..... -

1. I do hereby state that ..... (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

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



IITR

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place: .....

Date: .....

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**Letter of Undertaking for Using Own Scribe**

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

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

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

(Signature of the candidate with Disability)

Place: .....

Date: .....

**IITR**

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**Certificate Regarding Physical Limitation of 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/Sate) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

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

Name & Designation

Name of Government Hospital / Health Care Centre with Seal



Place: .....

Date: .....

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

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**Certificate to be Produced by Serving/Retired/Released Armed Forces Personnel for availing the Age Concession for Posts Filled by Direct Recruitment**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that Rank ..... Name .....whose date of birth is ..... has rendered service from ..... to ..... in Army/ Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

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

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

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

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

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

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%. Delete the paragraph which is not applicable.



## B. Form of Certificate for Serving Personnel

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

It is certified that No. .... Rank ..... Name ..... is serving in the Army / Navy / Air Force from .....

2. He is due for release retirement on completion of his specific period of assignment on .....

3. No disciplinary case is pending against him.

Place: .....

Date: .....



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

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**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

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

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place: .....

Date: .....

Signature and Name of Candidate

**C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment**

It is certified that No. .... Rank ..... Name ..... whose date of birth is ..... serving in the Army / Navy / Air Force from.....

2. He has already completed his initial assignment of five years on ..... and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place: .....

Date: .....



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