



Council of Scientific and Industrial Research
NORTH EAST INSTITUTE OF SCIENCE AND
TECHNOLOGY
JORHAT-785006, ASSAM
(Ministry of Science and Technology, Govt. of India)



Advertisement No. 05/2026-REC

Online Application: 29.08.2026 (08:30 AM)

Last date of submission of Online Application: 28.09.2026 (05:00 PM)

CSIR-North East Institute of Science and Technology, Jorhat, is a premier institute under the Council of Scientific and Industrial Research (CSIR) an Autonomous Body of Department of Scientific and Industrial Research, Govt. of India involved in multidisciplinary R&D programmes of both basic and applied nature across various scientific disciplines for economic, environmental and societal benefits for the people of India. The Institute is equipped with sophisticated state-of-art analytical and other equipment's, lab and pilot facilities to carry out research activities in frontier areas of Science.

CSIR-NEIST invites online applications from Indian citizens for the following Administrative posts as per the particulars given below:

Post Code	Name of Post	No. of Posts & Reservation	Upper Age Limit as on 29.08.2026	Pay Level in Pay Matrix	Essential Qualifications
JST-01	Junior Stenographer	No. of Posts - 02 Category UR - 01 SC-01	27 years	Pay Level – 4 (Basic Pay Rs. 25,500 – 81,100/-) As per 7 th CPC Pay Matrix	10+2/XII th or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.
JSA-02	Junior Secretariat Assistant (Stores & Purchase)	No. of Posts - 01 Category UR (Reserved for ESM)*	28 years	Pay Level –2 (Basic Pay Rs 19,900 - 63,200/-) As per 7 th CPC Pay Matrix	10+2/XII th or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time.

- Out of 02 posts of Jr. Stenographer, 01 post is reserved for Persons with Benchmark Disabilities (PwBD).
- Out of 01 posts of Junior Secretariat Assistant, 01 post is reserved for Ex-Servicemen.
- Abbreviations: **UR**- Unreserved; **SC**- Scheduled Caste; **ESM**- Ex-Servicemen

Job requirement for JSA(G/F&A/S&P): Candidates are required to provide assistance to the Stores & Purchase besides any other official work as and when assigned.

Job requirement of Jr. Stenographer: To provide secretarial/ stenographic Assistance/ Typing and other official work as when assigned.

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

Suitability for PwBDs

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

Category 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) mentioned in the above 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.

A. Junior Stenographer

1. Minimum Educational Qualification

10 +2/ XIIth or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.

Note: In respect of the equivalent clause, 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 CSIR-NEIST with regard to equivalence of qualification(s) and about recognition of Board/Universities/Institutes shall be final and binding.

2. Selection Procedure:

A Selection Committee duly constituted by the Director, CSIR-NEIST, will shortlist candidates fulfilling the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on the Competitive Written Examination and proficiency test in stenography, the details of which are mentioned below.

a. Scheme of Competitive Written Examination for Junior Stenographer

Mode of Examination	OMR based or Computer Based Objective type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English Language.
Standard of Exam	Class 10+2 /XII th
Total No. Of Questions	200
Time allotted	Total 2hours (2hours and40minutes for the candidates eligible for scribe)

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

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

b. Proficiency Test in Stenography

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

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

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

The methodology of evaluation of stenography test, Calculation of mistakes, etc. will be as per methodology notified by CSIR.

d. Preparation of Merit List

- (i) The proficiency in stenography will only be qualifying in nature.
- (ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- (iii) 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 decision regarding the sequence/order of conducting the proficiency test in stenography followed by a competitive written examination or vice versa will be taken by the Selection Committee and it will be notified in the website of CSIR-NEIST viz. www.neist.res.in for information of all concerned.

f. Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Junior Stenographer

- (i) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test will be placed higher;
- (ii) Date of Birth, with older candidate will be placed higher;
- (iii) Candidate acquiring essential educational qualification earlier, will be placed higher;
- (iv) Alphabetical order in which first names of the candidates appear.

B. Junior Secretariat Assistant (General/Finance & Accounts /Stores & Purchase)

1. Minimum Educational Qualification:

10+2/XIIth 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.

Note:In respect of the equivalent clause, 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 CSIR-NEIST with regard to equivalence of qualification(s) and about recognition of Board/Universities/Institutes shall be final and binding.

2. Selection Procedure :

A Selection Committee duly constituted by the Director, CSIR-NEIST, will shortlist candidates fulfilling the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on Competitive Written Examination and Proficiency Test in computer typing speed and in using computer, the details of which are mentioned below::

a) Proficiency Test in Computer typing speed and in using 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 Depression Per Hour) on an average of 5 key depression for each word.

The methodology of evaluation of type-scripts of typewriting test in Hindi/English, calculation of mistakes etc. will be as per instructions issued by CSIR. .

b) Scheme of Competitive Written Examination :

Mode of Examination	OMR based on Computer Based Objective type multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English Language.
Standard of Exam	Class XII th /10+2
Total No. of Questions	200
Total time allotted	2hours 30minutes

There will be two papers (Paper-I and paper-II). Paper-I is qualifying in nature. The paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be decided by the duly constituted Selection Committee) in Paper-I. Merit list will be prepared based on marks obtained in Paper-II.

Paper-I

Time allotted-90 minutes

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every	There will be no negative marking in

		correct answer)	this paper.
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Paper-II

Time allotted–60 minutes

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

• **Indicative syllabus:**

- **Mental Ability Test:** It would include questions of both verbal and non-verbal type. The test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.
- **General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- **English Language:** Questions will be designed to test the candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

c) Preparation of Merit List

- (i) Proficiency test in computer is qualifying in nature.
- (ii) Paper-1 of the written examination is also qualifying in nature. The Selection Committee will fix the minimum cut-off marks in Paper-1.
- (iii) Paper-2 will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-1
- (iv) The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper-2.

d) Sequence / order of conducting Competitive Written Examination and Proficiency

Test in Computer

The decision regarding the sequence/order of conducting the proficiency test in computer followed by a competitive written examination or vice versa will be taken by the Selection Committee and it will be notified in the website of CSIR-NEIST viz. www.neist.res.in for information of all concerned.

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

- (i) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test will be placed higher;
- (ii) Date of Birth, with older candidate will be placed higher;
- (iii) Candidate acquiring minimum educational qualification earlier will be placed higher;
- (iv) Alphabetical order in which first names of the candidates appear.

Note: The duly constituted Selection Committee may fix a minimum qualifying mark in Competitive Written Examination for each category of posts. The same will be notified in the website of CSIR-NEIST viz. www.neist.res.in for information of all concerned.

General information and conditions:-

1. Benefits under Council service:

- a. The above posts carry pay and allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), and Transport Allowance (TA) etc. as admissible to the Council (CSIR) employees at the place of posting. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence allotment rules depending on availability, in which case HRA will not be admissible.
- b. In addition to the emoluments indicated above, benefits such as, reimbursements of Medical Expenses, Leave Travel Concession, etc., are available as per rules of CSIR.
- c. The selected candidates will be governed by the 'National Pension Scheme' based on defined contributions as adopted by CSIR for its employees.
- d. CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.
- e. The selected candidate can be posted at CSIR-NEIST, Jorhat (main campus) or any of its 02 Branch Laboratories situated at Itanagar, Arunachal Pradesh & Imphal, Manipur as per the requirement of CSIR-NEIST.

2. Age Relaxation:-

- a) There is no age limit for CSIR departmental candidates provided they possess the prescribed qualification. CSIR departmental candidates mean the Permanent CSIR Employees only and not the temporary/ contractual/ project staff etc.

- b) The upper age limit is relaxable up to 05 (five) years for Scheduled Caste (SC) candidates, as per Government of India orders in force, only in respect of those cases where the posts are reserved for the respective category.

SC/ST/OBC 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 general candidates in respect of their selection. Application Fee exemption is, however, applicable for eligible candidates in such cases.

- c) 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 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 UR, 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 General.

- d) The upper age limit is relaxable up to the age of 35 years for Widowed, divorced women and women judicially separated from their Husbands and who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence.

- In case of widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
- In case of divorced women and women judicially separated from their husbands, a certified copy of the judgement/decreed of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.

- e) Age relaxation to Persons with Benchmark Disabilities (PwBDs):

Age relaxation of 10 (ten) years (15 years for SC candidates, for the post 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 (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 THEIR CASTE/COMMUNITY LIKE SC/ST/OB/GEN/EWS should produce/attach certificate of the concerned Caste/Community, if applicable, as this is a horizontal reservation.

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 medial fitness as prescribed by the Government of India for Group “C” posts to be filled by Direct Recruitment.

- f) 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 of 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.

- g) Candidates belonging to SC/PwBD may note in respect of the above that their candidature will remain provisional till the Certificate of their falling under SC/PwBD is verified / confirmed by the Appointing Authority from the Certificate issuing Authority. Candidates who are to be provisionally appointed against the post reserved for SC/PwBD are cautioned that if the verification reveals that their claim to belong to SC/PwBD, as the case may be, is false, their service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.**

- h) There is no provision for relaxation of age limit for employee of Central Government / State Government / Autonomous Bodies, etc.

3. 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, locomotors 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 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 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 Annexure enclosed with this advertisement. 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). The facility of scribe will be provided on production of certificate as per aforesaid Annexure in support of his/her claim.

- (d) The candidate will have the discretion of the opting for his/her own scribe or the facility of scribe provided by the CSIR-NEIST. Appropriate choice in this regard will have to be given by the candidate through email to 'aorecruit.neist@csir.res.in' whenever such need arises.

- (e) 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. The scribe should not be a candidate of this examination.
- (f) The candidate with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Annexure enclosed with this advertisement. In addition, the scribe has to produce a valid ID proof in original (Aadhaar 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 with this advertisement. If subsequently it is founded that the qualification of the scribe is not as declared by candidate, then the candidate shall forfeit his/her right to the post and claims related thereto.
- (g) A compensatory time of 20 min 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.
- (h) No attendant other than the scribe for eligible candidate will be allowed inside the examination hall.
- (i) Partially blind candidates who are able to read the normal question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the examination hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the examination hall.
- (j) 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.

4. Application Fee:

- (a) Candidates belonging to General/OBC/EWS category are required to pay an application fee of **Rs 500/-** through **SBI Collect**.
- (b) However, candidates belonging to SC/ST/PwBD/ESM/Women/CSIR Employees are exempted from application fee.
- (c) Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and rejected as invalid.

5. Other Conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfil 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 applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of online applications.
- c. The prescribed essential qualifications are the minimum and the mere possession of

the same does not entitle candidates to be called for Skill Test/Competitive Written Examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. Completion of degree will be reckoned from the date of issue of provisional certificate.

- d. The prescribed educational qualifications should have been obtained through recognized Universities/ Institutions. Incomplete applications which are not duly filled or uploaded without required certificates/documents will not be entertained and will be **summarily rejected**.
- e. In respect of 'equivalent' clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce an order/letter/notification in this regard, 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 Competent Authority, CSIR-NEIST with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- f. 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.
- g. Persons with Benchmark Disabilities (PwBD/Divyangjan) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. The process of recruitment for PwBD will be in accordance with CSIR OM No. 5-1(39)/2008-PD dated 04.12.2025.
- h. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Skill Test/Competitive Written Examination.
- i. The decision of the **Director, CSIR-NEIST, Jorhat** in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of Skill Test/Competitive Written Examination will be final and binding on the candidates. The Director has the right to alter the procedure of examination as per the directions from CSIR/Government of India.
- j. **Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.**
- k. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.
- l. SC/ST/OBC/EWS/PwBD/ESM candidates are required to produce the relevant latest certificate in the prescribed format of Government of India (GoI) signed by the specified authority at the time of document verification for the posts reserved for respective category.
- m. Candidates must upload requisite educational qualification certificates/caste/category certificate/experience certificate, if any, in the online application form. Otherwise their candidature will be rejected.

- n. All candidates who will be shortlisted for Skill Test/Competitive Written Examination will be required to produce the relevant Certificates such as Mark sheets, Educational Qualification Certificates, experience certificates etc. as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by the competent authority at the time Skill Test/Competitive Written Examination/document verification, failing which the candidature of such candidates will be cancelled by this institute.
- o. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by this institute at the time of
- p. Skill Test/Competitive Written Examination/document verification.
- q. 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.
- r. 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.
- s. Applicants currently working in CSIR/Government Organizations/Autonomous Bodies/Statutory Bodies/Universities/PSUs etc., as regular employees must inform their department or office and upload a "No Objection Certificate" (NOC) from their employer at the time of submitting the online application (as per attached format), failing which their candidature will NOT be considered.
- t. Ex-Servicemen should upload the scanned copy of Discharge Certificate along with the online application.
- u. The recruitment for the post of Technician Group-II is governed by the "CSIR Service rules, 1994 Recruitment of Scientist, Technical and Support Staff" in CSIR, 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. The appointment to these posts shall be governed by the provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time and other service rules, to the extent made applicable to the Council Servant and decision of CSIR on their applicability shall be final and binding.
- w. Candidates should indicate as to whether any of their blood/close relatives [relation to a Council 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 Council servant or not] is working in CSIR-NEIST or any other National Labs/Institutes/Units of the CSIR.
- x. In the event of any inconsistency between Hindi and English version of this advertisement, the English version shall prevail.

6. HOW TO APPLY:

- a. Eligible candidates are required to apply ONLINE by visiting CSIR-NEIST website. No other mode of application will be entertained.
- b. The Online application will be available on CSIR-NEIST website <https://www.neist.res.in> [opens on **29.08.2026** from 8:30 AM and closes on **28.09.2026** at 05:00 PM].
- c. Candidates are advised to go through the instructions (available on CSIR-NEIST career portal) for filling up of online applications carefully.
- d. **Interested candidates are advised to apply in time to avoid last minute rush.**
- e. Candidates applying for more than one post code must submit separate applications indicating the post code of the post in the application form. **Each application should be accompanied by separate SB Collect payment receipt.**
- f. For submission of online application, the candidates are required to pay a non-refundable fee of Rs. 500/- (Rupee Five Hundred only) through **State Bank Collect** only. The transaction number/UTR number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt (SB Collect receipt) and preserve it for future communication.

(State Bank Collect → Educational Institute → DIRECTOR NEIST → Payment Category → Application Fee → Select Post Code → Make Payment)

The candidates belonging to SC/ST/PwBD/Ex-Servicemen/Women/CSIR Employees are exempted from payment of application fee.

- g. The last date for submission of online application is 04.06.2026.
- h. In case of universities/institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute and mention the percentages so arrived at the appropriate place in the online application form, while filling the same.
- i. After completely filling the online application form candidate should take printout of the online generated filled application form for future communication. **THERE IS NO NEED TO SUBMIT A HARD COPY OF APPLICATION.**
- j. Application once made will neither be allowed to withdraw and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- k. Applications from the regular employees working in CSIR laboratories/Institutes, Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if the **No Objection Certificate & Vigilance Clearance Certificate** issued by the present employer is uploaded in the online application portal. Further, such candidates, when shortlisted for Skill Test/Competitive Written Examination, will be required to furnish a **"No**

Objection Certificate” from their employer failing which they will not be allowed for Skill Test/Competitive Written Examination.

- l. Candidates should specifically note that the applications received after the closing date for any reason whatsoever will not be entertained by CSIR-NEIST, Jorhat.
 - m. Incomplete online applications (i.e. without uploading photograph, signature, non-payment of application fee (wherever applicable), without uploading applicable certificates/testimonials etc.) will not be entertained and are liable to be summarily rejected.
 - n. The candidates are required to verify all the fields in the online application form to ensure that the application is complete and correct in all respects before submitting the same. It must be ensured that the photograph and signature are appended in the respective fields of online application.
 - o. Any further information regarding this advertisement like date, time and venue of Skill Test/Competitive Written Examination, any Addendum/Corrigendum or any variation in number of posts/cancellation of post (s) etc. will be made available only on CSIR-NEIST website <https://www.neist.res.in>. **For any updates, candidates are advised to visit CSIR-NEIST website regularly.**
 - p. No interim enquiry or correspondence will be entertained.
- **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 filling-up the Application Form. At the time of Skill Test /Written examination or in a subsequent selection procedure or even after selection/appointment to the post, if a candidate is (or has been) found guilty of:
- a. Using unfair means; or
 - b. Impersonating or procuring impersonation by any person; or
 - c. Misbehaving in the Examination/Skill Test venue 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
 - d. Resorting to any irregular or improper means in connection with his/ her candidature; or
 - e. Obtaining support for his/ her candidature by unfair means; or
 - f. Carrying mobile phones or similar electronic devices of communication in the examination/ test venue, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (i) to be disqualified from the examination for which he/ she is a candidate

(ii) to be debarred either permanently or for a specified period from any examination conducted by the CSIR or its Institute/Labs:

(iii) for termination of service, if he/ she already joined in Council service.

The Competent Authority, CSIR-NEIST may also report the matter to Police/ Investigating Agencies, as deemed fit and the Competent Authority may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

▪ **Following documents are required to be uploaded as a PDF during online application:**

- i. SSC/10th certificate & Marksheet (reflecting Date of Birth).
- ii. Intermediate/10+2/Diploma Certificate & Mark sheet (wherever applicable).
- iii. ITI certificate (wherever applicable).
- iv. Latest Caste/Category certificate etc. in the prescribed Government of India format signed by the specific authority, wherever applicable.
- v. No Objection Certificate with vigilance clearance (wherever applicable).
- vi. Certificate (s) related to higher qualification, if any.
- vii. State Bank Collect payment receipt.
- viii. Certificate related to PwBD/Women seeking age relaxation etc. (wherever applicable) in the prescribed format.
- ix. Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India (only if DOB not mentioned in Secondary or Senior Secondary School Certificate).
- x. Any other relevant certificate/document.

S/d
Controller of Administration

LIST OF ANNEXURES

S.NO.	ANNEXURE NUMBER	PARTICULARS OF THE ANNEXURES	PAGE NO.
1	ANNEXURE – I	Form of Certificate to be produced by the Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India	18-19
2	ANNEXURE - II	Form of Certificate to be produced by Other Backward Classes applying for appointment to Posts under the Government of India	20
3	ANNEXURE - III	Form of declaration to be submitted by the OBC - NCL candidate (in addition to the community certificate)	21
4	ANNEXURE - IV	Form of Income & Assets Certificate to be produced by Economically Weaker Sections.	22
5	ANNEXURE - V	Form – V Certificate of Disability	23
7	ANNEXURE - VI	Form – VI Certificate of Disability	24-25
8	ANNEXURE - VII	Form – VII Certificate of Disability	26-27
9	ANNEXURE - VIII	Format of 'NO OBJECTION CERTIFICATE' from the employer of candidate currently working as regular employee in CSIR	28
10	ANNEXURE - IX	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.	29
11	ANNEXURE – X	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.	30
12	ANNEXURE – XI	Letter of Undertaking for Using Own Scribe	31
13	ANNEXURE – XII	Certificate regarding physical limitation of an Examinee to Write	32
14	ANNEXURE - XIII	Certificate to be produced by serving/retired/released armed forces personnel for availing the age concession for posts filled by direct recruitment	33-35

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 Re-organisation Act, 1960, the Punjab Re-organisation 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 (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) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Amendment) Act, 2007
- % 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

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

%3. Shri/Shrimati/Kumari*..... and/or* his/her* family
Ordinarily resides in village/town*.....ofDistrict/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 : _____

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

GOVERNMENT OF INDIA
(Name & Address of the authority issuing the certificate)

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).

Recent
passport size
attested
photograph of
the applicant

Signature with seal of Office.....

Name.....

Designation.....

*Note I: 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.

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

(Signature and seal of Authorized Signatory of
Notified Medical Authority)

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 necessaryor

(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)
[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

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 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.	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.

FORMAT OF 'NO OBJECTION CERTIFICATE' FROM THE EMPLOYER OF CANDIDATE

**(CURRENTLY WORKING AS REGULAR EMPLOYEE IN CSIR/ GOVERNMENT
ORGANISATIONS/ AUTONOMOUS BODIES/STATUTORY BODIES/ UNIVERSITIES/
PUBLIC SECTOR UNDERTAKINGS etc.)**

(Letter Head of the Institution/Issuing Authority)

No.

Date: [DD/MM/YYYY]

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

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

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

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

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

Place:

For [Name of Department/Organization],

[Signature of Issuing Authority]

[Name of Issuing Authority]

[Designation of Issuing Authority]

[Official Seal/Stamp]

[Contact Information]

[Department/Organization Address]

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

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

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

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

Signature of medical authority

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

Name of Government Hospital /

Health Care Centre with Seal

Place:

Date:

ANNEXURE-X

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 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-

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

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

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

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

(Signature of the candidate with Disability)

Place: _____

Date: _____

CERTIFICATE REGARDING PHYSICAL LIMITATION 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. 1. Visual impairment - Ophthalmologist;
2. Locomotor disability - Orthopedic specialist/PMR).

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

A. FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL

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

2. He has been released from military services:

% a) on completion of assignment otherwise than

- i. by way of dismissal, or
- ii. by way of discharge on account of misconduct or inefficiency, or
- iii. on his own request, but without earning his pension, or
- iv. he has not been transferred to the reserve pending such release

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

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

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

Place:

Date:

Signature, Name and Designation of the
Competent Authority**

SEAL

% Delete the paragraph which is not applicable.

B. FORM OF CERTIFICATE FOR SERVING PERSONNEL

(Applicable for serving personnel who are due to be released within one year)

It is certified that No.Rank.....Name is serving in the Army/Navy/Air Force from.....

2. He is due for release retirement on completion of his specific period of assignment on.....

3. No disciplinary case is pending against him.

Place:

Date:

Signature, Name and Designation of the
Competent Authority**

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

C. FORM OF CERTIFICATE APPLICABLE FOR SERVING ECOS/SSCOS WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT

It is certified that No..... Rank..... Name..... whose date of birth is.....is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on..... and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the
Competent Authority**

SEAL

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

(a) In case of Commissioned Officers including ECOs/SSCOs.

Army - Military Secretary Branch, Army Hqrs., New Delhi

Navy - Directorate of Personnel, Naval Hqrs., New Delhi

Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.

Army - By various Regimental Record Offices

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi