



सी.एस.आई.आर - राष्ट्रीय समुद्र विज्ञान संस्थान
CSIR - NATIONAL INSTITUTE OF OCEANOGRAPHY
दोना पौला, गोवा / Dona Paula, Goa – 403 004
Website : <https://www.nio.res.in>



ADVERTISEMENT NO.: NIO/02-2025/R&A

“CSIR strives to have a workforce which reflects gender balance and Women candidates are encouraged to apply”

Commencement of Online Application:	26.05.2025 (09:00 AM)
Last date of submission of Online Application:	24.06.2025 (11:59 PM)
Printout of the Online Application Form is not required to be sent to CSIR-NIO.	

The CSIR-National Institute of Oceanography (CSIR-NIO) is a premier research laboratory under the aegis of the Council of Scientific and Industrial Research (CSIR), which is an autonomous body under the Ministry of Science & Technology, Government of India. CSIR-NIO is looking for sincere, enthusiastic and dedicated individuals and invites applications from Indian nationals to fill up the following Administrative Posts at CSIR-NIO, Goa and its Regional Centres (RCs) at Mumbai, Kochi and Visakhapatnam:

Online applications are invited from Indian citizens for filling up the following positions:

1. DETAILS OF THE VACANCY POSITIONS / QUALIFICATION ETC.

Post Code	Name of the Post	No. of posts & Reservation	Upper Age Limit as on 24.06.2025*	Classification and Pay Level as per 7th CPC Pay Matrix	Total Emolument [#]
JSA	Junior Secretariat Assistant (General)	10 Posts (UR – 05, OBC(NCL)-02, ST-02, EWS-01)	28 years	Group C (Non-Gazetted) Level – 2 (19,900 - 63,200)	Rs. 36220/-
	Junior Secretariat Assistant (Finance & Accounts)	06 Posts (UR – 03, OBC(NCL)-01, ST-01, EWS-01)			
	Junior Secretariat Assistant (Stores & Purchase)	03 Posts (UR – 02, EWS-01)			
JST	Junior Stenographer	06 Posts (UR – 02, OBC(NCL)-02, ST-01, EWS-01)	27 years	Group C (Non-Gazetted) Pay Level 4 (₹25500 - ₹81100)	Rs. 47415/-

* Please see details of age relaxation under Age limit & Relaxation Column.

Total Emoluments means approximate total emoluments per month on a minimum of Pay Level inclusive of Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. in Class ‘Y’ City (Goa).

Out of 25 posts, 02 posts are reserved for Ex-servicemen and 02 posts are reserved for Persons with Benchmark Disabilities [1 each under Visually Handicapped category (PwBD-VH) and Hard of Hearing category (PwDB-HH)].

Candidates are strongly advised to apply well in time without waiting for the last date for submission of online applications.

Note: The number of vacancies indicated against each post is provisional and may increase or decrease.

Abbreviations: UR - Unreserved, SC - Scheduled caste, ST - Scheduled Tribe, OBC (NCL) - Other Backward Classes (Non-Creamy Layer), EWS - Economically Weaker Sections, PwBD - Persons with Benchmark Disabilities, OH - Orthopedically Handicapped, JSA - Junior Secretariat Assistant, Gen. – General, F&A – Finance & Accounts, S&P – Stores & Purchase

Preference for Posts/Cadres :

Candidates eligible and wish to be considered for both Junior Stenographer and Junior Secretariat Assistant (JSA) are required to apply separately for both post codes and pay the respective application fee (if applicable).

However, a single application is sufficient for applying to different cadres of Junior Secretariat Assistant (JSA) subject to the eligibility for the same by giving preferences in the online application for the post(s)/cadre(s) candidate wish to be considered among Junior Secretariat Assistant (JSA) of General (Gen) Cadre, Finance & Accounts (F&A) Cadre and Stores & Purchase (S&P) Cadre.

The preference for the post(s)/cadre(s) exercised by the candidate in the online application is final and no change in the Order of Preference(s) in the options exercised by them would be permitted later.

CSIR-NIO makes the final allocation of post(s)/cadre(s) in accordance with select panel on Merit-cum-Preference of the post(s)/cadre(s) given by the candidate in the online application subject to eligibility.

Tentative Schedule of Exam:

Candidates are hereby informed that the Written Examination for the above posts is tentatively scheduled in the **1st week of July 2025**. Therefore, candidates are advised to check the CSIR-NIO website <https://www.nio.res.in> frequently for updates.

The minimum essential qualifications:

Post Code	Name of the Posts	Minimum Essential Qualification	Job Requirement / Nature of work
JSA	Junior Secretariat Assistant (Gen)/ Junior Secretariat Assistant (F&A)/ Junior Secretariat Assistant (S&P)	10+2/ XII or its equivalent* and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time.	The incumbent is required to provide assistance in the functions of General Administration/ Finance & Accounts/ Stores & Purchase besides any other official work assigned by the Authority.
JST	Junior Stenographer	10+2/ XII or its equivalent* and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.	To provide Secretarial/ Stenographic assistance/ Typing or any other official work assigned by the Competent Authority.

* Diploma of 3-year duration, acquired after passing in 10th standard, shall be treated as equivalent to 12th standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. The diploma that is to be considered as equivalent shall be a recognized course and awarded by a recognized institution.

2. Suitability for PwBDs:

Designation	Functional Requirement	Suitable Category of Benchmark Disability
Junior Secretariat Assistant	S, ST, W, BN, RW, SE, H, C, MF	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	S, ST, W, L, MF, RW, SE, H, C	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

Functional Requirement Abbreviations Used: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, MF=Manipulation by Fingers, H=Hearing, RW=Reading & Writing, SE=Seeing, C=Communication

Abbreviations used for categories identified as suitable for Junior Secretariat Assistants: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, BA= Both Arms, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC= Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, Mdy=Muscular Dystrophy, ASD(M)=Autism Spectrum Disorder (M=Mild, MoD=Moderate), ID=Intellectual Disability, SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories. (S.No. 88 at Page 1856)

Abbreviations used for categories identified as suitable for Junior Stenographer: 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, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories. (S.No. 39 at Page 1836)

S.Nos. and Page Nos. referred to in the above two paras refer to Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification No. 38-16/2020-DD-III. dated 04.01.2021, as amended from time to time.

3. APPLICATION FEE:

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

Unreserved (UR), OBC, and EWS Candidates	Rs. 500/-
Women/SC/ST/PwBD/Ex-Servicemen candidates	Application Fee Exempted

3.2 Fee can be paid online through SBI Collect using link provided on online application portal.

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

4. AGE LIMIT AND RELAXATION:

4.1 The minimum age for applying is 18 years as on the last date of submission of online application i.e. 24.06.2025.

4.2 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. 24.06.2025.

4.3 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
i.	Scheduled Caste/Scheduled Tribe (SC/ST)	5 Years
ii.	Other Backward Classes (OBC-NCL)	3 Years
iii.	PwBD (Unreserved)	10 Years
iv.	PwBD (OBC-NCL)	13 Years
v.	PwBD (SC/ST)	15 Years
vi.	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date
vii.	CSIR Departmental Candidates	No age limit
viii.	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age
ix.	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST).	Up to 40 years of age
x.	Any other category	No age relaxation

4.4 Only SSC / Matriculation / 10th Standard / SSLC / HSC certificate or Birth Certificate issued by appropriate government authority will be accepted as age proof for date of birth 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 accepted.

4.5 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, VIII, IX, X, XI & XII) 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.

4.6 The upper age limit is relaxable upto 05 [Five] years for SC/ST candidates and 03 (Three) years for OBC(NCL) candidates, as per Government of India orders in force, only in respect of those cases where the posts are reserved for these respective categories [copies of certificate(s) to be uploaded with the application, as required]. SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DoPT OM No. 36011/1/98-Estt. (Res) dated 01.07.1998, and they are treated at par with unreserved candidates with respect to their selection. Application Fee exemption is, however, applicable for eligible candidates in such cases.

4.7 As for OBC certificates, both the conditions of OBC status as well as exclusion from 'Creamy Layer' with respect to Government of India criteria and not the respective State Government criteria, are to be met. The OBC (Non-creamy layer) certificate should be the latest one. The OBC certificates should be in the format APPLICABLE FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA (Annexure II) with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of

India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their sub-caste should match with the entries in Central List of OBC's, failing which their candidature will not be considered under any of the applied reserved category and will be treated as Unreserved, if otherwise eligible. The OBC candidates who belong to "Creamy Layer" are not entitled to concession admissible to OBC category and such candidates have to indicate their category as Unreserved.

The OBC (Non-Creamy Layer) are required to additionally furnish a '**Form of Declaration**' (Annexure III) supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.

4.8 EWS (Economically Weaker Section):

Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs. 8.00 Lakh (Rupees Eight Lakh only) are to be identified as EWS for the benefit of reservation. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 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.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term "Family" for this purpose will 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.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate (Annexure IV) issued by a Competent Authority, in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature /application of such candidates, if fulfilling all the eligibility conditions for Unreserved category, will be considered under Unreserved (UR) vacancies only.

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. 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.

4.9 Age relaxation to Persons with Benchmark Disabilities (PwBDs):

Age relaxation of 10 (Ten) years [15 years for SC/ST and 13 years for OBC candidates, for the respective posts reserved for them] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:

- (i) Category (a) - blindness and low vision;
- (ii) Category (b) - deaf and hard of hearing;
- (iii) Category (c) - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

- (iv) Category (d) - autism, intellectual disability, specific learning disability and mental illness;
- (v) Category (e) - multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

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

The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/reservation in posts only if they suffer from not less than 40% of relevant benchmark disability. Such candidates will have to submit Certificate of Disability issued by the Competent Authority as per the Forms V, VI and VII (Annexure V, VI and VII) (as the case may be) specified in Rights of Persons with Disabilities Rules, 2017 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India vide Notification No. G.S.R. 591(E) dated 15.06.2017, as amended from time to time.

No Application Fee is payable by PwBD candidates. PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN THEIR APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC/GEN/EWS and also produce Certificate of the concerned Caste/Community, if applicable, as this is a horizontal reservation.

Candidates with benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Disabilities. A candidate under the category PwBD will be considered to be eligible for appointment only if he/she is found medically fit in accordance with the standards of medical fitness as prescribed by the Government of India for Group “C” posts to be filled by Direct Recruitment.

4.10 Provision of Scribe and/or Compensatory time for (i) Persons with Benchmark Disability, and (ii) Persons with less than 40% Benchmark Disability and having difficulty in writing

- (a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.
- (b) In the case of other category of persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per the Annexure enclosed.
- (c) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification OM No. F.No. 29-6/2019-DD-III dated 10.08.2022, persons with specified disabilities 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**, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per the Annexure enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:
 - (i) Chief Medical Officer / Civil Surgeon / Chief District Medical Officer - Chairperson
 - (ii) Orthopaedic / PMR specialist
 - (iii) Neurologist, if available*
 - (iv) Clinical Psychologist / Rehabilitation Psychologist / Psychiatrist / Special Educator
 - (v) Occupational therapist, if available*
 - (vi) Any other expert based on the condition of the candidate as may be nominated by the Chairperson

(*the Chief Medical Officer / Civil Surgeon / Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College / Institute, if the same is not available in the District)

- (d) 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.
- (e) The candidate will have to arrange his/her own scribe at his/her own cost. In case the candidate opts for a scribe, the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination.
- (f) The candidates with benchmark disabilities opting for scribe shall be required to submit details of the scribe as per Annexure enclosed. In addition, the scribe has to produce a valid ID proof in original (Aadhar Card, Voter ID Card, PAN Card, etc.) at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma as per Annexure enclosed. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims related thereto.
- (g) The candidate and the 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.
- (h) During the exam, at any stage, if it is found that the scribe is independently answering the questions, the exam session will be terminated and candidature of the candidate 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.
- (i) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (j) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described above. The candidates referred to at preceding sub paras (b) and (c), who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (k) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- (l) Partially blind candidates, who are able to read the normal Question Paper set with or without magnifying glass and 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.
- (m) The PwBD candidates who have availed the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.

- (n) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based. It shall not be possible for the CSIR-NIO to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

4.11 As per GoI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from their Husbands, who are not remarried 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. Those 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/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and that they have not remarried since.

4.12 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.

4.13 Relaxation in case of Ex-servicemen will be applicable as per provisions of GoI/CSIR, 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 fulfil 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.

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

4.15 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.

4.16 There is no provision for relaxation of age limit for employees of Central Government / State Government / Autonomous bodies, etc.

4.17 Any other Age relaxation shall be applicable as per extant GoI/ CSIR Recruitment Rules and all the Age relaxations indicated above are not exhaustive. For detailed information on age relaxations, please refer to the orders of the Government of India/CSIR amended from time to time.

5. BENEFITS UNDER COUNCIL SERVICE:

5.1 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.

- 5.2 In addition to the emoluments indicated against each category of posts above, benefits such as 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.
- 5.3 The posts will be governed by the New Pension System applicable w. e. f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide Letter No.: 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. 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, as per rules.
- 5.4 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 Council Servants.
- 5.5 CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.

6. GENERAL INFORMATION AND OTHER CONDITIONS:

- 6.1 The applicant must be a citizen of India.
- 6.2 All applicants must fulfil 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 minimum essential qualifications for the post(s) against which they are submitting their application(s). **Inquiries regarding eligibility will not be entertained.**

The prescribed educational qualifications should have been obtained from a University /Institution/Board etc. recognized by Govt. of India/approved by Govt. Regulatory Bodies and final results should have been declared on or before the last date of receipt of the online application. Completion of course will be reckoned from the date of issue of provisional certificate/notification.

- 6.3 Merely fulfilling the minimum prescribed qualifications will not confer a right on a candidate to be called for the Written Exam (CBT) and Proficiency Test or appointment. If, on verification either before or after any of the stages of the selection process, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
- 6.4 In respect of the equivalency, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce an order/letter in this regard, issued by the Competent Authority, indicating the authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected. The decision of the Director, CSIR-NIO with regard to equivalency of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- 6.5 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.

- 6.6** Online Applications from candidate working in CSIR/Government Departments/ Autonomous bodies/ Universities/ Public Sector Undertakings and Government Funded Research Agencies must upload a **“No Objection & Vigilance Certificate”** (Annexure XIII) from their employer at the time of submitting the online application, **failing which their candidature will NOT be considered.**
- 6.7** The candidates should indicate their option for the Typing test and/or Stenography test either in Hindi or English medium. Candidates will be allowed to take the Typing test and/or Stenography test only in the medium they have opted for. The Choice of medium of Proficiency test (i.e. Typing test and/or Stenography test) given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained subsequently. Therefore, the option should be chosen carefully.
- 6.8** **The candidates must fill in their Name, Date of Birth, and father’s /mother’s name in the online application strictly as given in the SSC/Matriculation/10th Standard/SSLC/HSC certificate.** In case, a candidate claims a change of his/her name after matriculation or marriage or remarriage or divorce etc., then it should also be mentioned in the respective field in the online application and the Candidate claiming a change in name must submit a copy of Gazette Notification/Affidavit from the appropriate authority in support of change of name/mismatch in name/ variation in name of candidate/ parents (if applicable).
- 6.9** All applicants must ensure to **upload scanned pdf copies of** relevant certificates i.e. proof for Date of Birth Certificate (Matriculation or equivalent certificate as a proof of Date of Birth), educational qualification, caste certificate, EWS certificate etc., if applicable, along with the online application, failing which application will not be considered. Incomplete applications or applications without uploading the scanned pdf copies of relevant certificates / documents and requisite application fee (if applicable), will be summarily rejected.
- 6.10** Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible even at the subsequent stages of the recruitment process.
- 6.11** If any documents/certificates furnished are in a language other than Hindi or English, a transcript of the same duly self-attested is to be uploaded/produced.
- 6.12** If at any stage it is discovered that a candidate does not meet the prescribed eligibility criteria or has submitted incorrect or false information in the application form, or if he/she is found to have wilfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service even after joining at any stage, and such other action as deemed necessary may be taken by the Competent Authority. CSIR-NIO will not be responsible for any consequences resulting from the submission of such false/ inaccurate information by the candidate. Therefore, the candidates must ensure that all information provided in the online application are accurate and correct.
- 6.13** It may please be well noted that the appointments to the posts will be provisional and subject to the verification of requisite certificates including Caste Certificates through proper channels. If the verification reveals that the claim(s) of the candidate including that he/she belongs to the SC/ST/OBC(NCL)/EWS/PwBD is false OR if it reveals that the claim of the candidate that he/she belongs to the non-creamy layer (for OBC-NCL) is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.
- 6.14** No travelling allowance will be paid to candidates to appear for Written Exam or Proficiency Test.

- 6.15** All the posts carry All India Service Liability (AISL), i.e. the candidate on selection may be asked to serve anywhere in the country.
- 6.16** The selected candidates will be on probation for a period of two years from the date of joining the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.
- 6.17** Applicants must disclose as to whether any of their close or blood 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] are employees of CSIR or any other Laboratory/Institute of CSIR in the application form.
- 6.18** The Director, CSIR-NIO reserves the right to cancel the advertisement or not to fill up the posts without assigning any reason thereof. The number of vacancies indicated against each post/category are provisional and may increase or decrease at the time of selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR instructions prevalent at a given point of time during various stages of selection process.
- 6.19** The decision of the Director, CSIR-NIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Written Examination/Proficiency Test shall be final and binding on the candidates. The Director, CSIR-NIO reserves the right to amend, delete and add terms and conditions to this advertisement.
- 6.20** Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 6.21** **Notifications about this advertisement like date, time and venue of Exam/tests, notices, addendum or corrigendum (if any) and updates related to this advertisement will be posted solely on the CSIR-NIO official website. No individual notifications will be sent to candidates; thus the candidates are advised to check the CSIR-NIO official website regularly.**
- 6.22** Recruitment for all the above mentioned posts is governed by "CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020" and other concomitant instructions, as amended from time to time. Hence, all other terms and conditions not stipulated herein will be applicable as per the CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 and other applicable norms/rules of GoI.
- 6.23** Before issue of Offer of Appointment, the candidates are required to produce Original Documents along with copy of online application form as well as any other documents as may be specified by the Competent Authority, CSIR-NIO, failing which their candidature is likely to be rejected.
- 6.24** Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- 6.25** For any issue that is not covered in this advertisement, appropriate instructions of CSIR shall be applicable.
- 6.26** **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED. The Helpdesk contact mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.**

7. SCHEME OF EXAMINATION, SYLLABUS AND BREAK UP OF MARKS:

7.1 Selection Procedure & Scheme of Examination, Syllabus and Break up of Marks for the post of Junior Secretariat Assistant (Gen/F&A/S&P):

- a. **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. The eligible shortlisted candidates will be called for Competitive Written Examination.
- b. **Scheme & Syllabus of Competitive Written Examination for the post of Junior Secretariat Assistant [Gen/F&A/S&P]:**

For these posts, there will be two papers (paper I and Paper II). The Paper II will be evaluated for only those candidates who secure the minimum threshold marks (to be determined by Selection Committee) in the 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 Question	The questions will be set in both English and Hindi except the questions on English Language
Standard of Exam	10+2/Class XII
Total No. of Questions	200
Total time Allotted	2 hours 30 minutes (3 hours and 20 minutes for PwBD 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)	There will be no negative marks in this paper

* 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: 01 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

- c. **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 (key depressions per hour) on an average of 5 key depression for each word. All the candidates who will be shortlisted by the Selection Committee based on their performance in Competitive Written Examination will be called for the Proficiency/Typing Test in Computer.
- 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.

- (iii) 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.
- (iv) The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper- II.

Note: The duly constituted Selection Committee may fix a minimum qualifying marks in Paper of Competitive Written Examination for each category.

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-NIO for information of all concerned.

f. Methodology for resolution of 'tie' cases i.e. wherever two or more candidates have secured equal aggregated marks for the posts of Junior Secretariat Assistant (Gen/F&A/S&P):

- (i) Candidate with lesser negative marks in the Paper-II will be placed higher;
- (ii) Date of Birth, with older candidate placed higher;
- (iii) Candidate acquiring minimum educational qualification earlier, placed higher;
- (iv) Alphabetical order in which first names of the candidates appear.

7.2 Selection Procedure & Scheme of Examination, Syllabus and Break up of Marks for the post of Junior Stenographer.

a. **Selection Procedure:** The selection will be made based on the merit list of Competitive Written Examination and qualifying the Proficiency Test in Stenography. The details of scheme of written examination are as mentioned below:

b. Scheme of Competitive Written Examination for Junior Stenographer post:

Mode of Examination	OMR Based or Computer Based Objective type multiple choice examination
Medium of Question	The questions will be set in both English and Hindi except the questions on English Language
Standard of Exam	10+2/Class XII
Total No. of Questions	200
Total time Allotted	2 hours (2 hours and 40 minutes for PwBD candidates eligible for scribe)

Competitive written exam for the post of Junior Stenographer will consist only of one paper with three parts as per the details given below:

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

- c. **Proficiency test in Stenography:** The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in their 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 candidates eligible for scribe
1.	English	50	70
2.	Hindi	65	90

- d. Preparation of Merit List:
- The proficiency test 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 stenography.
- e. **Sequence/Order of conducting Competitive Written Examination and Proficiency Test in stenography:** The sequence/order of conducting the Proficiency Test in stenography 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-NIO for information of all concerned.
- f. Methodology for resolution of 'tie' cases i.e. wherever two or more candidates have secured equal aggregated marks for the posts of Junior Stenographer:
- Candidate with lesser negative marks, in the Competitive Written Examination, will be placed higher;
 - Date of Birth, with older candidate placed higher;
 - Candidate acquiring minimum educational qualification earlier, placed higher;
 - Alphabetical order in which first names of the candidates appear.
- The instructions for PwBD candidates regarding proficiency test in computer typing shall be as per Government of India/CSIR guidelines. Candidates eligible for scribe will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes. Passage dictators will be allowed to those VH candidates for the Typing Test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.
- Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the CSIR-NIO, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (Annexure-XII) to the CSIR- NIO from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per Annexure-V to Annexure-VII of the Advertisement, as applicable, at the time of Typing Test. Otherwise, their claim for seeking exemption from Typing Test will not be entertained by CSIR- NIO.

8. HOW TO APPLY:

- a. Eligible and interested candidates are required to apply ONLINE only through our official website <https://www.nio.res.in>. No other mode of application will be considered.

- b. If the candidate does not have a valid E-mail ID, he/she should create a new valid E-mail ID before applying online. Candidate must fill in their correct and active e-mail address and mobile number in the online application, as communication may be made by the CSIR-NIO. The registered email address should be active till the completion of recruitment process.
- c. Candidates are advised to go through the instructions for filling up the online application carefully. Instructions to fill the online form are also provided separately on the official website <https://www.nio.res.in> for the convenience of candidates.
- d. CSIR-NIO will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification. Candidates may also note that they would be required to submit their certificates/documents of Essential Qualifications/caste/category, etc. as and when sought by the Competent Authority, CSIR-NIO. After scrutiny of the certificates/documents in support of Essential Qualifications/ caste/relaxation etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.
- e. Online Application will be available on our website <https://www.nio.res.in> up to 24.06.2025 till 11.59 p.m.
- f. A non-refundable application fee of Rs. 500/- (Rupees Five Hundred only), which is exclusive of GST and processing fees/transaction charges, wherever applicable may be deposited through the link available in the online application. After successful completion of payment, the acknowledgement of application fee receipt of Rs.500/- must be uploaded at appropriate place in "Upload Certificate details". The candidates belonging to SC/ST / PwBD / Women / Ex-Servicemen are exempted from payment of the application fee. No other mode of payment is allowed like DD, Challan, Postal Orders etc.
- g. The Candidate is required to upload his/her recent passport size scanned colour photograph, signature and also relevant certificates at the specified places in the online application. Applications with blurred photographs or signatures will be rejected summarily.
- h. In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA DGPA/CPI grades etc., Candidates are required to convert the same into percentage based on the formula as per their Boards/University/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/ DGPA/CPI grades etc. into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.
- i. Application once made 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. Candidates need to give their preferences for the posts among Junior Secretariat Assistant (JSA) i.e., 1) General Cadre, 2) Finance & Accounts Cadre and 3) Stores & Purchase Cadre, in the Online application. "Allocation of cadre to the candidates shall be decided by CSIR-NIO from amongst selected panel on merit cum preference".
- k. When the application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take a printout of the Application Form and payment details and preserve the same for future purpose. **Candidates should NOT send a hard copy of the application to CSIR-NIO. They will be informed to submit a hard copy at the appropriate time.**
- l. For any technical query while applying online, please send e-mail to recruitment@nio.res.in within the stipulated date and time i.e. 24.06.2025 till 11:59 PM.

- m. Incomplete online application in any respect (i.e. without uploading signature, photograph, scanned pdf copy of requisite original certificates/documents, application fee, if applicable, etc.) will not be entertained and will be liable to be summarily rejected.
- n. Applicants working in Government Departments, Autonomous bodies and Public Sector Undertakings shall be required to intimate to their Department / Office and have to upload a 'No Objection & Vigilance Certificate' in the prescribed format (Annexure – XIII) from their present employer stating that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded while applying as per Annexure - XIII, failing which their candidature will NOT be considered. CSIR-NIO will not accept any person on lien or deputation basis.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS: Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of – (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/ her candidature or (v) obtaining support for his/ her candidature by unfair means, or (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable: (a) to be disqualified from the examination for which he/ she is a candidate (b) to be debarred either permanently or for a specified period from any examination conducted by CSIR-NIO (c) for termination of service, if he/ she has already joined CSIR-NIO.

9. List of documents to be uploaded along with online Application Form:

- (i) Latest passport size Colour Photograph.
- (ii) Signature.
- (iii) Fee receipt of Rs. 500/- as application fee, wherever applicable.
- (iv) Aadhaar Card.
- (v) Matriculation/ Secondary Examination Certificate/Birth certificate as Proof of Date of Birth (Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered or granted.)
- (vi) 12th Class Mark Sheet/Certificate or Equivalent Qualification Certificate.
- (vii) Copies of educational certificate(s) and/or mark sheet(s) supporting the essential qualifications and any higher qualifications.
- (viii) Copy of Gazette Notification/Affidavit/ Certificate from the appropriate authority in support of change in name/mismatch in name/variation in name of the candidate/parents (if applicable).
- (ix) Caste/Category certificate (wherever applicable) in the formats as per Annexures prescribed by the Govt. of India.
- (x) No Objection & Vigilance Certificate in the prescribed format (wherever applicable).
- (xi) Certificate related to PwBD (wherever applicable) in the prescribed format.
- (xii) In case of widow/divorced women/judicially separated women, relevant certificate/copy of judgement/ decree from the appropriate court of law. Additionally, an affidavit confirming that such candidate has not remarried.
- (xiii) In case of Ex-servicemen, the valid Ex-Servicemen certificate and full discharge book along with prescribed Annexure - XIV.
- (xiv) Any other documents in support of the claim made in the application, as applicable.

Note:

- I. In case the face in the photograph or signature or essential documents, as attached is unclear / smudged, the candidate's application shall be rejected.
- II. After uploading the photograph / signature / essential documents/Annexures in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may re-upload the same, prior to submitting the form.
- III. Candidate should also ensure that photo and signature are uploaded at the appropriate places ONLY. If not, the candidate's application shall be rejected.
- IV. Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.
- V. The documents/ certificates uploaded must be legible.
- VI. Applications without the required document(s) will be considered as incomplete will be summarily rejected.
- VII. Candidates will be asked to bring the documents in original along with the self- attested photocopies at an appropriate time.
- VIII. The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ Proficiency test will be final and binding on the candidates.

DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions of the Competent Authority, CSIR-NIO, regarding process for recruitment shall be final and binding.

Sd/-
Controller of Administration
CSIR-NIO, Goa

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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/Kumari of 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-Estt. (Res) dated 14th October, 2008 and O.M No. 36033/1/2013-Estt.(Res) dated 27th May, 2013 **

Signature _____

Designation _____ \$

Dated: _____

Seal: _____

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

** _ As amended from time to time.

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

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

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
photograph 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 completer permanent paralysis of limbs or dwarfism and in cases of blindness)**

[See rule 18(1)]

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

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

Certificate No. _____

This is to certify that I have carefully examined Shri/Smt/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)

[See rule 18(1)]

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

Certificate No. _____

This is to certify that I have carefully examined Shri/Smt/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

Servant (With Seal)

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

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

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

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

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

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

Signature of medical authority

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

Name of Government Hospital /Health Care Centre with Seal

Place:

Date:

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

I _____, candidate with _____
 _____ (nature of disability/condition) appearing for
 the _____ (name of the examination) bearing Roll/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)

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

Place:

Date:

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 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).

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: _____

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: _____

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 Secretariat Assistant (Gen/S&P/F&A) / Junior Stenographer (as applicable) in CSIR – National Institute of Oceanography, Goa. 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.

Signature of employer with office stamp

Date:

Place:

**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: _____

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

SEAL

% . Delete the paragraph which is not applicable.