



CSIR - INSTITUTE OF MICROBIAL TECHNOLOGY
(Council of Scientific & Industrial Research)
Sector 39-A, Chandigarh-160036, INDIA



Website: www.imtech.res.in

Advertisement No. 02/2025

Start Date for Registration & Fee Submission for Online Application	17.06.2025 (Tuesday), from 10:00 AM onwards
Last Date for Registration & Fee Submission of Online Application	07.07.2025 (Monday), till 05:30 PM
Date of Written Examination & Proficiency test in Computer /Stenography	Tentatively to be held in the month of July, 2025. Tentative dates for various stages of examination shall be available on the portal/website of the Institute. However, final date(s) will be notified separately. Therefore, candidates are advised to visit the CSIR-IMTECH website regularly.
Examination Centre for Written Examination & Proficiency test	All written examination & proficiency test in computer/Stenography will be held in Chandigarh /Tricity only.

Advertisement for the post of Junior Hindi Translator, Junior Secretariat Assistant (Gen/F&A/S&P) & Junior Stenographer

Opportunities for an Exciting Career in Administrative Services in a premier R&D Institute “CSIR-IMTECH strives to have a workforce which reflects gender balance and Women candidates are encouraged to apply”

CSIR-Institute of Microbial Technology (CSIR-IMTECH) is a constituent unit of Council of Scientific & Industrial Research which is an autonomous organization under the Ministry of Science & Technology, Govt. of India. It is amongst the foremost Scientific and Industrial Research Department setup in the world, having state of art infrastructure and scientific and industrial R&D of National and International importance.

Online applications are invited from the citizens of India for filling up the posts of Junior Hindi Translator, Junior Secretariat Assistant (General/ Finance & Accounts/ Stores & Purchase) and Junior Stenographer (Hindi/English) at CSIR-IMTECH, Chandigarh. The details of the posts and the respective emoluments as well as age limit as per norms are given below:

Designation	Total No. of Posts & Reservation Status	Pay Level (as per 7 th CPC)	*Total Emoluments (as per 7 th CPC)	**Upper Age Limit not exceeding (as on the last date of online application)
Junior Hindi Translator	Total Posts: 01 (UR-01 post)	Level - 06 (Rs. 35,400 – 1,12,400)	Rs. 64,740/- Approx*	30 years**
Junior Secretariat Assistant (Gen./F&A/S&P)	Total Posts: 09 (UR-08 [#] posts & PwBD-01 post) #01 post is reserved for EWS	Level - 02 (Rs. 19,900 – 63,200)	Rs. 36,220/- Approx*	28 years**
Junior Stenographer	Total Posts: 06 (UR-04 [#] posts & OBC-02 posts) #01 post is reserved for EWS	Level - 04 (Rs. 25,500 – 81,100)	Rs. 47,415/- Approx*	27 years**

*Total Emoluments means approximate total emoluments on minimum of Pay Level inclusive of Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) and Other admissible allowances applicable as per rules.

**Please see age relaxation under Age Limit & Relaxation column.

Abbreviation: UR-Unreserved; SC-Scheduled Caste; OBC-Other backward classes; EWS-Economically Weaker Section; PwBD-Persons with Benchmark Disability.

1. Description of posts advertised					
Post Code - 1001					
Post Code	Post name & number of posts*	Pay Matrix, Pay Level & Age Limit	Essential Qualification	Desirable Qualifications	Job Requirements
1001	Junior Hindi Translator No. of Posts: 01 (01 post – UR)	Pay Level – 6 30 years (as on the last date of the submission of online application)	<p>1. Master's degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's Degree from a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>2. Recognised Diploma or Certificate course in translation from Hindi to English and vice versa OR two years' experience of translation work from Hindi to English and vice versa in Central Government or State Government office, including Government of India Undertaking.</p>	<p>1. Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>2. Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University</p>	<p>1. To assist in the implementation the Official Language policy of Government of India,</p> <p>2. To translate official correspondences / Scientific literatures / documents / records etc. from English to Hindi and vice-versa</p> <p>3. To assist in preparation of / submit reports & returns</p> <p>4. Any other work as may be assigned by Higher Authorities from time to time</p>

Post Code – 2001, 2002 & 2003

Post Code	Post name & number of posts	Pay Matrix, Pay Level & Age Limit	Essential Qualification	Job requirement / Specifications
2001	Junior Secretariat Assistant (General) No. of posts: 04 (Out of 04 UR posts 01 Post reserved for EWS))	Pay Level-2 28 years (as on the last date of the submission of online application)	10+2/XII or its equivalent and proficiency in computer typing speed of 35 w.p.m in English or 30 w.p.m in Hindi typewriting and in using computer as per the prescribed norms fixed by DoPT from time to time.	Candidates are required to provide assistance in the functions of General Administration besides any other official work as and when assigned by Competent Authority.
2002	Junior Secretariat Assistant (Finance & Accounts) No. of posts: 02 (UR)			
2003	Junior Secretariat Assistant (Store & Purchase) No. of posts: 03 (02-UR and 01 post is reserved for PwBD -B, LV)			

Post Code - 3001

Post Code	Post name & number of posts	Pay Matrix, Pay Level & Age Limit	Essential Qualification	Job Requirement/ Specifications
3001	Junior Stenographer No. of posts: 06 (04 Post – UR* & 02 Post – OBC-NCL) (*Out of 04 UR posts 01 Post reserved for EWS)	Pay Level-4 27 years (as on the last date of the submission of online application)	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.	Candidates are required to provide secretarial/ stenographic, typing and any other official/ administrative work as and when assigned by Competent Authority.

Note: The suitability of posts for various benchmark disabilities as per the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified for specific posts, is as detailed below:

Designation	Suitable Category of Benchmark Disability
Junior Hindi Translator	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M), SLD, MI e) MD involving (a) to (d) above
Junior Secretariat Assistant	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M, MoD), ID, SLD, MI

	e) MD involving (a) to (d) above
Junior Stenographer	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above

Abbreviation used: B=Blind, LV=Low Vision, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC= Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD (M)=Autism Spectrum Disorder (M=Mild), SLD=Specific Learning Disability, D=Deaf, BA=Both Arms, Dw=Dwarfism, Mdy=Muscular Dystrophy, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories.

2. Application Fee:

Fee payable: Rs. 500/- (Five Hundred only)

Unreserved (UR), OBC, and EWS Candidates	500/-
Women /SC /ST /PwBD / Ex-Servicemen candidates	NIL

Fee can be paid online (State Bank Collect) through UPI, Net banking or by using Credit or Debit cards.

Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

3. Age limit & Relaxations:

- The cut-off date for determining the age, qualifications, claim of SC/ ST/ OBC (NCL)/ EWS/ PwBD status or any other benefit viz. fee relaxation, reservation, age-relaxation, etc., where not specified otherwise shall be the **last date for submission of online application i.e. 07.07.2025**. The **minimum age for applying is 18 years** as on the last date of submission of online application.
- Permissible relaxation in upper age limit for different categories in accordance with extant Rules/ guidelines of Government of India/CSIR are as under:

Sr. No.	Category	Age-relaxation permissible beyond the upper age limit
1.	OBC (Non-Creamy layer)	3 years
2.	PwBD (Unreserved)	10 years
3.	Ex-Servicemen (ESM)	03 years after deduction of the actual military service rendered from the actual age as on the closing date of receipt of the online application.
4.	Widows/Divorced Women/ Women judicially separated and who are not remarried (UR/OBC)	Up to 35 years of age
5.	Only for the post of Junior Hindi Translator: employees working in CSIR/ Government/ Autonomous Bodies/ Public Sector Undertaking	Up to 05 years

6.	For the post of Junior Secretariate Assistant (Gen/F&A/S&P) & Junior Stenographer – only CSIR employees	There is no age limit for CSIR employees provided they possess the prescribed essential qualification.
7.	Any other age relaxation	As per extant GoI/ DoPT/ CSIR Recruitment Rule

- c. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC (Non-Creamy Layer) as per Government of India orders in force only in those cases where the posts are reserved for respective categories, on production of relevant Caste certificate in the prescribed Government of India (GoI) format signed by the competent authority. The upper age limit for ex-serviceman will be relaxed as per instructions of GoI issued from time to time.
- d. **For the post of Junior Hindi Translator there is relaxation in age limit upto 05 years to CSIR/Government/Autonomous Bodies/Public Sector Undertaking employees in accordance with the instructions and order issued by the Government of India from time to time.**
- e. **There is no age limit for CSIR employees provided that they possess the prescribed qualification for the posts of Junior Secretariat Assistant (Gen/F&A/S&P) and Junior Stenographer.**
- f. As per Govt. of India provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried shall be relaxed up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under sub-para 3 b (4) above, would be required to upload following documentary evidence:
- I. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not re-married since.
 - II. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/ decree of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.
- g. **Age relaxation to Persons with Benchmark Disabilities (PwBD):** Age relaxation of 10 years {total 15 years for SCs/ STs and 13 years for OBCs candidates (Non-Creamy Layer) as per rules} in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions irrespective of the fact whether the post is reserved for person with disabilities or not:
- (i) blindness and low vision;
 - (ii) deaf and hard of hearing/ Hearing Impairment;
 - (iii) autism, intellectual disability, specific learning disability and mental illness;
 - (iv) multiple disabilities from amongst persons under clauses (i) to (iii) including deaf blindness persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. 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.
- h. The facility of using own Scribe/Passage reader/Exemption from Typewriting Test/Difficulty in writing in written examination will be permitted to the PwBD Candidates only if he/she has uploaded the supporting documents/certificates (**Annexure – VIII to XII, whichever applicable**) in the online Application form. The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The scribe has to produce a valid ID proof in original (Aadhaar Card, Voter ID Card, PAN Card, etc.) at the time of examination. The scribe should not be a candidate of this examination. A person acting as a scribe for one candidate cannot be a scribe for another candidate. If a candidate is detected as assisting another PwBD candidate as a scribe in this examination, then the candidatures of both the candidates will be cancelled. A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed to use of scribe as described above. The candidates who are eligible for the use of a scribe but not availing the facility of a scribe will also be given compensatory time of 20 minutes per hour of examination.

- i. SC/ ST/ OBC/ PwBD & EWS candidates are required to produce a copy of the relevant certificate in the prescribed format issued recently by the competent authority at the time of document verification and/or as and when required by the Institute. OBC candidates should produce certificate valid for appointment to posts under the Central Government.
- j. Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Laboratory/Institute/Headquarters for determining the age and no subsequent request for change will be considered or granted. Date of birth should be supported with High School or Higher Secondary or Secondary School Certificate or extracts from Birth Register.
- k. SC/ST/OBC(NCL)/EWS/PwBD/Ex-servicemen candidates are required to upload a copy of the certificate in the prescribed format as the case may be (Annexure-I, II, IV, V/VI/VII & XIV) signed by the specified authority valid for appointment of posts under the Central Government. In addition, the OBC(NCL) candidates have to submit a declaration as per Annexure III.
- l. 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.
- m. Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for submission 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. Further, Family Gross Annual Income shall be computed for the financial year prior to the year of last date of submission of online application.
- n. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim SC/ ST/ OBC(NCL)/ EWS/ PwBD/ ESM status or avail any other benefit.
- o. Relaxation in case of Ex-servicemen will be applicable as per provisions of CSIR/GoI, issued from time to time. Upper age limit is relaxable by 03 years, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application. Only those candidates shall be treated as Ex-Servicemen who fulfill the definition and criteria as laid down in Ministry Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R. 757 (E), issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time. Ex-servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.
- p. Age relaxation is not admissible to sons, daughters and dependents of Ex- Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

4. Mode of Selection for the post of Junior Hindi Translator, Junior Secretariat Assistant & Junior Stenographer:

Name of Post	Selection Procedure
Junior Hindi Translator	The candidates fulfilling all essential qualification will be invited for open competitive written examination. For these posts, there will be two papers (Paper – I and Paper – II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper – I. The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II.

Junior Secretariat Assistant (Gen/F&A/S&P)	The candidates fulfilling all essential qualification will be invited for open competitive written examination and typewriting test on Computer. The proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The written competitive examination consists of the two papers (Paper-I Mental Ability and Paper-II General Awareness & English Language). Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I. The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II. The Hindi typing test on computers will be on <i>Mangal Font</i> .
Junior Stenographer (English/Hindi)	The candidates fulfilling all necessary eligibility criteria will be invited for open competitive written examination and stenography. The proficiency in stenography will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates those who have qualified the proficiency Test in stenography.

5. Methodology for resolution of Tie Cases wherever two or more candidates have secured equal aggregate marks:

Wherever two or more candidates have secured equal aggregated marks, the tie may be resolved in accordance with the order of preference given below (ascending order), till the 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.

6. Norms for Proficiency Test:

Name of Post	Proficiency Test norms on Computer
Junior Secretariat Assistant (Gen) Junior Secretariat Assistant (F&A) Junior Secretariat Assistant (S&P)	<p>English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m. (35 words per minute or 30 words per minute correspond to 10500 KDPH or 9000 KDPH, respectively on an average of 5 key depressions for each word). Time allowed for Typing Test is 10 minutes, which is qualifying in nature.</p> <p>Evaluation of Type-scripts of (Typing) typewriting test – Nature of Mistakes: The criteria /methodology of evaluation of Type-scripts of typewriting test / Typing in computer type speed and in using computer in Hindi/English, calculation of mistakes etc. will be as per CSIR Letter No. 5-1(116)/2011-PD dated 23.04.2014 and 13.07.2015.</p> <p>The methodology for calculating the accurate typing speed, i.e. upto 5% mistakes shall be ignored for UR/EWS/OBC (NCL)/SC/OH/VH candidates and upto 7% mistakes shall be ignored for ST/HH/Ex-Servicemen candidates.</p> <p>For example: For a typing test of 10 minutes:-</p> <p>5% mistakes of total words typed are ignored.</p> <p>Total strokes typed : 1600 Words typed : $1600/5 = 320$ Mistakes : 19 Ignorable Mistakes : 5% of 320 = 16</p>

	<p>Admissible mistakes : $19-16 = 3$</p> <p>As per formula: $\frac{\text{No. of words}}{10} - \text{Number of Mistakes}$</p> <p>$= (320/10) - 3$</p> <p>$= 32 - 3$</p> <p>$= 29 \text{ w.p.m.}$</p>
Junior Stenographer (English/ Hindi)	<p>One Dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m., which is qualifying in nature.</p> <p>The percentage of Ignorable Mistakes allowed for the Proficiency Test in Stenography for the post of Junior Stenographer will be as per the CSIR Letter No. 5-1(211)/2014-PD dated 01.11.2023, which is as under:-</p> <p>(i) 7% - In case of Unreserved.</p> <p>(ii) 10% - In case of all reserved categories (EWS, SC, ST, OBC, ESM, PWD etc)</p>

7. Syllabus & Scheme of written test for the post advertised:

7.1 Syllabus & Scheme of written test for the post of Junior Hindi Translator

For this post, there will be two papers (Paper – I and Paper – II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

Mode of Examination	Paper – I will be OMR Based or Computer Based Objective Type Multiple Choice Examination, while Paper – II will be descriptive.
Medium of Questions	The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi
Standard of Exam	Graduation Level

Paper-I (Time Allotted – 1 Hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Intelligence	50	150 (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.

Paper-II (Time Allotted – 2 hour)

This paper is to assess the writing and translation skills of the candidates which are necessary for this job. The paper would comprise writing of a paragraph in English and Hindi separately; Precis writing in English and Hindi and translation from English to Hindi and Hindi to English. The total marks in Tier – II exam would be 300 marks and time allotted for this exam would be 2 hours. The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II.

7.2 Syllabus & Scheme of written test for the post of Junior Secretariat Assistant (Gen/F&A/S&P)

There will be two papers (Paper-I and Paper-II). The paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-I.

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

Paper-I (Time Allotted-90 minutes)

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

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

Paper II (Time Allotted – 1 hour)

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

7.3 Syllabus & Scheme of Competitive Written Examination & Proficiency Test for Junior Stenographer**A. Scheme of Competitive Written Examination for Junior Stenographer**

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English Language.
Standard of Exam	10+2 / XII
Total No. of Questions	200
Total Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

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

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

B. Proficiency Test in Stenography

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

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

C. EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS-NATURE OF MISTAKES**1. FULL MISTAKES: - The following mistakes are treated as full mistakes: -**

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

2. HALF MISTAKES: - The following are treated as half mistakes: -

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

NOTE

- More than one error in a single word: all the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example, the word 'Honorable' is written as Hon'ble, Hon., Honorable and Hon. - all these forms will be treated as correct.
- CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- The above guidelines will be valid for Hindi Stenography Skill Test also.
- Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes} / 2) \times 100}{\text{Number of words in the master passage}}$$

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

D. Preparation of Merit List

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

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

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

The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by the Selection Committee of CSIR-IMTECH, Chandigarh.

8. 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 Allotment Rules depending on availability and in that case HRA will not be admissible.
- b) In addition to the emoluments, against each category of posts benefits such as applicability of National Pension System, 2004 as amended from time to time, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available, as per rules of CSIR.
- c) All New Entrants will be governed by the “National Pension System” based on defined Contributions for new entrants recruited from Central Government Services on or after 01-01-2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021.

9. General Information and Other Conditions:

- a) The applicant must be a citizen of India.
- b) All applicants must fulfill the essential requirements of the posts and other conditions stipulated in the advertisement as on the last date of submission of **ONLINE** application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for these posts which is compulsory even if a candidate has some high equivalent qualifications. **No enquiry asking for advice as to eligibility will be entertained.**
- c) The online application should be accompanied by all education qualification, mark-sheets and certificates etc., issued by the degree awarding Boards. The prescribed qualifications should have been obtained through recognized Boards.
- d) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to attach copy of order/ letter in this regard, indicating the Authority under which it has been so treated, otherwise application is liable to be rejected.
- e) All applicants must ensure to upload scan pdf copy of original documents of the relevant certificates i.e. proof for Date of Birth certificate (Matriculation or equivalent certificate for age proof), educational qualification, caste certificate, EWS certificate etc., if applicable, along with online application, failing which application will not be considered. Incomplete applications or applications without uploading the scan pdf copy of original certificates/documents, requisite application fee are liable to be rejected.
- f) In case of qualification equivalent to essential qualification, the candidates are required to ensure that the degrees/diploma/certificates produced by them in support of essential qualifications are issued by UGC/AICTE recognized universities/institutes/boards in case if at any later stage it is found that the Diploma/Degree/Certificate has been issued from an unrecognized institute/university/Boards, the candidacy or appointment will be liable to be rejected or cancelled, respectively as per extant rule provisions applicable.
- g) If any document/ certificate furnished is in a language other than Hindi or English, a transcribed copy of the same duly attested by a Gazette Officer or Notary is to be submitted.
- h) **The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of online application i.e. 07.07.2025.**
- i) Candidate must ensure that he/she possesses the essential educational qualification in the relevant areas as required for the post, for which he/she is applying, on the last date of submission of ONLINE application.

- j) e-Admit Cards/Roll Nos will be issued for the Written Examination. No separate call letter(s) shall be posted to candidate(s). All intimation/communications shall be sent by email at the email address mentioned by the candidate in the application form.
- k) Persons with Benchmark Disabilities (PwBD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- l) **Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.**
- m) **The Director, CSIR-IMTECH reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right to not to fill up the posts. The number of vacancies indicated against the Post/ Category is provisional and may increase or decrease at any stage of selection process. The selection procedure of these posts is subject to CSIR/ Govt. of India instructions prevalent at the time of various stages of selection.**
- n) The selected incumbents will be posted in CSIR-IMTECH, Chandigarh. But they can be transferred to any of the Labs/ Institutes/ centers/ field stations of CSIR-IMTECH/CSIR anywhere in India.
- o) The decision of the **Director, CSIR-IMTECH** in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ skill test/ written test, as applicable, venue for skill test/ typing test/ written test and not to fill up all or any of the posts will be final and binding on the candidates and **no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.**
- p) Canvassing in any form and /or bringing in any influence political or otherwise will be treated as a disqualification for the post.
- q) **The Medium of Written examination and/or Proficiency Test in computer/stenography, once opted in the online application form, will not be changed at later stage.**
- r) **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

10. How to apply:

- a) Eligible candidates are required to apply ONLINE through CSIR-IMTECH website www.imtech.res.in. No other mode of application will be entertained.
- b) Candidates are advised to go through the instructions carefully (available on Recruitment Portal) before filling online application.
- c) Online Application will be available on CSIR-IMTECH website www.imtech.res.in [**Commence on 17.06.2025 from 10:00 A.M. onwards and Closes on 07.07.2025 till 05:30 PM**].
- d) Candidates are required to pay ₹500/- online through the link available under the payment option in online application. No other mode of payment of application fee is permissible. **SC/ ST/ PwBD/ Women/ Ex-Servicemen are exempted from payment of application fee.**
- e) **The Candidates can apply for multiple postcodes for the post of Junior Secretariat Assistant (General/Finance & Accounts/ Stores & Purchase). They should select the post(s) code which they are willing to apply. Further, they have to select the order of preference for which they would like to be considered. Candidates may note that they shall not be considered for the cadre which they have not opted for under the preference column.**
- f) In case of Boards awarding CGPA/SGPA/OGPA/DGPA grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards and to mention the percentage so arrived at the appropriate place in the online application format, while filling the same.

- g) If the candidate does not have a valid Email ID, he/she should create a valid Email ID before applying online.
- h) **Candidates should keep a copy of the application printout and payment details (if any) with them**, for their record and same will be made available to office, whenever asked to do so. Printout of Application and payment details will not be available after the closing date for online application.
- i) Application once submitted will not be allowed to be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- j) Only one application will be entertained from each candidate. In case a candidate submits multiple online applications with different registration numbers and/or with different email IDs, only the latest completed application will be considered.
- k) Applications from regular employees working in CSIR laboratories/ Institutes, Government Departments, autonomous bodies and public sector undertakings will be considered only if No Objection & Vigilance Certificate (NOC) is uploaded with the online application with a certificate by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders (**Annexure XIII**).
- l) **Incomplete applications (i.e. without uploading photograph, signature, non-payment of application fee (wherever applicable) and without uploading the attachments as mentioned under Documents Required) will not be entertained and are liable to be summarily rejected.**
- m) Candidates should indicate as to whether any of their blood/close relatives is working in CSIR-IMTECH or any other National Labs/Institutes of the CSIR.

11. Documents Required:

11.1 Following documents are required to be uploaded (in order) as a single PDF as attachment to the application for the post of Junior Hindi Translator:

- a) SSC / 10th certificate (reflecting Date of Birth)
- b) SSC / 10th Mark Sheet
- c) Intermediate / 10+2 certificate & Mark Sheet
- d) Graduation Degree & Mark Sheet
- e) Post Graduation Degree & Mark Sheet
- f) Certificate/Mark Sheet of recognised Diploma or Certificate course in translation from Hindi to English and vice versa **OR** two years' experience certificate of translation work from Hindi to English and vice versa, whichever is applicable.
- g) Certificate(s) related to higher qualification, if any
- h) Copy of Aadhaar card.
- i) No Objection & Vigilance Certificate (NOC), wherever applicable
- j) Any other relevant documents/certificates, if any.

Other Documents to be uploaded separately (Wherever Required)

- a) Fee receipt (wherever applicable)
- b) Caste/ Category certificate (wherever applicable) in the formats prescribed by the Govt. of India
- c) Certificate(s) related to PwBD (Annexure – V, VI or VII, wherever applicable) in the prescribed format including Annexure VIII to XII, whichever if applicable)
- d) Certificate(s) related to Widow women/Divorced women/ Women Judicially separated (wherever applicable) from their husbands.
- e) Discharge Book / PPO / Certificate as per Annexure - XIV for Ex-Servicemen (wherever applicable)
- f) Documents/certificates required for age relaxation, if any.
- g) No Objection & Vigilance Certificate (NOC) (wherever applicable)

11.2 Following documents are required to be uploaded (in order) as a single PDF as attachment to the application for the post of Junior Secretariat Assistant and Junior Stenographer:

- a) SSC / 10th certificate (reflecting Date of Birth)
- b) SSC / 10th Mark Sheet
- c) Intermediate / 10+2 certificate & Mark Sheet
- d) Certificate(s) related to higher qualification, if any
- e) Copy of Aadhaar card.
- f) No Objection Certificate (NOC), wherever applicable
- g) Any other relevant documents/certificates, if any.

Other Documents to be uploaded separately (Wherever Required)

- a) Fee receipt (wherever applicable)
- b) Caste/ Category certificate (wherever applicable) in the formats prescribed by the Govt. of India
- c) Certificate(s) related to PwBD (Annexure – V, VI or VII, wherever applicable) in the prescribed format including Annexure VIII to XII, whichever if applicable).
- d) Certificate(s) related to Widow women/Divorced women/ Women Judicially separated (wherever applicable) from their husbands.
- e) Discharge Book / PPO / Certificate as per Annexure - XIV for Ex-Servicemen (wherever applicable)
- f) for Ex-Servicemen (wherever applicable)
- g) Documents/certificates required for age relaxation, if any.
- h) No Objection & Vigilance Certificate (NOC) (wherever applicable)

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

No hard copy of application or any document is required to be sent

Any further information regarding this Advertisement like date, time and venue of Examination, any addendum/ corrigendum or any variation in number of posts/ cancellations of post(s) etc. will be made available through CSIR-IMTECH website www.imtech.res.in only. No separate individual information/intimation shall be sent to the candidates. Therefore, the candidates are advised to keep a regular watch of CSIR-IMTECH website accordingly.

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

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED

Sd/-
Controller of Administration

भारत का नवाचार इंजन
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List of Annexures

Sr. No.	Particulars of Annexures	Annexure Number
1.	Form of Certificate to be produced by the Scheduled Castes and Scheduled Tribes candidates claiming fee relaxation.	<u>Annexure - I</u>
2.	Form of Certificate to be produced by Other Backward Classes applying for appointment to Posts under the Government of India	<u>Annexure - II</u>
3.	Form of declaration to be submitted by the OBC – NCL candidate (in addition to the community certificate)	<u>Annexure - III</u>
4.	Form of Income & Asset Certificate to be produced by Economically Weaker Sections	<u>Annexure - IV</u>
5.	Form –V Certificate of Disability	<u>Annexure - V</u>
6.	Form – VI Certificate of Disability	<u>Annexure – VI</u>
7.	Form – VII Certificate of Disability	<u>Annexure – VII</u>
8.	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.	<u>Annexure – VIII</u>
9.	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.	<u>Annexure – IX</u>
10.	Certificate regarding physical limitation of an Examinee to Write	<u>Annexure - X</u>
11.	Letter of Undertaking for Using Own Scribe	<u>Annexure - XI</u>
12.	Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test	<u>Annexure - XII</u>
13.	No Objection & Vigilance Certificate	<u>Annexure - XIII</u>
14.	Certificate to be produced by serving/retired/released armed forces personnel for availing the age concession for posts filled by direct recruitment	<u>Annexure - XIV</u>

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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 recognised as a Scheduled
Caste/Scheduled Tribe* under:—

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

%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 Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumariof village/town* in District/Division* of the State/Union Territory*.....who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of 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)

**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 09th March, 2004, OM No. 36033/3/204- Esttt. (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. Administrative/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 the 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 09th 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 _____ District _____ in the State/ Union Territory _____ Pin Code _____

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her „family“*** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/her family does not own or possess any of the following assets *** :

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____
Name _____
Designation _____

Passport size attested
Photography of the applicant

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

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

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

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 Attested	Passport Photograph	Size (Showing face only) of the person with disability
--------------------	------------------------	--

Certificate No. _____

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 _____

C. He/she has _____ % (in figure) _____ percent

(in words) permanent Locomotor Disability/dwarfism/blindness in relation to his/her

_____ (part of body) as per guidelines (_____ number and date

of issue of the guidelines to be specified).

1. 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 cases of multiple disabilities)

[See rule 18(1)]

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

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

Certificate No. _____ Date: _____

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

Date of Birth (DD/MM/YY) _____ Age _____ years, male/female.

Registration No. _____ permanent resident of House No. _____

_____ Ward/Village/Street _____

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

A. He/she is a case of Multiple Disability. His/Her extent of permanent physical
impairment/disability has been evaluated as per 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			

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 _____percentage

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)

@ - 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

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)

Recent passport size attested
Photograph (Showing face only)
Of the person with disability

[See rule 18(1)]

Certificate No. _____

This is to certify that I have carefully examined Shri/Smt/Kum _____
son/wife/daughter of shri _____ Date of Birth (DD/MM/YY) _____
Age _____ Years, male/female _____ Registration No. _____
permanent resident of House No _____ Ward/Village/Street _____ Post
Office District _____ State _____, Whose photograph is affixed above, and am
satisfied that he/she is a case of _____ Disability, His/her extent of percentage
physical impairment / disability has been evaluated as per guidelines
(_____ number and date of issue of the
guidelines to be specified) and is show 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.	Hemophilia			
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

(Counter signature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government, in case the
Certificate is issued by a medical
Authority who is not a government

Signature/Thumb impression Of the person in whose favour Certificate of disability is Issued.
--

Servant (With Seal)

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.

Annexure – VIII**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
 scribed 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				

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 Name of Government Hospital /Health Care Centre with Seal

Place :

Date:

Annexure – IX**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/Reg. 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.

(Signature of the candidate)

Place-

Date-

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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/State) and to state that
 he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical
Superintendent ofA Government health care Institution Name &
DesignationName 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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 CSIR
 भारत का नवाचार इंजन
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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/Reg. 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: _____

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

This is to certify that Sh./Smt./Kum _____ son/daughter/wife of Shri _____

is suffering from _____.

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

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

Signature of Civil Surgeon:

Name:

(Official
Stamp) Place:

Date:

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

Signature of

candidate: Name:

Roll/Reg. Number:

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NO OBJECTION & VIGILANCE CERTIFICATE

This is to certify that Sh./Smt./Ms/Dr. _____ has been working in _____ (Office / Organization name) since _____ (date). Presently he / she is holding the post of _____ on regular / temporary / tenure / contract basis which is a full time employment, in pay level [as per VII CPC] / Pay Scale [in IDA] _____.

It is further certified that this Organization/Department/Institute has no objection to his / her applying for the post of Junior Hindi Translator/Junior Secretariat Assistant (Gen/S&P/F&A)/Junior Stenographer in CSIR – Institute of Microbial Technology, Chandigarh. In case of his / her selection, he / she will be relieved within one month of the receipt of the appointment order and his / her lien will / will not be retained by this organization.

Further, it is also to certify that no vigilance / disciplinary case and departmental enquiry is either pending or contemplated against him / her. The integrity of the officer is also certified.

Date:

Signature of employer with office stamp

Place:

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**CERTIFICATE TO BE PRODUCED BY SERVING / RETIRED / RELEASED ARMED FORCES
PERSONNEL AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT
RECRUITMENT**

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: _____

सौएसआईआर

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Signature, Name and Designation of the

Competent Authority **

SEAL

% . Delete the paragraph which is not applicable.