



# CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION

सीएसआईआर-केंद्रीय वैज्ञानिक उपकरण संगठन

Sector 30-C, Chandigarh-160 030 (India)

सेक्टर 30-सी, चंडीगढ़-160030 (भारत)

**Advertisement No. Regular - 04/2025**

**Date of commencement of online applications: 09.01.2026**

**Last date for submission of online applications: 09.02.2026**



**A.** CSIR-Central Scientific Instruments Organisation (CSIR-CSIO), Chandigarh, a premier Institute under the Council of Scientific & Industrial Research (CSIR), is involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines with emphasis on measurement science and instrumentation technologies. The Organization is devoted to R&D activities in the areas of Agri-Instrumentation, Biomedical Instrumentation, Optical Devices & Systems, Geoscientific Instrumentation, Precision Mechanical Systems, Analytical Techniques, Computational Instrumentation, R&D Support Facilities, etc. A center of CSIR-CSIO is located at Chennai.

**B.** CSIR-CSIO invites applications from Indian Nationals for filling up the following administrative vacancies: -

| S. No. | Name of the Post and Group                 | Post Code | Number of the Posts along with Reservation   | Pay Matrix  | Total Emoluments per Month (Approx.)** | Essential qualification  | Upper Age Limit not exceeding (as on last date) |
|--------|--|-----------|--|---|--|--|---|
| 1.     | Multi – Tasking Staff (Non-Tech Group 'C') | MTS       | 07 posts (UR – 04, OBC – 02, EWS – 01)<br><br>Horizontal Reservation:<br>ESM – 01,<br>PwBD* – 02<br>(01 – VH, 01 – HH) | Level-1, Cell-1 (Initial Basic Pay- Rs. 18,000 - 56900) | Rs. 36,306/- (at Chandigarh)           | Matriculation or equivalent pass<br><br>Desirable Qualification: Intermediate (12th class) pass. | 25 years  |

**Abbreviations: UR: Unreserved, OBC: Other Backward Caste, PwBD\* - (VH, HH): Person with Benchmark Disability (Blindness and Low Vision, Deaf and Hard of Hearing), ESM: Ex-Serviceman**

\*\* Total Emoluments mean approximate total emoluments on the minimum of Pay Level as on 01.07.2025, as applicable to the indicated Pay Level, including House Rent Allowance and other allowances payable to Council employees, as per rules.

## **Details of Posts**

### **1. Multi-Tasking Staff (MTS)**

**Job Description-** The incumbent shall be required to assist in the routine office work and non-clerical functions of respective Sections/Divisions, which may include the following: -

- Opening & Closing the Section.
- Physical Maintenance of Records of a Section
- General Cleanliness & Upkeep of the Section.
- Carrying of files & documents to other Sections.
- Photocopying, Sending FAX, etc.
- Delivering the Dak.
- Preparation and supply of Tea/Coffee, etc.
- Any other official work as and when assigned by the Competent Authority from time to time.

**Selection Procedure-** The Selection procedure shall be as per the CSIR Rules, as amended from time to time, consisting of the following: -

- Screening of applications on the basis of the advertised criteria by a Screening Committee duly constituted for the purpose shall be done.
- Eligible candidates applying for these posts will be invited for the Trade Test. The duly constituted Selection Committee shall decide the mode of the Trade Test and conduct the same.
- Those who qualify in the Trade Test will be invited for the written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- **Written Test** – The syllabus and pattern for the written test for the post of Multi-Tasking Staff shall be, as per CSIR guidelines as amended from time to time and detailed in Appendix I. The Competitive Written Examination will consist of only one paper with four parts as given below: -

**Part - I** - General Intelligence

**Part – II** – Quantitative Aptitude

**Part – III** – General Awareness

**Part – IV** – English Language and Comprehension

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

**General information and conditions: -**

**1. Benefits under Council service:**

- a. These posts carry usual allowances, i.e., Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), etc., as admissible to the central government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules, depending on availability. In such cases, HRA shall not be admissible.
- b. In addition to the emoluments indicated against each category of posts, benefits such as the applicability of the New Pension Scheme - 2004, reimbursement of Medical Expenses, Leave Travel Concession, and Computer Advance are available as per extant CSIR rules.

**2. Other conditions**

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

- h.** The period of experience, if any, rendered by a candidate must be indicated in the application form. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications for that post.
- i.** If any document/ certificate is in a language other than Hindi or English, a transcript of the same, duly attested by a Gazetted officer or notary, may be submitted.
- j.** The date for determining the upper age limit, qualifications, and /or experience shall be the closing date prescribed for submission of online applications.
- k.** Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under the Government of India (GOI) instructions are encouraged to apply, provided the post is identified as suitable for PwBD.
- l.** This Organisation strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
- m.** The selected candidates shall be on probation for **two years** from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority, depending upon performance. After completing the probationary period, they shall be considered for confirmation under the extant rules.
- n.** As per the resolution regarding the Official Language (Rajbhasha), the selected candidates shall have to acquire knowledge of Hindi during the probationary period.
- o.** After completing the probationary period, the appointment may be terminated at any time by a month's notice given by either side, i.e., the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right to terminate the services of the appointee forthwith or before the expiry of the stipulated notice period by paying a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- p.** The services in the Council are liable for transfer anywhere in India. CSIR-CSIO can transfer any employee from one Laboratory/ Institute to another, including their Extension/Field Centers, in the Public interest. The Director, CSIR-CSIO, can transfer any Employee from the Organization/Lab Headquarters to its extension/Field/Regional Centers and vice versa.
- q.** The provisions of the Central Civil Services (Conduct) Rules, 1964 & Central Civil Service (Classification, Control and Appeal) Rules, 1965, and such other rules or executive orders as may be made applicable to the Council servants from time to time, shall apply to the extent to which they are applicable to the appointment offered by the Council. The decision of the Council as to their applicability shall be final.
- r.** The selected candidates shall not be permitted to apply for appointment elsewhere or in CSIR-CSIO during the probationary period. If they have already applied for any posts in any other Organisation, they may have to provide the details of such applications immediately after joining the Institute.
- s.** CSIR-CSIO reserves the right not to fill a particular post. The number of vacancies indicated in this advertisement is provisional and **may vary**. However, any change shall be notified on the Organizations' website.
- t.** Any matter not specifically stated in the advertisement shall be determined by the Director, CSIR-CSIO, Chandigarh, and his decision shall be final and binding.
- u.** The decision of the CSIR-CSIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination shall be final and binding on the candidates.

- v. Canvassing in any form and/or bringing any influence, political or otherwise, shall be treated as a disqualification for the post.
- w. NO INTERIM ENQUIRY OR CORRESPONDENCE SHALL BE ENTERTAINED.
- x. For updates, kindly visit our website, [www.csio.res.in](http://www.csio.res.in), regularly. After online submission of the application, candidates are advised to periodically check your registered e-mail IDs for any communication from CSIR-CSIO related to this recruitment.

### 3. **Age Limit and Relaxation:**

- a. The age of the candidate should not be below 18 years and should not be above the prescribed upper age limit as on the last date of submission of the online application.
- b. No age relaxation is allowed for SC/ST/OBC candidates applying against unreserved posts.
- c. **Age limit for OBC (NCL)** shall be admissible as per the Govt. of India rules, provided the post is reserved for that category. Age relaxation shall be 3 years for OBC candidates. Age relaxation shall be subject to the submission of certificates issued in the format prescribed by the Government of India for appointment to Government of India posts and issued by the competent authority.
- d. A person seeking an appointment based on reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall into the creamy layer on the crucial date, i.e., as on the last date of submission of the online application. OBC candidates' eligibility shall be based on the Castes borne in the Central List of the Government of India. OBC candidates should not belong to the Creamy Layer. Their Sub-caste should match with the entries in the Central List of OBC, failing which their candidature shall not be considered under any of the applied reserved categories and shall be treated as UR if otherwise eligible. (For OBC certificate format, please see Appendix II)
- e. The benefit of **reservation under the 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 the last date of submission of the online application. Furthermore, the crucial cut-off date for submitting the Income and Asset certificate by the EWS candidate will be the closing date for receipt of the 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.
- f. Further, Family Gross Annual Income shall be computed for the financial year prior to the year of the last date of submission of the online application. A candidate will be eligible to get the benefit of the Economically Weaker Section reservation only in case the candidate meets the criteria issued by the Central Government and is in possession of requisite Income & Asset Certificate based on income for Financial Year (FY) 2024-2025 and issued on/after 01.04.2025 (after the completion of FY 2024-25) but not later than the closing date of the Online Application Form. (For EWS certificate format, please see Appendix III)
- g. As per the Government of India provisions, age relaxation for Widows, Divorced Women, and Women Judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 38 years for members belonging to the Other Backward Classes). The persons claiming age relaxation under this sub-para would be required to indicate the same in the Column 'Any other relevant information'.
  - a. In the case of Widow candidates, the Death Certificate of the husband, together with the Affidavit that she has not remarried since, shall be required

- b. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since, shall be required.
- h. Age relaxation to Persons with Disability (PwBD):** Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in the upper age limit shall be allowed to Persons with disabilities as per Central Govt. rules, subject to the condition that the maximum age of the applicant on the crucial date shall not exceed 56 years. The persons claiming age relaxation under this sub-para would be required to produce a certificate in the prescribed proforma to support their claims, indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates shall be subject to their being found medically fit as per the standards of medical fitness and as prescribed by the Government for each relevant post to be filled by Direct Recruitment.
- i. Degree of Benchmark Disability for Reservation and Competent Authority for Issue of Disability Certificates:** Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from not **less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation shall have to submit **a 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. (For PwBD certificate format, please see Appendix IV)
- i) Permissible disability for PwBD candidates for the post of **Multi-Tasking Staff**: As per Ministry of Social Justice and Empowerment notification No. 38-16/2020-DD-III dated 04.01.2021
- j. Special Note for all Candidates seeking reservation/relaxation benefits** - All those candidates seeking reservation/relaxation benefits available for EWS/OBC- NCL/PwBD must ensure that they are entitled to such reservation/relaxation as per the eligibility prescribed in the Rules. They should be in possession of all the requisite certificates in the prescribed format to support their claim, as stipulated in the Rules/notice, and submit them in the prescribed format when the Organisation requests such certificates. Otherwise, their claim for OBC/EWS/PwBD status shall not be entertained, and their candidature shall be considered under the General (UR) category. The candidates appointed under the PwBD quota shall be adjusted against the vacancy of the respective category of SC/ST/OBC/Unreserved (UR).
- k. Reservations for Ex-Serviceman- Horizontal Reservation:-**
- i) CONCESSIONS & RELAXATIONS:** Age and Educational Qualification relaxation to Ex-Servicemen shall be granted as per GOI/CSIR orders, as amended from time to time.
- ii)** The upper age limit in case of Ex-Servicemen and Commissioned Officers, including ECOs/SSCOs, shall be relaxed by three years, subject to the condition that on the closing date for receipt of applications, the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation.
- iii)** Ex-servicemen who have already secured regular employment under the Central Govt. in a civil post are permitted the benefit of age relaxation as admissible for ex-servicemen securing another employment in any higher post or service under the Central Govt. However, such candidates shall not be eligible for the benefit of reservation, if any, for Ex-Servicemen in Central Government jobs.
- iv)** To qualify for the concession, the ex-serviceman candidates concerned would be required to produce a certificate stating that they have been released from the Defense Forces. The certificate for Ex-

Servicemen and Commissioned Officers, including ECOs/SSCOs, should be signed by the appropriate authorities and specify the period of service in the Defense Forces. (Format of certificate to be submitted by candidates applying under the Ex-serviceman category is as per Appendix V.)

**v)** For Ex-Serviceman, the upper age limit shall be relaxed as on the closing date of application by allowing the deduction of length of actual Military Service from his actual age, and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years.

**vi)** For Disabled Defense Services personnel, relaxation in the upper age limit shall be up to 45 years (50 years in the case belonging to SC/ST)

**vii)** Ex-servicemen who have already secured employment in the civil side under the Central Government in Group “C” & “D” posts on a regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM Category. However, they are eligible for age relaxation only.

**viii)** The period of “Call up Service” of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for age relaxation.

**ix)** For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.

**x)** An Ex-Serviceman or Persons with Disability (PwBD) category candidate who qualifies on the basis of relaxed standards, viz., age limit, qualification, in written examination, etc., shall be counted against reserved vacancies and not against general vacancies, subject to the fitness of such candidate for selection. Insofar as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts, and such exemption cannot be termed as relaxed standards in regard to age.

**xi)** There shall be no pay-protection in respect of Ex-Serviceman.

**xii)** An Ex-Serviceman means a person who has served in any rank, whether as a combatant or non-combatant, in the Regular Army, Navy, Air Force of the Indian Union, and who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or I) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or II) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or III) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely: - a) Pension holders for continuous embodied service, b) Persons with disability attributable to military service; and c) Gallantry award winners.

**xiii)** The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “Ex-Serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

xiv) AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS, AND DEPENDENTS OF EXSERVICEMEN.

xv) In case of Ex-Servicemen candidates, the number/date of the attested copy of the Discharge Book/Certificate is to be indicated in the column 'Any other relevant information' in the application form.

#### 4. **How to apply:**

a. Eligible candidates are required to apply through **online application only** through the website [www.csio.res.in](http://www.csio.res.in). The candidates are not required to submit printouts of their online applications or any other documents to CSIR-CSIO by post or hand. They are advised to keep with them a printout of the online application along with documents for reference and verification at a later stage. The applicant must upload the required documents at the time of submitting the online application.

b. If the candidate does not have a valid email ID, he/she should create a new valid email ID before applying online.

c. Online Application shall be available on our website, [www.csio.res.in](http://www.csio.res.in), **up to 05.00 PM of the last date mentioned herein.**

d. **The last date for online submission of the application form is 09.02.2026 up to 5.00 PM.**

e. Before applying online, the candidates are advised to read the instructions for online application carefully.

f. A non-refundable fee of **Rs. 500/- + GST (= Rupees 590/-, Five Hundred Ninety Only)** applies to General/OBC/EWS candidates applying for the advertised posts. **The fee must be deposited online through State Bank Collect only. The transaction number generated after the successful payment of the fee must be mentioned in the online application.** The candidates are advised to download the E-receipt and preserve it. Steps for online fee payment are provided in the instructions on the online application form available on the CSIR-CSIO website.

g. The candidates belonging to the SC/ST/PwBD/ESM/Women categories are exempt from submitting the application fee.

h. In the case of universities/institutes awarding CGPA/SGPA/OGPA grades, etc., the candidates are requested to convert the same into percentages based on the formula as per their university/institute rules at the time of filling the application.

i. A successful online application is indicated by the page displayed after clicking the Submit Button, indicating the generated **"APPLICATION FORM NUMBER"**. Please note down the same carefully and preserve it. There is no provision to re-print the Application.

j. Application, once submitted, shall not be allowed to be withdrawn, and the fee, once paid, shall not be refunded in any case, nor can it be held in reserve for any other recruitment or selection process.

k. **Interested candidates are advised to apply in time to avoid a last-minute rush. The last date shall not be extended on the grounds of online technical issues/problems.**

l. Applicants and candidates who are employees of Government Departments/ Autonomous bodies and Public Sector Undertakings are also required to apply through online mode, however, their candidature shall be considered only if application is also forwarded through the proper channel along with vigilance clearance and the certification that by the current employer that the applicant, if selected, shall be relieved as per rules on the receipt of an offer of appointment. **Applications through the proper channel should reach the Sr. Controller of Administration, CSIR-Central Scientific Instruments**



**Organisation, Sector 30-C, Chandigarh-160030, within one (01) month of the closing date of the online application. Candidates may upload a No Objection Certificate from their current employer at the time of submission of the online application. (Format of NOC is as per Appendix VI)**

m. Incomplete applications [i.e., without uploading photograph/ signature/ applicable testimonials (where required)/ application fee (as applicable), etc.] shall not be entertained and shall be summarily rejected.

n. No withdrawal/modification/cancellation shall be permissible after successful submission of the online application form.

o. In case any discrepancy is found in the information filled in the application form and documents submitted later on, the candidate's candidature shall be summarily rejected.

p. The candidates must ensure that they fulfill all the requisite eligibility conditions in terms of age, qualifications, experience, and caste/reserved category status, duly certified by the competent authority on their prescribed certificates, failing which the candidature would be treated as cancelled. Any information given wrongly by the candidates, as verified on a subsequent date, would render them liable for forfeiture of their candidature, notwithstanding any legal action for furnishing wrong information/documents.

q. Providing false or wrong information in the application form would be a vitiation of the application process.

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

**Sr. Controller of Administration**

#### FORMATS FOR CERTIFICATES:

1. The Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India. (Appendix II)
2. Income & Asset Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate. (Appendix III)
3. PwBD Certificate Format. (Appendix IV)
4. Certificate for Serving/Retired/Released Armed Force Personnel. (Appendix V)
5. Format of 'NO OBJECTION CERTIFICATE' from the employer of the candidate currently working as a regular employee in CSIR/ Government Organisations /Autonomous Bodies /Statutory Bodies/ Universities/ Public Sector Undertakings etc. (Appendix VI)

**Annexure-IV****Syllabus of written test for Non-Technical Posts in CSIR****Multi-Tasking Staff (Group – C)**

|                               |  |
|-------------------------------|--|
| <b>Mode of Examination</b>    | OMR Based or Computer Based Objective Type Multiple Choice Examination.  |
| <b>Medium of Questions</b>    | The questions will be set both in English and Hindi except the questions on English Language. In addition, the Labs./Institutes may also explore the possibility of setting questions in the vernacular language |
| <b>Standard of exam</b>       | Class X  |
| <b>Total No. of Questions</b> | 150  |
| <b>Total Time Allotted</b>    | 2 hours  |

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

  
 MANUEL THOMAS 9 APR 2018  
 Sr. Dy. Secretary

**No. 36036/2/2013- Estt.(Res.)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**\*\*\*\***

North Block, New Delhi  
Dated: 30<sup>th</sup> May, 2014

To,  
The Chief Secretaries of  
all the State Governments/Union Territories

**Subject: Revision of format for OBC Caste Certificate**

Madam/Sir,

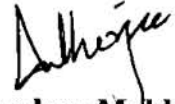
The Government of India had issued instructions on 8<sup>th</sup> September, 1993 vide DoPT O.M. No. 36012/22/93-Estt.(SCT) providing for reservation to Other Backward Classes in the services and posts under the Government of India. The format of the Caste Certificate was prescribed vide Annexure A of the O.M. No. 36012/22/93-Estt.(SCT) dated 15<sup>th</sup> November 1993. In the said format, the then Ministry of Welfare's Resolution No. 12011/68/93-BCC(C) dated 10<sup>th</sup> September 1993 was mentioned, which contained the list of castes and communities treated as OBCs till that time. Since then, a large number of castes and communities have been added to the Central List of OBCs through various resolutions of the Ministry of Social Justice and Empowerment. The details of the resolutions subsequent to the Resolution dated 10<sup>th</sup> September 1993 do not find mention in the existing format. The said format also prescribes that the certificate issuing authority should certify that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993.

2. Representations have been received in this Department wherein candidates belonging to OBC Communities have reportedly faced difficulty in getting the benefits of reservation. This is because of the fact that in the caste certificate issued by the concerned district authorities, although the name of the caste/community is mentioned in the certificate, the specific resolution by which the said caste/community has been included in the Central List of OBCs is not indicated.

3. Keeping in view such problems faced by the candidates, this issue was examined in consultation with the National Commission for Backward Classes and it has been decided to revise the existing format of OBC Caste Certificate. A copy of the revised format is enclosed (**Annexure**). All the certificate issuing authorities are requested to invariably mention the details of the **Resolution (Number and Date) by which the caste/community of the candidate** has been included in the Central List of OBCs and also to ensure that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993 as amended from time to time.

4. I am to request that the revised format of the Certificate may please be brought to the notice of authorities under the State Governments/Union Territories who are empowered to issue the Caste Certificate.

Yours faithfully



(Sandeep Mukherjee)

Under Secretary to the Government of India

Phone- 011-23092110

Copy to:

1. All Ministries/ Departments of the Government of India
2. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi-110001
3. Department of Public Enterprises, Block No.14, CGO Complex, New Delhi-110003
4. Railway Board, Ministry of Railways, *Rail Bhavan*, New Delhi
5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
6. Staff Selection Commission, CGO Complex. Lodhi Road, New Delhi
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi( w.r.t. their letter No.NCBC/7/32/2012-RW dated 16.5.2013)
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi – 110 002
11. Information and Facilitation Center, DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
13. The NIC, DoPT with a request to upload it at the website of this Department in OMs & Orders → Estt.(Reservation) → SC/ST/OBC and also under 'What's New'

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

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

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 ECONOMICALLY WEAKER SECTIONS

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

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

VALID FOR THE YEAR \_\_\_\_\_

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

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

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

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1: 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.

*G. Srinivasan*

## Form-V

## Certificate of Disability

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

[See rule 18(1)]

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

Recent Passport  
size Attested  
Photograph  
(Showing face only)  
of the person  
with disability

Certificate No. ....

Date: .....

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

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

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

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



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

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
|                    |               |  |

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

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

Form-VI  
Certificate of Disability  
(In case of multiple disabilities)  
[See rule 18(1)]

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

|   |                      |
|---|----------------------|
| Recent<br>size<br>Photograph<br>(Showing face only)<br>of the person with<br>disability | Passport<br>Attested |
|---|----------------------|

Certificate No. ....

Date: .....

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

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

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

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

In figures:- .....percent

In words:- .....percent

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

3. Reassessment of disability is :

(i) not necessary,

Or

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

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

# e.g. Single eye

£ e.g. Left/Right/both ears

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

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
|                    |               |  |

5. Signature and seal of the Medical Authority.

|                         |                         |                                  |
|-------------------------|-------------------------|----------------------------------|
|                         |                         |                                  |
| Name and seal of Member | Name and seal of Member | Name and seal of the Chairperson |

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

Form-VII  
Certificate of Disability  
(In cases other than those mentioned in Forms V and VI)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)  
[See rule 18(1)]

|   |  |
|---|--|
| Recent<br>size<br>photograph<br>(Showing<br>only)<br>person<br>disability | Passport<br>Attested<br>face<br>of the<br>with |
|---|--|

Certificate No. ....

Date: .....

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

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

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

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

3. Reassessment of disability is :

(i) not necessary

Or

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

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

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
|                    |               |  |

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

Countersigned

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

|  |
|--|
| Signature/Thumb<br>impression of the person<br>in whose favour certificate<br>of disability is issued. |
|--|

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

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

**Performa-IV****CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT BY UNION PUBLIC SERVICE COMMISSION OTHERWISE THAN ON RESULTS OF AN OPEN COMPETITIVE EXAMINATION****A. Form of Certificate applicable for Released/Retired Personnel**

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

2. He has been released from military services:

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

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

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

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

Place: .....

Date: .....

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

% 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\*\*  
SEAL

**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.....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\*\*  
SEAL

\*\*Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.  
Army - Military Secretary Branch, Army Hqrs., New Delhi  
Navy - Directorate of Personnel, Naval Hqrs., New Delhi  
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force.  
Army - By various Regimental Record Offices  
Navy - BABS, Mumbai  
Air Force - Air Force Records, New Delhi

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

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

**No. ....**

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

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

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

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. [Advertisement Number] dated [Advertisement Date] for the position of [Post Code/Position]. This department/organization has no objection to Dr./Mr./Ms. [Employee's Name] participating in the selection process or being considered for the aforementioned employment in the new position.

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

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

Place: .....

**For [Name of Department/Organization],**

[Signature of Issuing Authority] [Name of Issuing Authority] [Designation of Issuing Authority]

[Official Seal/Stamp]  
[Contact Information]  
[Department/Organization Address]