



सीएसआईआर-राष्ट्रीय वांतरिक्ष प्रयोगशालाएं
CSIR-NATIONAL AEROSPACE LABORATORIES
P.B. No.1779, HAL Airport Road, Kodihalli, Bengaluru – 560 017

Advt. No.03/2025
(Website: www.nal.res.in)

Starting Date for submission of Online Application : 16/04/2025 at 9.00 AM IST
Last Date for receipt / submission of Online application : 20/05/2025 at 5.00 PM IST

ADVERTISEMENT FOR RECRUITMENT OF JUNIOR SECRETARIAT ASSISTANT (JSA) & JUNIOR STENOGRAPHER (JST) POSITIONS ON DIRECT RECRUITMENT BASIS

CSIR-National Aerospace Laboratories (CSIR-NAL) is a premier Research Laboratory under Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science and Technology, Government of India. CSIR-NAL has a strong programme in Civil Aviation including the nationally important project of design and development of a multirole Light Transport Aircraft (SARAS). CSIR-NAL is also exploring several aerospace technologies into spin-off industrial applications. It has excellent facilities in all the aerospace disciplines.

CSIR-NAL strives to have a work-force which reflects Gender balance and Woman candidates are encouraged to apply.

CSIR-NAL invites ONLY ONLINE application from eligible Indian citizens for the following positions:

Post Code	Name of Post	Total No. of Posts & Reservation	Upper Age Limit (as on last date of submission of online application)	Pay Level in Pay Matrix as per CPC & Total Emoluments	Essential Qualification	Desirable Qualification
AD-01	Jr. Secretariat Assistant (Gen)	09 Posts (UR-05, OBC (NCL) -01, SC-02 & ST-01 [Out of the above posts, 1 post is reserved for PwBD (Multiple disabilities)])	Not Exceeding 28 Years #	Pay Level-2 (₹ 19900- 63200) ₹ 39,000/-p.m.* (approximately) (inclusive of Basic Pay, DA, HRA, TA etc.)	10+2/XII or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time.	Knowledge of computer, preferably MS Office, MS Word, MS Excel, Power Point after fulfilling essential qualification.
AD-02	Jr. Secretariat Assistant (S&P)	05 Posts (UR-03, OBC (NCL)-01 & SC-01 [Out of the above posts, 1 post is reserved for sports Quota])				
AD-03	Jr. Secretariat Assistant (F&A)	07 Posts (UR-03, OBC (NCL)-01, EWS-01 & SC-02 [Out of the above posts, 1 post is reserved for ESM])				
AD-04	Junior Stenographer	05 Posts (UR-03, SC-01 & ST-01)	Not Exceeding 27 Years #	Pay Level - 4 (₹25500- ₹81100) ₹49000/- p.m.* (approximately) (inclusive of Basic Pay, DA, HRA, TA etc.)	10+2 / XII or its equivalent and Proficiency in Stenography as per the prescribed norms fixed by DoPT from time to time	

SC: Scheduled Caste; ST: Scheduled Tribe; OBC (NCL): Other Backward Classes [Non-Creamy Layer]; PwBD (Multiple Disabilities): Persons with Benchmark Disability (Multiple Disabilities); EWS: Economically Weaker Section; ESM: Ex-Servicemen & UR: Unreserved

Age relaxation as admissible under the GoI rules made applicable to CSIR

* Total emoluments means approximate total emoluments on minimum pay of the Pay Level including House Rent Allowance in Bengaluru (Class 'X' City), as per rules.

The cut-off date for determining the upper age limit, qualification and/or experience shall be the closing date prescribed for submission of ONLINE application.

Job Requirements:

AD-01, AD-02 & AD-03	Candidates are required to provide assistance in the functions of General Administration/Finance & Accounts/Stores & Purchase and any other such duties as assigned by the authorities from time to time.
AD-04	To provide Secretarial / Stenographic assistance / Typing or other official work and any other such duties as assigned by the authorities from time to time.

I. BENEFITS UNDER COUNCIL SERVICE:

1. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to CSIR employees at the place of posting. Council employees are also eligible for accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.
2. In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme, reimbursement of Medical Expenses, Leave Travel Concession and Children's Education Allowances etc. are also available as per CSIR/Govt. of India (GoI) Rules as applicable to the Council Servants.
3. In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules-1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.
4. All the posts carry All India Service Liability (AISL), i.e. the candidate on selection may be asked to serve anywhere in the country.

II. GENERAL INFORMATION AND OTHER CONDITIONS:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements i.e. age limit and other conditions specified in the advertisement as on the last date of submission of online applications. Applicants are advised to ensure that they possess the essential qualifications/experience for the post(s) against which they are submitting their application(s). Inquiries regarding eligibility will not be entertained.
- c. Applicants currently working in CSIR/ Government Organizations /Autonomous Bodies/ Statutory Bodies/Universities/PSUs etc., as regular employee must inform their department or office and upload the "**No Objection Certificate**" (NOC) from their employer at the time of submitting the online application (as per attached format), failing which their candidature will NOT be considered.
- d. Candidates eligible for the posts may apply for all the four post codes i.e. JSA(Gen), JSA(S&P) JSA(F&A) & Junior Stenographer separately by paying separate application fees, wherever applicable. However, candidates should refrain themselves from applying for multiple post codes by submitting a single application fee.

In case a candidate applies for all the four post codes and submits one application fee then he may be allotted to any one of the post codes based on merit as per the decision of the Competent Authority, CSIR-NAL which will be binding upon the concerned candidates and no representation in this regard will be entertained under any circumstances. **Candidates are advised to submit application fee separately for each post code they apply.**

- e. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for typing test/written test for JSA & JST and proficiency test in stenography (only for JST). The candidates should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification supported with documents.
- f. Online application along with scanned copies of all certificates, mark-sheets, experience certificates and testimonials in support of relevant educational qualification and relevant experience etc., issued by the degree awarding Institutions and Organizations must be uploaded. The prescribed qualifications should have been obtained through recognized Universities/Institutions.
- g. In respect of 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 and upload the same while applying for the post, indicating the Authority (with number and date) under which it has been so treated, otherwise application is liable to be rejected.
- h. If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by the Gazetted Officer or Notary is to be uploaded.
- i. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- j. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E. II dated 23.12.2003/ No. 5-1(49)/2008-PD dated 18.08.2022 or as amended from time to time and other instructions issued on the subject.
- k. Any discrepancies found between the information given in the application and as evident in original documents at the time of verification of documents, will make the candidate ineligible for the post.
- l. The number of vacancies indicated against the Post Code is provisional and may increase or decrease at the time of selection. The Competent Authority may or may not fill up any or all the posts or cancel the Advertisement in part or full due to any unforeseen/unavoidable reasons. No representation in this regard shall be entertained.
- m. It may also be noted that if at any stage of the examination (written test or typing test or proficiency test in stenography) a sufficient number of candidates are not found for any post(s), the further test/examination may be cancelled.
- n. The selected incumbents will be posted in CSIR-NAL. But they can be transferred to any of the Labs/Institutes of CSIR anywhere in India. The decision of the Director, CSIR-NAL in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ proficiency test/type test/written test, as applicable, venue for test, not to fill up all or any of the posts will be final and binding on the candidates.
- o. In the event of any inconsistency between Hindi and English version of this advertisement, the English version shall prevail.
- p. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/10th Standard or equivalent mark-sheet/certificate indicating the date of Birth will be accepted for determining the age and no subsequent request for change will be considered/granted. Where date of birth is not available in certificate/ mark sheets issued by concerned educational Boards, School leaving certificate indicating Date of Birth will be considered.
- q. Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR or any other National Labs/ Institutes/ Units of the CSIR.
- r. Notifications about the date of Proficiency Typing Test and Written Test etc., the recommendations of the Screening/Selection Committees, the criteria used, and any further updates, notices, addendum or corrigendum related to this advertisement will be posted solely on the <https://www.nal.res.in>. No individual notifications will be sent to candidates; thus the candidates are advised to check the CSIR-NAL official website regularly.
- s. The medium of Proficiency Test of Typing Test / Stenography Test will be the same (Hindi /English) as opted in the Online Application Form. The medium once opted in online application form cannot be changed at later stage. Therefore, this option should be chosen carefully.
- t. The selected candidates will be on probation for a period of **TWO YEARS** from the date of joining. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- u. The selected candidates may not be permitted to apply for appointment elsewhere or in CSIR-NAL during the probationary period and if they have already applied for any posts in any other organization, they may have to intimate the details of such applications, immediately after joining the Laboratory.

- v. Wherever grades are awarded by Universities/Institutes in CGPA/SGPA/OGPA etc. system, candidates are requested to convert **the same into percentage based on the formula adopted by the University/Institute and mention the percentage at the appropriate column** in the application form.
- w. Candidates may register online immediately on seeing the advertisement to avoid last day rush/ disappointment.
- x. Candidates shall not be reimbursed / paid any travelling allowance / daily allowance to appear for typing / stenography tests / written examination.
- y. NO INTERIM EQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED FROM ANY INDIVIDUAL OR HIS/HER AGENCY.

III. AGE LIMIT & RELAXATIONS (AS ON LAST DATE OF ONLINE APPLICATIONS)

- a. The applicant should have completed the age of 18 years and should not be aged above 28/27 years as applicable (UR candidates) as on the last date for receipt of online application.
- b. The upper age limit is relaxable up to 05 years for Scheduled Caste (SC)/Scheduled Tribe (ST) and 03 years for Other Backward Class [OBC (NCL)], as per Government of India Orders in force, only in those cases where the posts / vacancies are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test / verification.
- c. SC/ST/OBC (NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be treated on par with general candidates in respect of their selection. (Application Fee exemption is however applicable for SC and ST candidates in such cases).
- d. **There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. No such age relaxation is allowed to applicants under employment of Central Government/State Govt./Autonomous Bodies.** A candidate claiming to belong to the category of departmental candidate and thus seeking age relaxation under this para would be required to produce a Certificate issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is appointed on regular basis and not on casual/ad-hoc/daily wages/hourly paid/contract basis employee.
- e. Candidates belonging to the reserved categories of SC/ST/OBC (NCL)/PwD/ESM/Sports must upload a scanned copy of their certificate with their applications. This certificate should be in the prescribed format and issued by the Competent Authority authorized to issue such certificates, such as the SDO, District Magistrate, or Deputy Commissioner, as specified by the Government of India.
- f. Eligibility for OBC candidates will be based on castes listed in the Central List of the Government of India, and their sub-caste must match the entries in this list; otherwise, their candidature will not be considered under any reserved category and will be treated as Unreserved (UR), if otherwise eligible. OBC candidates in the "Creamy Layer" are not entitled for concessions available to the OBC category and must indicate their category as General.
- g. The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- h. As per Govt. of India provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
 - I. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - II. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- i. Age relaxation to Persons with Benchmark Disabilities (PWD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates as per rules) in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:
 - (i) blindness and low vision;
 - (ii) deaf and hard of hearing;
 - (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - (iv) autism, intellectual disability, specific learning disability and mental illness;
 - (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness

Persons claiming age relaxation under this sub-para would be required to produce a certificate in the 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.

The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved to person with disabilities or not, provided the post is identified suitable for the relevant category of disability.

If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

PwBD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.

- j. SC/ST/OBC/EWS/PwBD/ESM/Sports quota candidates are required to produce a copy of the certificate in the prescribed format issued recently by the specified authority at the time of document verification. Candidates should ensure to produce valid certificates for appointment to posts under the Central Government.

Candidates seeking reservation benefits available for SC / ST / OBC(NCL) / EWS / ESM / PwBD/Sports Quota must ensure that they are entitled to such reservation as per eligibility prescribed in the notice.

- k. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce valid certificate on Income and Asset in the prescribed format issued by a Competent Authority. The crucial date for submitting income & asset certificate by the candidate shall be the closing date for receipt of online application(s).

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

Further, Family Gross Annual Income shall be computed for the financial year prior to the year of last date of submission of online application. For example, if the closing date for receipt of application for a post is May, 2025, the financial year for computing gross annual income of the family shall be 2024-2025 and the certificate shall be valid for 2025-2026.

- l. 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.

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

- m. Persons claiming any type of relaxation viz. age relaxation, exemption of payment of application fee etc. are required to produce valid certificates claiming their relaxation, failing which their candidature shall be canceled and no representation in this regard shall be entertained.
- n. Any other age relaxation shall be applicable as per extant GoI/ CSIR Recruitment Rules.

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

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

IV. GUIDELINES FOR PERSONS WITH DISABILITIES INCLUDING USE OF SCRIBE

- The facility of scribe/ passage reader will be allowed to a PwBD candidate only if he/she has opted for the same in the online application form. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.
- 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.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream.
- The candidates with benchmark disabilities (PwBD) allowed for own scribe shall be required to submit the details of the own scribe, before the examination as per Annexures, as applicable and submit the originals on the day of examination. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with relevant Annexures mentioned above. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

- j. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.
- k. Any other provisions as per GoI Rules made applicable to CSIR.

V. MODE OF SELECTION:

- a. Mode & Scheme of examination for the post of Junior Secretariat Assistant (Gen/F&A/S&P) is attached at **Annexure-A** and Junior Stenographer is attached at **Annexure-B**.
- b. The prescribed essential qualifications are the minimum and mere fulfillment of educational qualifications and advertised criteria does not entitle a candidate to be called for Proficiency test in stenography / computer typing/ written test, as applicable. CSIR-NAL may adopt its own criteria for short-listing the applicants and only those candidates who, in the opinion of the Laboratory, suit the Laboratory requirement, will be called for proficiency test in stenography / computer typing / written test, as applicable. The candidate should, therefore, mention in the application all the qualifications, division, full marks, marks secured, %age of marks beginning from 10th / SSC onwards and experience, in the relevant area over and above the minimum prescribed qualifications, supported with documents
- c. In the event of number of applications being large, CSIR-NAL may adopt shortlisting criteria to restrict the number of candidates to be called for Proficiency test in stenography / computer typing / written test to a reasonable number by any or more of the following methods: -
 - I. On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.
 - II. On the basis of marks obtained in the academic qualification.
 - III. Any other methodology as deemed fit by CSIR-NAL
- d. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- e. The candidates as recommended after screening will be invited for a Proficiency test in stenography / computer typing / Written test, as the case may be. The sequence/order of conducting Tests will be notified separately.

All the tests will be conducted in Bengaluru. However, it can be conducted in any other city as may be decided by the Competent Authority. No representation for change of center will be entertained.

VI. Resolution of tie:

If there will be a tie in the merit list between/amongst the candidates, then tie will be resolved in the following order of precedence (ascending order), till tie is resolved:

- a) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
- b) Date of Birth, with older candidate placed higher,
- c) Candidate acquiring Essential degree earlier placed higher,
- d) Alphabetical order in which first names of the candidates appear.

VII. How to Apply:

- a. Eligible candidates are required to apply ONLINE only by accessing the website <https://www.nal.res.in>.
- b. For online application process please refer "How-to-apply online" instructions, "Fee Payment Procedure" and 'Application Replica' available on the above-mentioned website/portal.
- c. The application is to be submitted in three distinct steps within prescribed timeline, as below:
 - i) Registration [online] ii) Fee Submission [online], if applicable. iii) Online application submission.
- d. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. Application once made will not be allowed to be withdrawn and application fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process. **Applicants must make sure that all the fields in the application are completed without leaving any fields blank and the documents they are uploading are not blur and must be readable.**

- e. Candidates are required to submit **only one** online application for each post code. However, in case of multiple applications, the last application will be treated as valid application and it will be accepted if eligible. **Scrutiny of application will be done only on the basis of last submitted application.** No request to consider any other application will be entertained.
- f. Candidates are required to upload his/her recent passport size scanned colour photograph and signature each (max. size 50 KB) and also relevant certificates (max. size 1 MB each) at the specified place in the online application and preserve 04 identical copies of color photograph for submission at this office as and when asked.
- g. The deadlines for the above mentioned stages of application are as follows:
Starting Date for registration / fee submission of Online Application : 16/04/2025 at 9.00 AM IST
Last Date for submission of Online application : 20/05/2025 at 5.00 PM IST
- h. Procedure for ONLINE payment of Application Fees: Candidates are to log on to the State Bank Collect web page (<https://www.onlinesbi.sbi/sbicollect>) then click Type of

Corporate / Institution	=	Govt. Department
State of Corporate / Institution	=	Karnataka
Department Name	=	NATIONAL AEROSPACE LABORATORIES
Purpose of Payment	=	Application fee Related

Mention Advertisement No., Application No., Post Code and other details
- i. Candidates are to furnish the E-receipt of SB Collect Reference No. _____, date _____ amount ₹500/- while filling the online application form after successful e-payment through SB Collect, failing which application will be rejected. However, application fee exempted applicants (SC/ST/PwBD/Women/Ex-Servicemen) are required to mention 00 application fee at the space provided while submission.
- j. After submission of ONLINE application, candidates are requested to download the application and keep the same with them as the facility of downloading of application will not be available after the last date. Candidates should mandatorily preserve hard copy of the application along with proof of application fee, its enclosures, if any, for their record and they should produce it as and when asked for submission by authorities of CSIR-NAL. Candidates are requested not to send or post the hard copy of the application to CSIR-NAL but keep the same with them.
- k. Candidates are required to bring the hard copy of application along with its enclosures, a color passport size photograph and proof of payment of application fee with them when it is asked for, failing which their candidature will be rejected.
- l. The candidature is provisional and subject to verification of original documents, payment of application fee where applicable and if the verification reveals any false information, candidature will be summarily rejected forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
- m. If any candidate is found not eligible at any stage, then his/her candidature will be rejected forthwith and no representation in this regard will be entertained.

VIII. Application Fee

A non-refundable application fee of ₹500/- (Rupees Five hundred only) for each post code separately as applicable, is required to be paid by the candidates through SB Collect. **The candidates belonging to SC/ST/PwBD/Women/Ex-servicemen are exempted from submission of application fee.**

A candidate can apply for JSA (Gen./S&P/F&A) & JST positions subject to fulfilling all eligibility criteria for each individual post. However, candidates need to fill the application form with the requisite application fee, certificates/documents, NOC etc. separately for each post.

IX. Candidates are required to upload the following documents in a merged single PDF file (less than 05 MB) in following chronological order while filling up of online application form, failing which his/her candidature will be cancelled:

- a) Date of Birth Certificate/10th /SSC Certificate as DoB proof. (Mandatory)
- b) SSC/10th certificate & Mark sheet (Mandatory)
- c) 10+2/XII/Diploma or its equivalent pass certificate & Mark sheet (Mandatory)
- d) SB Collect Receipt of ₹500/- as application fee, non-refundable, (Mandatory, where applicable.)

- e) Valid Caste/Category/Tribe/community/EWS/PwBD/ESM/Sports Quota certificate, in the prescribed Govt. of India format signed by the specified authority, (Mandatory for candidates, applying for reserved posts and claiming any type of relaxation viz. age relaxation, fee exemption etc. wherever applicable, failing which candidature will be cancelled).
- f) Valid document for Identification (Aadhar Card/PAN Card/ Voter ID Card etc.)
- g) Any higher Educational certificate and Mark sheets availed after Intermediate/10+2 or its equivalent
- h) Experience/ Service Certificate (s) mentioning the details of Name, Designation, Periods of Service and Pay Scale with Pay Level, if applicable.
- i) No objection certificate, if applicable.
- j) Any other relevant certificate/documents

Candidates may note that they need to submit only ONLINE application or applications if applying for more than one post along with relevant documents as above to be uploaded in a single merged PDF file (less than 05 MB) at the space provided and after submission of online application, download the application on or before the last date and keep it with them. Candidates need to bring it with them at the time of Proficiency test in Stenography / Computer Typing / Written Test as applicable / Document Verification / whenever asked for, failing which they will not be allowed to attend the test. Candidates need not to send hard copy of application to CSIR-NAL.

**Sd/-
Sr. Controller of Administration**

A. SCHEME OF EXAMINATION FOR JUNIOR SECRETARIAT ASSISTANT (GEN/F&A/S&P)**Selection Procedure:**

The selection will be made based on the merit list of Competitive Written Examination and Proficiency Test in computer typing which is qualifying in nature.

Scheme & Syllabus of Competitive Written Examination for the post of Junior Secretariat Assistant [Gen/F&A/S&P]

There will be two papers (Paper-I & 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 Paper-I. Paper-I is qualifying in nature. **Merit list will be prepared based on marks obtained in Paper-II.**

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 (3 hours and 20 minutes for the candidates eligible for scribe)

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

B. Proficiency Test in Computer:

English Typing @ 35 w.p.m and Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes 35 / 30 w.p.m. correspond to 10500 / 9000 KDPH on an average of 5 key depression for each word.

C. Evaluation of Typing Test - Nature of Mistakes

The methodology of evaluation of Typing Test, calculation of mistakes, etc. will be as per GoI Rules made applicable to CSIR and RR for the post.

D. Preparation of Merit List:

- Proficiency Test in Computer is qualifying in nature.
- Paper-I of the Written Examination is also qualifying in nature. The Selection Committee will fix the minimum cut-off marks in Paper-I.
- 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.
- The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper II.

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

The sequence/order of conducting the Proficiency Test in Computer followed by a competitive written examination or vice versa will be decided by the Selection Committee and the same will be notified through the website of CSIR-NAL for information of all concerned.

A. Selection Procedure:

The selection will be made based on the merit list of Competitive Written Examination and Proficiency Test in Stenography which is qualifying in nature which is qualifying in nature.

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
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. The transcription time is as follows:

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

C. Evaluation of Transcripts of Stenography Tests-Nature of Mistakes

The methodology of evaluation of Stenography Test, calculation of mistakes, etc. will be as per Gol Rules made applicable to CSIR and RR for the post.

D. Preparation of Merit List

- 1) The proficiency in stenography will only be qualifying in nature.
- 2) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- 3) 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 and the same will be notified through the website of CSIR-NAL for information of all concerned.

**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: _____

No Objection Certificate for Applying to Advertisement No. _____

This is to certify that Dr./Mr./Ms. _____, Designation _____, is a permanent/regular employee of this department/organization and has been serving in the capacity of Current Position _____ since _____.

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. _____ dated _____ for the position of Post Code _____ Position _____. This department/organization has no objection to Dr./Mr./Ms. _____ participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. _____ is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. _____ 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]

THE FORM OF CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATES (CSIR)
FOR CLAIMING AGE CONCESSION

(Letter Head of the Institution/Issuing Authority)

No.

Date:

**CERTIFICATE FOR CLAIMING AGE CONCESSION FOR APPLYING AGAINST
ADVERTISEMENT NUMBER:.....**

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

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

Certified that:

* (a) Dr./Mr./Ms.holds substantively a permanent post ofin the.....(Name of the Institute) with effect fromto

OR

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

* Strike out which is not applicable.

Place:

For [Name of the Institute],

[Signature of Issuing Authority]

[Name of Issuing Authority]

[Designation of Issuing Authority]

[Official Seal/Stamp]

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

This is to certify that Shri/Shrimati/Kumari*..... Son/daughter* of
..... of village/town*..... in District/Division*
..... of the State/Union Territory*..... belongs to the
..... caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under:-

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

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, i 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
- @ The Constitution (Scheduled Caste) Order (Amendment) Act 2007

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribe certificate issued to Shri/Shrimati*.....Father/ Mother of Shri/ Shrimati/ Kumari*
..... of village/town*/Territory**..... in
District/ Division*.....of the State/ Union Territory* who
belong to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the..... dated.....

% 3. Shri/Shrimati/Kumari*.....and/or* his/her* family ordinarily
resides in village/town* of
District/Division* of the State/Union Territory*

Signature.....

**Designation.....

(With Seal of Office) State/Union Territory*

Place:.....

Date:.....

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable

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

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

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

Note:

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

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

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

Signature _____
Designation _____ \$

Dated:

Seal

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

** As amended from time to time.

\$ List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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

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

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

Signature _____

Full Name _____

Address _____

Place: _____

Date: _____

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

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

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

Signature with seal of Office.....

Name.....

Designation.....

Recent
 passport size
 attested
 photograph of
 the applicant

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

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

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

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES
PERSONNEL FOR 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.

1. 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
2. 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 isserving 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

Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

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

Certificate No.

Date:.....

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

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Letter of Undertaking for Using Own Scribe

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

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

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

(Signature of the candidate with Disability)

Place:

Date:

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

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

Signature
Chief Medical Officer/Civil Surgeon/Medical Superintendent of
a Government health care Institution
Name & Designation
Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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