# Advertisement No. Rec.03/2025

## Access link "Recruitment for the post of Technical Assistant-2025" on https://recruitment.cftri.res.in

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|---|---|
| **Starting Date for Submission of Online Applications including payment of application fee** | **10-04-2025 (from 10:00 A.M)** |
| **Last Date for Receipt/Submission of Online Applications including payment of application fee (Thereafter website link will be disabled)** | **10-05-2025 (upto 11:59 P.M)** |
| **Last Date for Receipt of Hard Copy of Online Applications** | **19-05-2025** |
| **Schedule of Trade Test** | **June/July 2025 (Tentatively)** |
| **Download of Admit cards for the Trade Test (Three days before the Actual Exam)** | |
| **Schedule of Competitive Written Examination (OMR based)** | |
| **Download of Admit cards for Competitive Written Examination (One week before the Actual Exam)** | |
| **Declaration of results** | **July 2025 (Tentatively)** |

**"CSIR-CFTRI strives to have a workforce which reflects gender balance and women candidates are encouraged to apply"**

CSIR–Central Food Technological Research Institute (CFTRI), Mysuru [A constituent laboratory of Council of Scientific and Industrial Research (CSIR), an Autonomous body under the Ministry of Science & Technology, Govt. of India] is one of the premier R&D Institutions in the country dedicated to cutting-edge research in the area of Food Science & Technology.

CSIR–CFTRI invites online applications from Indian citizens to fill up the vacant posts of Technical Assistant as per the details hereunder:

| **Name of the post: Technical Assistant** | | | **Total - 18 Posts**<br>**[UR-6, UR-PwBD(HH)-1, EWS-2, OBC(NCL)-5, SC-2, ST-1**<br>**<u>Backlog:</u> UR-PwBD(OH)-1]** | |
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| **No. of Posts & Reservation** | | | **Pay Scale & *Total Emoluments** | **** Upper Age Limit not exceeding (as on 10-05-2025)** |
| **Post Code** | **No. of Posts** | **Reservation Status** | | |
| **TA01** | **9** | **[UR-2, EWS-1, SC-1, OBC(NCL)-3, ST-1], UR-PwBD(HH)-1]** | **Level-06**<br>**(₹ 35,400-1,12,400)**<br>**₹ 64,740*** | **28 Years** |
| **TA02** | **1** | **[UR-1]** | | |
| **TA03** | **1** | **[OBC(NCL)-1]** | | |
| **TA04** | **4** | **[UR-2, OBC(NCL)-1, SC-1]** | | |
| **TA05** | **1** | **[UR-1]** | | |
| **TA06** | **2** | **[EWS-1, UR-PwBD(OH)-1]** | | |

*Total Emoluments means approximate total emoluments per month on a minimum of scale including House Rent Allowance as admissible in Mysuru HQs.

** Please see details of age relaxations under **General Information and Conditions**: **Sl. No. 3 – Reservation Rules & Relaxations.**

**Note:** The number of vacancies indicated against each category is provisional and may vary i.e. increase or decrease at the time of selection.

**<u>Abbreviations used:</u>**

**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 - Orthopaedically Handicapped, HH - Hearing Handicapped.**

**The minimum essential qualifications for all the above posts are as under:-**

| Post Code & Vacancy details | Area | Essential Qualification |
|---|---|---|
| **TA01**<br>**[Total = 9 posts]**<br>**[UR-2, UR-PwBD(HH)-1, EWS-1, SC-1, OBC(NCL)-3, ST-1]** | **Mechanical Engineering** | Diploma in Mechanical Engineering of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field.<br>**(OR)**<br>Diploma in Mechanical Engineering of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field. |
| **TA02**<br>**[Total = 1 post]**<br>**[UR-1]** | **Computer Science & Engineering** | Diploma in Computer Science & Engineering / Computer Engineering / Computer Technology / Information Technology of at least 03 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field.<br>**(OR)**<br>Diploma in Computer Science & Engineering / Computer Engineering / Computer Technology / Information Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.<br>**(OR)**<br>B.Sc. [Computer Science] or equivalent with minimum 60% marks and one year experience in relevant discipline from a recognized Institute/ Organisation. |
| **TA03**<br>**[Total = 1 post]**<br>**[OBC(NCL)-1]** | **Electronics Engineering** | Diploma in Electronics and Communication Engineering / Electronics Engineering of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field.<br>**(OR)**<br>Diploma in Electronics and Communication Engineering / Electronics Engineering of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field. |
| **TA04**<br>**[Total = 4 posts]**<br>**[UR-2, OBC(NCL)-1, SC-1]** | **Food Science/Food Technology** | B.Sc. [Food Science/Food Technology/Food Science & Nutrition] or equivalent, with minimum 60% marks and one year experience in relevant discipline from a recognized Institute/Organisation.<br>**(OR)**<br>B.Sc. [Food Science/Food Technology/Food Science & Nutrition] or equivalent, with minimum 60% marks and one year full time professional qualification. |
| **TA05**<br>**[Total = 1 post]**<br>**[UR-1]** | **Microbiology** | B.Sc. [Microbiology] or equivalent, with minimum 60% marks and one year experience in relevant discipline from a recognized Institute/Organisation.<br>**(OR)**<br>B.Sc. [Microbiology] or equivalent, with minimum 60% marks and one year full time professional qualification. |
| **TA06**<br>**[Total = 2 posts]**<br>**[EWS-1, UR-PwBD(OH)-1]** | **Chemistry** | B.Sc. [Chemistry] or equivalent, with minimum 60% marks and one year experience in relevant discipline from a recognized Institute/Organisation.<br>**(OR)**<br>B.Sc. [Chemistry] or equivalent, with minimum 60% marks and one year full time professional qualification. |

**Job requirement:** Incumbents are expected to use existing scientific and/ or technical knowledge/ methods/ techniques towards solution of technical problems and assist the scientist[s] for achieving the Organisational mandates.

**Note: Wherever a specific area or discipline or subject is mentioned in the essential qualification (i.e. Food Science/Food Technology/Food Science & Nutrition/ Microbiology/ Chemistry) the area or discipline or subject must be a main/core subject in B.Sc.**

## GENERAL INFORMATION AND CONDITIONS: -

### 1. Benefits under Council Service:

a. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR employees at the place of posting. Council employees are also entitled to accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.

b. In addition to the emoluments indicated against each category of posts, 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.

c. The selected candidates will be governed by the 'National Pension System' or Extant Pension System based on defined contributions as adopted by CSIR for its employees.

d. CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion scheme for Technical Staff subject to qualifying, as per rules as amended from time to time.

e. In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964, 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.

### 2. Other Conditions:

a) The applicant must be a citizen of India.

b) All applicants must fulfill the essential requirements (i.e. age limit, Essential qualification, Experience if any etc.,) of the post and other conditions stipulated in the advertisement as on the last date of receipt of online application. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for various posts which are compulsory even if a candidate has some other higher qualifications as on the last date of receipt of the online applications. **Enquiries asking for advice as to eligibility will not be entertained**.

The prescribed essential qualifications are the minimum and should be in the discipline/subject mentioned against each post. Mere possession of the same does not entitle candidates to be called for Trade Test/Written Examination. Applications received will be scrutinized by a duly constituted Screening Committee. **The duly constituted Screening Committee will adopt its own criteria for screening the applications received for the post and shortlist the candidates accordingly to be called for the Trade Test. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualifications, supported with necessary documents/certificates and mark sheets (semester-wise/Year-wise, wherever applicable) and ensure that all details are full and accurate.**

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.

c) In respect of the equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to upload & produce an order/letter/notification in this regard, indicating the Authority (with number and date) under which it has been so treated. Otherwise, in absence of such document, the Screening Committee reserves the right to reject the equivalence claim leading to rejection of the application. The decision of the CSIR-CFTRI/CSIR with regard to the equivalence of qualification(s) and recognition of Universities/Institutes shall be final and binding.

d) 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 Certificate" (NOC) from their employer (as per the attached format) at the time of submitting the online application, **failing which their candidature will NOT be considered.** The online applications of such candidates will be considered only if Hard Copy of the same must reach us on or before 19.05.2025, otherwise the online application will be rejected.

e) **The hard copy (print-out) of the online application generated after filling out the online application form must be signed by the candidate at the designated place(s) and accompanied by self-attested copies of the relevant educational qualifications, experience, caste/community/ class, etc. Incomplete applications or applications not accompanied with the required self attested certificates/documents such as relevant educational qualifications, experience, caste/community/class, etc., requisite application fee (if applicable) are liable to be rejected.**

f) **The candidates must fill in their Name, Date of Birth, and father's name/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. it also should 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).

g) 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.

h) The candidature may be cancelled in case of incorrect/wrong information given in the online application and as evident in original documents.

i) The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short-listing the candidates for Trade test/ Written Examination.

j) **The period of experience in a discipline/area of work, wherever prescribed, should be in the relevant area of work/field indicated against such posts, which shall be counted after the date of acquiring the minimum essential educational qualifications prescribed for that post.**

k) The experience certificate should clearly state the duration of experience indicating from and to date i.e. date of joining and date of relieving of various organizations / institutions/ firms / universities concerned as claimed by the candidate. Further, an experience certificate must be issued by the Authority, competent to issue such certificates, with respect of the organization[s]/ Institutes/ Universities concerned. Documentary evidence enclosed with application must clearly depict start date and end date of experience, emoluments, nature of job performed etc. In absence of any of these details, the decision of the Screening Committee, CSIR-CFTRI in acceptance/rejection will be final and binding upon the candidates.

l) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or notary is to be submitted.

m) 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-CFTRI or CSIR or any other National Labs/ Institutes/ Units of the CSIR.

n) 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/Universities/Institutes. 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.

o) Persons with Benchmark disabilities (PwBD/DIVYANGJAN) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.

p) The date for determining the upper age limit, qualification shall be the closing date prescribed for submission of online applications i.e. **10th May, 2025**.

q) Wherever a specific area / discipline/ subject and Percentage have been prescribed as the essential eligibility criteria for the post and if the same is not evident from the candidate's marks sheet and/or degree certificate from the concerned university, the candidates must substantiate their claims in this regard with valid proof in the online application. In case the required area / discipline/ subject and percentage has not been mentioned/depicted in a candidate's Marks Sheet and/ or Degree / Certificate awarded by the concerned University, the decision of the Screening Committee regarding acceptance or rejection of such claims would be final and binding upon the candidates. **Applications not duly filled or uploaded without required certificates / documents will be summarily rejected.**

r) The selected candidates will be on probation for a period of one year from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.

s) The selected candidates will not be permitted to apply for appointment elsewhere or in this Laboratory during the probationary period and if they have applied for any posts in any other Organisation before joining, they have to intimate the details of such applications, immediately on joining the Laboratory.

t) The selected persons should be ready to serve under the administrative control of the Director, CSIR-CFTRI viz. at the **Headquarters in Mysuru or its Resource Centres located at Lucknow, Hyderabad, Mumbai** and they can be transferred to any of the Labs/Institutes of CSIR anywhere in India as and when need arises.

u) The recruitment for the above posts is governed by the "**CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff**" as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

v) Any discrepancy with regard to the information given in application and as evidenced from the supporting/original documents submitted will be rejected as invalid application. If, it is detected at any stage of the screening/selection process will make the candidate ineligible for appearing in the Trade test/Written test.

w) The screening of the candidates will be done prima facie on the basis of documents and information furnished by the candidates in the online application. If at any subsequent date/stage it is discovered that the candidates do not fulfill the eligibility criteria or has submitted incorrect or false information in the application form or willfully suppressed any material information their candidature will be cancelled without assigning any reason whatsoever. If it is detected even after selection, he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority. CSIR-CFTRI/CSIR will not be responsible for any consequences resulting from the submission of such false/inaccurate information. Therefore, the candidates must ensure that all information provided in the online application are accurate and correct.

x) Notifications regarding selection, details of screened/short listed candidates to be called for Trade test/Written examination along with criteria adopted and any updates shall be displayed only on CFTRI official website: **https://www.cftri.res.in** from time to time.

y) Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the recruitment portal on account of heavy load on the website during the closing days. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. Therefore, candidates are advised to submit online application well in advance without waiting for the last date of submission of application. Institute's decision shall be final and binding and no enquiry will be entertained in this regard.

z) In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT Act.

aa) **NO INTERIM ENQUIRY OR CORRESPONDANCE 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.

bb) The decision of the CSIR-CFTRI/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Trade Test/Written examination will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.

cc) The Director, CSIR-CFTRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of final selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.

dd) The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement in the interest of CSIR-CFTRI. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.

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

## 3. RESERVATION RULES & RELAXATIONS:

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a) **Age relaxation for SC/ST/OBC(NCL):**

The upper age limit shall be relaxed by 05 [five] years for Scheduled Caste [SC]/Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [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** [copy of the certificate to be enclosed to the application, as required].

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 in respect of such posts in accordance with DoPT OM No.36011/1/98-Estt. (Res), dated 01-07-1988 and they are treated on par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC/ST candidates in such cases.

**The candidates belonging to the reserved category of SC/ST/OBC(NCL) must upload a scanned copy of their certificate along with their applications which should be in the prescribed form issued by the Competent Authority Empowered to issue such Certificates (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders**. 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 State Government criteria, are to be met.

The OBC (Non-creamy layer) certificate should be the latest. For information and compliance, the prescribed forms for producing the OBC(NCL)/SC/ST certificate thereof referred to above are uploaded on the website of CSIR-CFTRI under the link for "Forms" in respect of Advertisement No. Rec.03/2025. The OBC certificates should be in the format **FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA** 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 and their Sub-caste must match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved categories and will be treated as Unreserved (UR), if otherwise eligible. **The OBC candidates who belong to the "Creamy layer" are not entitled to concession admissible to the OBC category, and such candidates have to indicate their category as General/ Unreserved.**

**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.** The SC/ST/OBC certificates should be only in the prescribed Government of India formats/ certificates. The certificates in any other format will not be accepted. Candidate seeking reservation as SC/ST/OBC(NCL) in the prescribed proforma from the competent authority should indicate clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/ town the candidate is ordinarily a resident of.

b) **For 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 EWSs for 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 issued by a Competent Authority (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders. The above certificate issued in the prescribed format shall only be accepted as candidate's claim 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 General (Unreserved) category, will be considered as General (UR) only.

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 April, 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.**

c) **Age relaxation for Government Employees:**

The upper age limit is also relaxable upto 05 years for the regular employees working in CSIR and its Laboratories/Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time in this regard. [This implies that Scheduled Castes/Schedules Tribes category candidates would get maximum 10 years age relaxation including 5 years age relaxation in respect of those cases where the posts are reserved for their respective categories. Similarly, OBC(NCL) candidates would get maximum upto 8 years including 3 years age relaxation in respect of those cases where the posts are reserved for their respective category].

This relaxation will be admissible to Government servants with 3 years continuous service and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. The decision in this regard will rest with the appointing authority.

A candidate claiming to belong to the category of Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

Temporary/contractual/project staff etc., working in CSIR laboratories/Institutes, Government departments, Autonomous Bodies and Public Sector Undertakings should mention "NO" in the Government Employee Status.

d) **Age relaxation to Persons with Benchmark Disability (PwBD)**:

Age relaxation of 10 (Ten) years for Unreserved [total 15 years for SC/ST and 13 years for OBC candidates] 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 age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability.**

The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/ reservation in posts who suffer from not **less than 40% of relevant benchmark disability and required to produce a valid certificate in prescribed pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation will have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Form V, VI & VII** (as the case may be) for the revised formats as per Ministry of Social Justice & Empowerment Gazette notification dated 15.06.2017. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

No Application Fee is payable by them. All other relaxations/concessions will be as per the Government of India orders. PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC/GEN/EWS and also produce Certificate of the concerned Caste/Community, as this is a horizontal reservation. Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) 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 (after such physical examination as the appointing authority may prescribe) is found to satisfy the requirements of physical and medical standards for the applied posts.

g) **Age relaxation for Ex-Servicemen (EXS) candidates:**

Upper age limit is relaxable by 03 years for EXS candidates, after deduction of the military service rendered from the actual age 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 of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R 116 (E) issued vide No. 36034/1/2019-Estt (Res) dated 13.02.2020, as amended from time to time.

h) 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.

**N.B:** Candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD/Ex-Servicemen etc., are required to upload the certificate(s) in the prescribed format as the case may be signed by the specified authority valid for appointment to posts under the Central Government. For information and compliance, the prescribed formats for producing SC/ST/OBC/EWS/ESM/PwBD/Exs Certificate referred to above are enclosed as Proformas in this advertisement. The concerned candidates are also required to produce the applicable certificate in Original at the time of test/examination/document verification (as and when asked for).

Candidates belonging to **SC/ST/EWS/OBC/PwBD/ESM** may note in respect of the above that their candidature will **remain provisional** till the Certificate of their falling under SC/ST/EWS/OBC /PwBD/ESM is verified/confirmed by the Appointing Authority from the Certificate issuing Authority and appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate belongs to the SC/ST/OBC/EWS/PwBD/ExS is false OR it reveals that the claim of the candidate belongs to the creamy layer 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 Indian Penal Code for production of a false certificate.

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## 4. Selection Procedure for Technical Assistant:

- The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee duly constituted by the Director, CSIR-CFTRI, will be invited for Trade Test in the relevant trade/discipline (Qualifying in nature).
- Those who qualify in the Trade Test will be invited for a competitive written examination. There will be three papers (Paper-I, Paper-II & Paper-III) in the competitive written examination. The Second and Third paper (i.e. Paper-II & III) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I)
- The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination in Paper-II & III.

**a) Scheme of Written Examination:**

| | |
|---|---|
| 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 | Diploma / Graduation Level [based on the advertised qualification of the post]. |
| Total No. of Questions | 200 |
| Total Time Allotted | 3 hours |

**Paper-I (Time Allotted- 1 Hour)**

| Subject | No. of Questions | Maximum Marks | Negative Marks |
|---|---|---|---|
| Mental Ability Test* | 50 | 100 (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 judgement etc.

**Paper-II (Time Allotted- 30 Minutes)**

| Subject | No. of Questions | Maximum Marks | Negative Marks |
|---|---|---|---|
| General Awareness | 25 | 75 (Three marks for every correct answer) | One negative mark for every wrong answer |
| English Language | 25 | 75 (Three marks for every correct answer) | One negative mark for every wrong answer |

**Paper-III (Time Allotted- 90 Minutes)**

| Subject | No. of Questions | Maximum Marks | Negative Marks |
|---|---|---|---|
| Concerned Subject | 100 | 300 (Three marks for every correct answer) | One negative mark for every wrong answer |

**b) Preparation of Merit List:**

- Those who qualify in the Trade Test will be invited for a competitive written examination. There will be three papers (Paper-I, Paper-II and Paper-II) in the competitive written examination. Paper-I is qualifying in nature.

- The Second & Third paper (Paper-II & Paper-III) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I).

Note: The minimum threshold marks (Cut off Marks) for Trade Test & Paper-I, decided by the Selection Committee for each category of posts as advertised will be notified in the website of CSIR-CFTRI for information of all concerned before the written exam.

**Methodology for Resolution of Tie Cases for the post of Technical Assistant:**

In the event of tie in scores where two or more candidates secure equal aggregate marks in the written examination (other than qualifying paper), merit will be decided by applying the following criteria, as notified by CSIR vide its Circular Letter No. 5-1(211)/2014-PD dated 30.05.2023, in the order of precedence given below, till tie is resolved:

| Order of Preference |
|---|
| i. Candidate with higher marks in the papers of concerned subject/trade placed higher, |
| ii. Candidate with lesser negative marks, if applicable, in the papers of concerned subject/trade of Written Test placed higher, |
| iii. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher. |
| iv. Date of Birth, with older candidate placed higher, |
| v. Candidate acquiring Essential Degree earlier placed higher, |
| vi. Alphabetical Order in which first names of the candidates appear. |

## 5. How to Apply:

a) Eligible and interested candidates are required to apply ONLINE only through our website **https://cftri.res.in** or **https://recruitment.cftri.res.in** . No other mode of application will be considered.

b) If the candidate does not have a valid email id, he/she should create a new valid email id before applying online and should be kept active during the entire recruitment process.

c) Candidates are advised to go through the instructions for online filling of the application carefully. For online application process please refer "How-to-apply online" instructions, "Fee Payment Procedure' available on the above-mentioned website. 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) **Online Application will be available on https://recruitment.cftri.res.in or https://cftri.res.in The deadlines for the above-mentioned stages of application are mentioned in the first page of this advertisement.**

**It is mandatory to take the print out of the successfully submitted online application form by 11:59 p.m. on 10.05.2025, sign the same and attach the self-attested mandatory documents & photo. The print out of the application along with the relevant documents must reach CSIR-CFTRI on or before 19.05.2025.** Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of Application and payment details will not be available after **11:59 p.m. on 10.05.2025.**

e) A non-refundable application fee of **Rs.500/-** (Five Hundred Rupees) only wherever applicable may be deposited through the link to pay online which will be available on this website https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=299364 and downloaded copy of e-receipt of the same must be uploaded in the portal for successful submission of online application.

**The candidates belonging to SC/ST/PwBD/Women/Ex-Servicemen are exempted from payment of application fee, subject to uploading of the relevant document of their claim**.

**Applications without the prescribed fee will not be considered and summarily rejected in the non-exempted categories. No representation against such rejection would be entertained.**

f) Candidate is required to upload his/her recent passport size scanned colour photograph (max size 50 KB), signature (max size 50 KB) and also relevant certificates (max size 1 MB each) at the specified places in the online application.

g) 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.

h) Applications submitted cannot be withdrawn and Fee once paid, will not be refunded under any circumstances, nor can it be held in reserve for any other recruitment or selection process.

i) Only a single application will be entertained from each candidate for each postcode. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POSTCODE WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED. Candidates should retain a copy of the application print-out and any payment details for their records, as these will not be available after the application deadline.

i) **A candidate can apply for multiple postcodes subject to fulfilling all eligibility criterion attached to each individual post code**. However, candidate needs to fill the application (except primary/registration details) with the requisite application fee separately for each post code.

j) The candidate must register with their name, email-id and mobile number. After successful registration, the candidate has to login using the credentials and apply through the Online Application Portal. After filling-up the application form, the candidate can upload all relevant supporting documents and verify or edit the application to ensure that the application is accurate and complete in all aspects. After finalizing the application, the candidate has to finally 'Submit' the Draft application and update the payment details, if applicable, in the Portal to successfully submit the application form. Once the application is submitted, no further modifications or amendments or any request for change or correction in the application form will be permitted. It is important to keep a printout of the completed application form.

k) Candidates currently working in CSIR/Government Organisations/Autonomous Bodies/Statutory Bodies/Universities/PSU etc., as regular employee, must upload a 'No Objection Certificate' (NOC) from their employer, along with their online application. Failure to do so will rendered the application as incomplete.

l) The print out of the successfully submitted online Application must be duly signed by the candidate at designated place(s) and accompanied by One recent Passport size Coloured photograph, self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience certificate, copy of full discharge book (if applicable), proof for possession of Ex-Servicemen certificate (if applicable), caste certificate (if applicable), certificate to be produced by EWS candidates (if applicable), PwBD certificate (if applicable), copy of E-RECEIPT of the Application fee paid (if applicable) should be sent in an envelope superscribed "**APPLICATION FOR THE POST OF "_____", "Post Code _____)" '**Advertisement No. **03/2025'** by speed post/registered post only so as to reach on or before 19.05.2025 to the address given below, **separately for each post code**, in case a candidate applies for multiple post codes.

**Recruitment Cell (E-I Section),**
**CSIR-Central Food Technological Research Institute,**
**Cheluvamba Mansion (Opposite to Rail Museum),**
**Mysuru – 570020,**
**Karnataka.**

m) **Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-CFTRI.**

n) **Incomplete applications (OR) Hardcopy of the application not accompanied by printout of the complete online application form, signatures at designated places(s) wherever applicable, photograph and application fee (if applicable), all applicable documents with self-attestation, caste certificate (if applicable), Proof of possession of a valid Ex-servicemen Certificate (if applicable), copy of Discharge book (if applicable), Experience certificate (if applicable) etc. will not be entertained and will be summarily rejected**

**Note:** **CSIR-CFTRI is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. The validation rules and design of the online application are based on the requirements outlined in the advertisement and no representation in this regard will be entertained. Candidates should carefully read the advertisement and refer to the "Instructions" section on the application portal. Submission of an online application does not guarantee that the candidate meets all eligibility criteria stated in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if ineligibility is discovered at later stages.**

Frivolous representation/ clarification made through any correspondence without reading the instruction given in the advertisement thoroughly will not be entertained. Therefore, candidates are advised to take the assistance of the Help Desk if required.

Candidate is cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/PwBD/Ex-Servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, CSIR-CFTRI reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.

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6. **<u>Printed Hardcopy of Full Online Application Form duly signed by the candidate along with the following self attested documents must be sent by Speed post/ Registered post only:</u>**

a. Proof for remittance of application fee of Rs. 500/- paid through SBI collect (E-receipt/Transaction reference), wherever applicable.

b. One recent Passport size Coloured photograph (same as uploaded with the online application form) to be pasted on the application form and **signed across in full**.

c. Signature of the candidate signed at appropriate place in the hardcopy of online application form.

d. Copy of Matriculation /10th Standard or equivalent marksheet/certificate indicating date of birth or School leaving certificate indicating Date of Birth in support of Name and Date of Birth duly self attested

e. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/ mismatch in name/ variation in name of candidate (if applicable) duly self attested.

f. Copies of educational certificate(s) and/or mark sheet(s) supporting the essential qualifications and any higher qualifications duly self attested.

g. Conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc. into percentage, issued by the University, if applicable duly self attested.

h. Copy of full Discharge book & valid Ex-Servicemen certificate, if any duly self attested.

i. Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Economically Weaker Section / PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable. duly self attested.

j. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.

k. Copies of experience certificates, if any, duly self attested.

l. No Objection Certificate (NOC)/Proper channel Application, wherever applicable.

m. PwBD certificate, in the prescribed Government of India (GoI) format signed by the specified authority, if applicable, duly self attested.

n. Any other relevant document/certificates in support of the claim made(s) in the application duly self attested, as applicable.

**Note 1:** **The documents/ certificates uploaded must be legible.**

**Note 2:** **Applications without sending the hard copy of online application & the required document(s) as mentioned above will be considered as incomplete and will be summarily rejected.**

**Note 3:** **The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of trade test/written examination 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 given / to be given by the CSIR, regarding process for recruitment shall be final and binding.**

**N.B.** Candidate are advised to check the official CSIR-CFTRI website regularly. No separate individual information/intimation shall be sent to the candidates pertaining to the recruitment process. Therefore, candidates are advised to keep visiting this website **https://cftri.res.in** regularly for addendum/corrigendum and updated information regarding this advertisement/recruitment process.

No separate call letters/Admit cards or information will be mailed to candidates. Provision for downloading the admit cards of subsequent stages will only be available at **https://recruitment.cftri.res.in** **or** **https://cftri.res.in**

**CSIR-CFTRI will not be held responsible in any manner, for any missed update/information on the candidate's part throughout the whole recruitment process.**

**By applying to this advertisement and appearing for the examination(s), if eligible, the candidate is bound by the advertisement conditions and any subsequent notifications issued by CSIR-CFTRI pertaining to this recruitment process. There shall be no provision for re-evaluation/ re-checking of the scores at any stage of the examination. No correspondence in this regard shall be entertained.**

In case of discrepancies between the English version of this abridged Advertisement and its Hindi Translation, the English version shall prevail.

In case of any difficulty while submitting online registration/application please do write email at recruitment@cftri.res.in . To avoid last minute rush, candidates are advised to pay the online fee (if applicable) and apply online at the earliest. All further announcements/details pertaining to this process/updates/corrigendum/addendum etc. will be published/provided only on CFTRI official website https://cftri.res.in from time to time.

**NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** The **Helpdesk** contact (0821-2514433) mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.

Sd/-
Controller of Administration
CSIR-Central Food Technological Research Institute
Mysuru

## LIST OF FORMATS FOR CERTIFICATES


| Proforma | Particulars of the Proforma | Page No. |
|---|---|---|
| **PROFORMA-I** | Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India. | **18** |
| **PROFORMA-I-A** | Form of Declaration to be submitted by OBC CANDIDATES (in addition to the community certificate). | **19** |
| **PROFORMA-II** | Form of Certificate to be produced by SCHEDULED CASTES and SCHEDULED TRIBES candidates applying for appointment to posts under the Government of India. | **20-21** |
| **PROFORMA-III** | Income & Asset Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate | **22** |
| **PROFORMA-IV** | Disability Certificate (In cases of amputation or complete permanent paralysis of limbs and in cases of blindness) | **23-24** |
| **PROFORMA-V** | Disability Certificate (In cases of multiple disabilities) | **25-27** |
| **PROFORMA-VI** | Disability Certificate (In cases other than those mentioned in FORM V and VI) | **28-30** |
| **PROFORMA-VII** | Format of 'NO OBJECTION CERTIFICATE' from the employer of a candidate currently working as a regular employee in CSIR/ Government Organisations /Autonomous Bodies /Statutory Bodies/ Universities/ Public Sector Undertakings etc. | **31** |
| **PROFORMA-VIII** | Form of Certificate to be produced by Departmental candidates for claiming age concession. | **32** |


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**PROFORMA-I**

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of_____ of village/town _____ in District/Division _____ in the_____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated_____*.

Shri/Smt./Kumari_____ and/or his/her family ordinarily reside(s) in the_____ District/Division of the _____ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993, 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**.

**Date** _____ **District Magistrate/Deputy Commissioner etc.**

**Seal of Office –**

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*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

**- As amended from time to time

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.

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List of authorities competent to issue Caste Certificates are indicated below:-

(i) District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar: and

(iv) Sub-Divisional Officers of the area where the Candidate and or his family normally resides.

**PROFORMA-I-A**

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC 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/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, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008, OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013 and OM No. 36033/1/2013-Estt. (Res.), dated: 13th Nov, 2017 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: _____

**PROFORMA-II**

## FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

1. This is to certify that Shri/Shrimati/Kumari* _____ Son/Daughter* of _____ Village/Town* _____ 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) (Part C States) Order, 1951
@ The Constitution (Scheduled Tribes) (Union Territories) (Part C States) 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 and the Scheduled Castes and Scheduled Tribes Orders (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 Orders, 1956.
@ The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
@ The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
@ The Constitution (Dadra 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) Orders (Amendment) Act, 1990.
@ The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
@ The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (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 Castes) Order (Amendment) Act, 2007

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

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* issued by the _____ dated _____ .

%3. Shri/Shrimati/Kumari*_____and /or* his/her* family ordinarily reside(s) in Village/Town* _____ of _____ District/Division* of the State/Union Territory* of _____ .

Place _____ Signature _____

Date _____ **Designation _____

(With seal of Office)

State/Union Territory _____

---

*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 People Act, 1950

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**<u>** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates :</u>**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.(not below the rank of 1st Class Stipendary Magistrate)

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Administrator / Secretary to Administrator/Development Officer (Lakshadweep Islands).

---

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

**PROFORMA-III**

**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 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.

**PROFORMA-IV**

**FORM-V**

Certificate of Disability

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

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

Recent PP Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.: _____ Date: _____

**This is to certify that I have carefully examined**

Shri/Smt/Kum _____son/ wife/ daughter of

Shri _____ Date of Birth _____ (DD/MM/YYYY)

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
- Dwarfis
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is_____

(1) He/She has _____% (in figure)_____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/ her_____ (part of body) as per guidelines (_____number and date of issue of the guidelines to be specified).

(2) The applicant has submitted the following document as proof of residence:

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

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

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

**PROFORMA-V**

**FORM-VI**

Certificate of Disability

**(In cases of multiple disabilities)**

**(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: _____

1. This is to certify that we have carefully examined Shri/Smt/Kum _____son/ wife/ daughter of Shri _____ Date of Birth_____ (DD/MM/YYYY) Age_____ Years, Male/Female _____ Registration No. _____Permanent Resident of House No. _____Ward/Village/Street_____PostOffice_____ District _____ State _____ whose photograph is affixed above, and are satisfied that:

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

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

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

In figures:- ._____percent

In words:- ._____percent

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

3. Reassessment of disability is :

(i) not necessary,
Or
(ii) is recommended/ after _____ years_____months, and therefore this certificate shall be valid till_____ (DD)/(MM)/(YY)

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

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

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

5. Signature and seal of the Medical Authority.

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

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

**PROFORMA-VI**

**FORM-VII**

Certificate of Disability

**(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)**

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

Recent PP Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.: _____ Date: _____

1. This is to certify that I have carefully examined Shri/Smt/Kum _____son/ wife/ daughter of Shri _____ Date of Birth_____ (DD/MM/YYYY) Age_____ Years, Male/Female _____ Registration No. _____Permanent Resident of House No. _____Ward/Village/Street_____PostOffice_____ District _____ State _____ whose photograph is affixed above, and are satisfied that he/she is a case of _____ Disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

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

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

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

3. Reassessment of disability is :

(i) not necessary

Or

(ii) is recommended/ after _____ years_____months, and therefore this certificate shall be valid till_____(DD)/(MM)/(YY)

@ - 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 |
|---|---|---|
| | | |

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

Countersigned

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

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

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

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

**PROFORMA-VII**

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

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

**No. .....** **Date:** [DD/MM/YYYY]

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

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

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

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

In case of his/her selection, he/she will be relieved in one month. 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]

**PROFORMA-VIII**

**THE FORM OF CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATES EMPLOYEES FOR CLAIMING AGE CONCESSION**

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

**No. .....** **Date: [DD/MM/YYYY]**

**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 a regularly appointed 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 of .....in the..... (Name of the Institute) with effect from .....to .....

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]