

सीएसआईआर-राष्ट्रीय अंतर्विषयी वज्ञान तथा प्रौद्योगिकी संस्थान
CSIR-NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY
इंडस्ट्रियल एस्टेट डाक घर, पाप्पनकोड, तिरुवनंतपुरम-695019
Industrial Estate P.O., Pappanamcode, Thiruvananthapuram-695 019

Advertisement No. 01/2026 Dated: 16.05.2026

सीधी भर्ती के आधार पर बहु-कार्यकारी कर्मचारी के पद पर भर्ती के लिए वज्ञापन
Advertisement for Recruitment to the post of Multi-Tasking Staff on Direct Recruitment Basis

ऑनलाइन आवेदन प्रारम्भ होने की तिथि / Opening Date of Online Application	16.05.2026 सुबह 09:00 बजे 16.05.2026 at 09:00 AM
ऑनलाइन आवेदन जमा करने की अंतिम तिथि / Closing Date of Online Application	15.06.2026 शाम 5:30 बजे तक 15.06.2026 up to 5:30PM

CSIR - NIIST, Thiruvananthapuram is a premier Institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied science in various disciplines for economic, environmental and societal benefits of the people of India. This Institute is engaged in seven broad areas of R&D namely (i) Agro, Food Processing & Natural Products, (ii) Biotechnology, (iii) Chemical Science & Technology, (iv) Materials & Minerals (v) Process Engineering & Environmental Technology (vi) Sustainable Energy Technologies and (vii) Artificial Intelligence & Machine Learning.

Online applications are invited from bonafide Indian nationals having motivation and aptitude to fill up Multi-Tasking Staff positions as detailed below.

Post Code	Name of Post	No. of Posts, Reservation status	Pay in Pay Matrix & Total Emoluments	Upper Age limit as on 15.06.2026
MTS26	Multi-Tasking Staff	Total No. of Posts – 02 (01-UR, 01-OBC)	Pay Level 01 (₹18,000 - 56,900/-) ₹. 33,840 **/- approximately	25 years*

* Please refer age limit and relaxation

**Approximate total emoluments on minimum of Pay Level includes Dearness Allowance(DA), Transport Allowance(TA), House Rent Allowance (not applicable to council employees who stay in the council accommodation).

CSIR strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

The cut-off date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for submission of ONLINE application, i.e., 15.06.2026.

The minimum essential qualification for the above post is as under:

Name of the Post	Essential Qualification	Desirable Qualification	Job Requirements / Nature of Job:
Multi-Tasking Staff	Matriculation or equivalent pass	Intermediate (12 th Class) pass.	- Physical Maintenance of records of Section. - Opening & Closing the Section. - General Cleanliness & Upkeep of the Section - Carrying of files & documents to other Sections. - Delivering the Dak - Photocopying, Sending mail, etc. - Assisting in Research & Development activities. - Physical Maintenance of records of Guest House - Collection and remittance of Guest House charges - General Cleanliness & Maintenance of Rooms - Attending to Guest's complaints, queries and requirements - Dusting of furniture, etc. - Preparation and supply of Tea/Coffee to the Guests - If required, incumbent may have to work in shift duties - Maintenance and upkeep of Gardens and Green spaces - Planting, nurturing, and caring for plants, as well as maintenance of garden activities such as mowing lawns, trimming hedges, weeding, and clearing debris. - Watering, Fertilizing & Pest Control - Physical Maintenance of records of Work area, stock entry - Maintenance & upkeep of vehicles - Scheduling maintenance and repairs - Managing vehicles records and log books - Liaising with office for preparation of bills of Vehicles - Processing Fast-tag, Insurance renewal bills - Canteen duty - Any other work/job assigned from time to time by the Competent Authority.

1. BENEFITS UNDER COUNCIL SERVICE:

- The post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Council Servants and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per "CSIR Residence Allotment Rules" subject to availability. If council accommodation is utilized, HRA will not be provided.
- In addition to the emoluments indicated above, applicability of National Pension System,

reimbursement of Medical Expenses, Leave Travel Concession, Children Education Allowance, House Building Advance etc. are also available as per CSIR/Govt. of India (GoI) Rules as applicable to the Council servants.

- c) The post will be governed by the National Pension System applicable w. e. f. 01-01-2004 as notified by the Government of India and adopted by CSIR and other instructions issued on the subject by GoI/CSIR from time to time.
- d) CSIR provides excellent opportunities for career advancement under various CSIR guidelines prevailing in this regard.
- e) The appointment to the post 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 the council as to their applicability shall be final and binding.

2. GENERAL INFORMATION AND CONDITIONS:

- a) The applicant must be a citizen of India.
- b) The date for determining the upper age limit and qualifications shall be the closing date of online applications. All applicants must fulfill the essential requirements i.e. age, essential qualification etc of the post and other conditions stipulated in the advertisement as on the last date of submission of ONLINE application. Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on the last date of submission of online application.
- c) Enquiries asking for advices as to eligibility will not be entertained.
- d) The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for Trade Test & Written Examination or appointment. The duly constituted Screening Committee will adopt its own criteria for shortlisting the candidates to be called for Trade Test & Written Examination. The candidate should, therefore, mention in the application all the qualifications over and above the minimum prescribed qualification, supported with documents.
- e) Online Application along with scanned copies of all certificates, mark-sheets, experience certificates and testimonials in support of relevant educational qualification and relevant experience etc., issued by the Competent Authority must be uploaded. The qualifications should have been obtained through recognized Universities/Institutions.
- f) In respect of Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to attach copy of order/letter in this regard and upload the same while applying for the post, indicating the Authority (with number and date) under which it has been so treated, otherwise application is liable to be rejected.
- g) 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 uploaded.
- h) Date of birth filled by the candidate in application form and the same recorded in the Matriculation/Secondary Examination Certificate / Birth Certificate will be accepted by the Selection Committee for determining the age and no subsequent request for change will be considered or granted. Date of birth should be supported with High School/ Secondary School /Higher Secondary School Certificate or Birth Certificate issued by the competent Authority.
- i) The screening of candidates will be conducted on the basis of the documents and information provided in the online application only. If at any stage it is discovered that a candidate does not meet the prescribed eligibility criteria or has submitted incorrect or false information in the application form; their candidature will be cancelled, even after selection and CSIR – NIIST will not be responsible for any consequences resulting from the submission of such false/inaccurate information. Therefore, the candidate must ensure that all information provided in the online application is accurate and correct.
- j) Incomplete applications, i.e., applications not duly filled or uploaded without required certificates/documents will be summarily rejected.
- k) A non-refundable application fee of ₹500/- (Rupees Five Hundred only) as applicable is required to be paid by the candidates through SB Collect. Candidates belonging to Scheduled

Caste/Scheduled Tribe/ Ex-servicemen / Women candidates need not pay any application fee. **Those who are claiming fee exemption are required to upload relevant certificate for the same.**

- l) No TA will be reimbursed for attending Trade Test and Written Examination.
- m) The selected incumbent will be posted in CSIR-NIIST, Thiruvananthapuram or its extension centers. However, he/she can be transferred to anywhere in India to any of the Labs/Institutes of CSIR.
- n) The decision of the Director, CSIR-NIIST, Thiruvananthapuram in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of Trade Test & Written Examination, venue for Trade Test & Written Examination etc will be final and binding on the candidates. No interim inquiry or correspondence will be entertained in this connection.
- o) The Appointing Authority reserves the right to cancel the advertisement without providing any reason and may also decide not to fill any or all positions, if necessary. The decision of the Director, CSIR-NIIST, Thiruvananthapuram in all matters will be final and binding on candidates and no representation in this regard will be entertained.
- p) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- q) The selected candidate will be on probation for a period of two years 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.
- r) The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Institute.
- s) The recruitment for the post of Multi-Tasking Staff is governed by the "Recruitment Rules for Multi-Tasking Staff" in CSIR as amended from time to time. Hence, all other terms and conditions not stipulated herein will be applicable as per said Recruitment Rules.
- t) ***Divyangjan /Persons with Benchmark Disability (PwBD) fulfilling the eligibility conditions prescribed under GoI instructions are encouraged to apply.***

3. AGE LIMIT (AS ON LAST DATE OF ONLINE APPLICATION)

The upper age limit is 25 years for the post of Multi-Tasking Staff as on the last date for receipt/submission of online application.

4. RELAXATIONS:

- a) The upper age limit shall be relaxed by 05 years for Scheduled Caste [SC]/ Scheduled Tribe [ST] and 03 years for Other Backward Class [OBC(NCL)], as per Government orders in force, only in respect of those cases where the posts/vacancies are reserved for respective categories. **SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be treated at par with general candidates in respect of their selection** [Application Fee Exemption is, however, applicable for SC and ST candidates in such cases].
- b) Candidates belonging to the reserved category of OBC(NCL) must upload a scanned copy of their certificate with their applications without which their candidature will be considered as Unreserved provided they meet the required criteria applicable to Unreserved candidates. This certificate should be in the prescribed format for appointment to posts under the Government of India(GoI) and issued by the Competent Authority authorized to issue such certificates, such as the SDO, District Magistrate or Deputy Commissioner, as specified by the Government of India.
- c) The Certificate for Other Backward Caste (Non-Creamy Layer) must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of Schedule to the Government of India, Department of Personnel & Training O. M. No. 36012/22/93-Estt(SCT) dated 08.09.1993 as amended from time to time. The OBC certificates should be the latest one and be in the format FOR APPOINTMENT TO POSTS

UNDER 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 the Central List of OBC, 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 candidate have to indicate their category as General(UR).**

- d) Relaxation of upper age limit for Ex-Servicemen will be applicable as per GoI/CSIR orders prevailing in this regard.
- e) As per GoI provisions, for Widows, Divorced Women and Women judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes in respect of the posts reserved for them). The person claiming age relaxation under this sub-para would be required to produce following documentary evidence: -
- (i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - (ii) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced women that they have not remarried since.
- f) **Age relaxation to Persons with Benchmark Disabilities (PwBD):** Age relaxation of 10 years for Unreserved and 13 years for OBC - NCL in respect of the post reserved for them, in upper age limit is allowed to persons suffering from 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.

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. **Also, no application fee is payable by Persons with Benchmark Disability.**

NOTE: Definition of the above specified disabilities will be as per "THE RIGHTS OF THE PERSONS WITH DISABILITIES ACT, 2016" as amended from time to time.

The persons claiming age relaxation under this sub-para would be required to produce a certificate of disability issued by the Competent Authority as per 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, in support of their claims clearly **indicating that the degree of physical disability is 40 % or more. 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.** 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. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual group of posts to be filled by Direct Recruitment by Selection. If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

PwBD candidate should mention in applications, their caste/community (ie. SC/ST/OBC (Non –Creamy Layer)/EWS/UR) and also produce certificate of the concerned caste/community.

- g) For information and compliance, the prescribed formats for producing SC/ ST/OBC (Non-Creamy layer)/PwBD Certificate referred to above are enclosed as Annexures in this advertisement.
- h) SC/ST/OBC (Non-Creamy layer)/PwBD/Ex-Servicemen etc. candidates are required to present the original certificate in the prescribed format, signed by the specified authority, as and when asked. Candidate must upload a scanned copy of the requisite certificate along with online application. However, the claim of the candidate belonging to a specific category will be regulated by GoI guidelines on the subject.
- i) Appointments to the reserved post will be provisional and subject to the verification of caste /PwBD/ex-Servicemen certificates through proper channel. If the verification reveals that the claim of the candidate belongs to SC/ST/EWS/OBC (Non-Creamy Layer)/PwBD/ Ex- Servicemen is false, his/her 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 the Bharatiya Nyaya Samhita(BNS) for production of false certificate.

5. Provision of Compensatory Time and assistance of scribe for PwBD:

- a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.
- b) The candidate with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per **Annexure VIII** enclosed. 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 should be submitted along with the **Annexure VIII** enclosed. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.
- c) For the remaining persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per **Annexure VII** enclosed.
- d) 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. 29-06/2019-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 IX** enclosed. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:
 - i. Chief Medical Officer/ Civil Surgeon/ Chief District Medical Officer – Chairperson
 - ii. Orthopaedic / PMR specialist
 - iii. Neurologist, if available*

- iv. Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist/Special Educator
- v. Occupational therapist, if available*
- vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson

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

- e) In case the persons having less than 40% disability and having difficulty in writing, as indicated in Para (d) above, opts for his own scribe, he/she shall be required to submit details of own scribe as per **Annexure X** enclosed.
- f) The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the CSIR-NIIST. Appropriate choice in this regard will have to be given by the candidate through email to Controller of Administration at email id coa@niistres.in.
- g) In case the candidate wishes to opt for scribe, the qualification of scribe will be as per CSIR/GoI guidelines.
- h) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed to use scribe as described above. The candidates 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.
- i) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- j) 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.
- k) The PwBD candidates who have availed the facility of Scribe and/or Compensatory time must produce relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

6. **MODE OF SELECTION:**

- a) Candidates who fulfill the eligibility criteria as recommended by the Screening Committee duly constituted by the Director, CSIR-NIIST will be called for a Trade Test.
- b) Trade Test is intended to test the candidate's practical knowledge as mentioned in the Nature of Job/ Job requirement.
- c) The Selection Committee will decide the mode of Trade Test and also conduct the Trade Test.
- d) The decision of the Selection Committee will be final and binding on the candidates.
- e) Those candidates who qualify in the Trade Test will be eligible to take part in the Written Examination.
- f) Written Examination consists of one paper. The Final merit list will be prepared on the basis of marks obtained by the candidates in this paper.
- g) All the tests will be conducted in Thiruvananthapuram. However, it can be conducted in any city or cities as may be decided by CSIR-NIIST, Thiruvananthapuram and no representation regarding change of centre will be entertained.

Syllabus of Written Test for Multi-Tasking Staff (Group – C)

Mode of Examination	OMR Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set in English, Hindi & Malayalam except the questions on English Language.
Standard of exam	Class 10
Total No. of Questions	150
Total Time Allotted	2 hours

Subject	No. of Questions	Maximum Marks	Negative Marks
General Intelligence	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
Quantitative Aptitude	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

7. RESOLUTION OF TIE:

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

- Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher
- Date of Birth, with older candidate placed higher
- Candidate acquiring Essential Qualification earlier placed higher
- Alphabetical order in which first names of the candidates appear

8. **APPLICATION FEE:**

Category	Application Fee
Unreserved/OBC/EWS	Rs. 500/-
Women/SC/ST/PwBD/Ex- Servicemen	NIL

9. **HOW TO APPLY:**

- Eligible candidates are required to apply ONLINE through CSIR-NIIST website <https://www.niist.res.in/> . No other mode of application will be accepted.
- The link for online application will be available at CSIR-NIIST website from **16.05.2026 (9:00 AM) to 15.06.2026 up to 5.30PM.**
- Candidate has to register with valid Email address by accessing “New Registration” in the Online Application window.
- After successful registration process, candidates can login using their credentials to apply through the Online Application Window.
- Candidates are advised to follow the instructions while applying.
- If a 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.
- The candidate has to remit an application fee of Rs.500/- (wherever applicable) through SB Collect link provided in the online application form and fill up the transaction details in the prescribed columns of online application. Application fee paid through any other mode and application without the prescribed fee will not be accepted and such applications will be treated as without application fee and will be rejected.
- Application fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- Applicants currently working in CSIR, Government Departments, Autonomous Bodies, Public Sector Undertakings or Government Funded Research Agencies as regular employee must inform their department or office and upload a **‘No Objection Certificate with Vigilance Clearance’** issued by the current employer at the time of submitting online application (as per **Annexure III**), failing which their candidature will not be considered.
- Candidates belonging to the reserved categories of SC/ST/OBC(NCL) /PwBD must upload a scanned copy of relevant certificate in the prescribed format along with their applications.
- Ex-Servicemen should upload the scanned copy of Discharge Certificate along with the online application.
- 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- NIIST or any other National Labs/Institutes/Units of the CSIR.

- m. Candidate should indicate their option for taking the Trade Test/Written Examination either in Hindi or English or Malayalam medium. Candidate will be allowed to take the Trade Test & Written Examination only in the medium they have opted for.
- n. Candidates are required to upload his/her latest passport size scanned colour photograph (not selfie) with plain background and signature (should be clearly visible). Further candidates are required to upload all relevant certificates in a single PDF.
- o. Applicants should indicate their marks in percentage. However, in case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute & upload the conversion formula certificate from the appropriate authority from the Institute/University in this regard.
- p. After filling up the online application form, the candidate can verify/edit the application to ensure that the application is complete and correct in all respects. After finalizing, candidate can print the application and can keep a copy of the print out of the online application for their record as the facility of downloading of application will not be available after the last date.
- q. Once submitted, any request for change or correction in the application form will not be accepted under any circumstance.
- r. The candidates are required to verify all the fields in the application form to ensure that the application is complete and correct in all respects before submitting the same. It must be ensured that the photo and signature are appended in the respective fields of online application. **Incomplete applications i.e. application without latest photograph, unsigned, without application fee, without applicable testimonials/documents/certificates in support of claims made by the candidates in the online application form, will be rejected.**
- s. Details of shortlisted candidates to be called for Trade Test & Written Examination will be notified in CSIR – NIIST website. Therefore the candidates are advised to visit the website <https://www.niist.res.in> for the latest updates.
- t. Enquiry regarding schedule of test, venue, issue of call letter, change of exam centre and date, change of exam pattern etc. through e-mail/telephone or any other mode will not be entertained/considered.
- u. The candidature is provisional and subject to verification of original documents and if the verification reveals any false information, candidature will be summarily rejected forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Bharatiya Nyaya Sanhita (BNS) for production of false certificates.

Candidates are required to upload the following original documents in PDF format while filling up of online application form:

- a) Date of Birth Certificate/10th/SSC Certificate as DoB proof.
- b) Copy of SBI Collect e-receipt/Transaction reference of Rs. 500/- as application fee, wherever applicable.
- c) Latest passport size photograph

- d) The signature of the candidate
- e) Valid document for Identification (Aadhaar Card/PAN Card/ Voter ID Card/ Driving License, etc.)
- f) Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/mismatch in name/variation in name of candidate/parents (if applicable).
- g) Copy of educational certificate(s) and /or marksheet(s) supporting essential qualification and any higher qualifications.
- h) No objection certificate along with vigilance clearance from the present employer for candidates currently working as regular employees in CSIR/Government Organizations/ Autonomous Bodies / Statutory Bodies/ Universities/ PSUs etc, in the prescribed proforma (**Annexure – III**)
- i) Copy of relevant experience certificate(s), if any
- j) Ex-Servicemen Certificate (Discharge Certificate) -Mandatory for those who are claiming as Ex-Servicemen
- k) Valid Scheduled Caste/ Scheduled Tribe/Other Backward Class (Non-Creamy Layer) /PwBD certificate(s) in the prescribed Govt. of India format signed by the specified authority, if applicable.
- l) Copy of the judgement/decreed from the appropriate court of law for widow, divorced, or judicially separated women, to verify the status of divorce or judicial separation along with an affidavit confirms that such candidate has not remarried, if applicable.
- m) Any other relevant certificates/documents.

In case of any difficulty while submitting online registration/application please do write email at contact@niist.res.in

All further announcements/details pertaining to this advertisement /updates/corrigendum/addendum etc. will be published/provided only on NIIST official website <https://www.niist.res.in/> from time to time.

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.

Sd/-
Controller of Administration

List of Annexures

Sl. No.	Annexure Number	Particulars of the Annexure	Page No.
1.	Annexure I	Prescribed Format for SC/ST Certificate	13-14
2.	Annexure II	Prescribed Format for OBC Certificate	15
3.	Annexure III	Prescribed Format for No-Objection Certificate	16
4.	Annexure IV	Form – V Certificate of Disability	17
5.	Annexure V	Form – VI Certificate of Disability	18-19
6.	Annexure VI	Form – VII Certificate of Disability	20-21
7.	Annexure VII	Certificate regarding physical limitation of an examinee to write	22
8.	Annexure VIII	Letter of Undertaking for Using Own Scribe	23
9.	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.	24
10.	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.	25
11.	Annexure XI	Form of certificate for serving defence personnel	26
12.	Annexure XII	Undertaking to be given by the ex-servicemen	27
13.	Annexure XIII	Certificate to be produced by serving/retired/released armed forces personnel for availing the age concession for posts filled by direct recruitment	28-29

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

This is to certify that Sri/Smt/Kum* _____ son/daughter of _____ of
village/town* _____
_____ in District/Division* _____ of the State/Union Territory* _____
belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste /

Scheduled Tribe* under:

* The Constitution (Scheduled Castes) Order, 1950;

* The Constitution (Scheduled Tribes) Order, 1950;

* The Constitution (Scheduled Castes) (Union Territories) Order, 1951;

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (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 (Reorganization) 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 and Kashmir) Scheduled Tribes Order, 1989 ;
- The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
- The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002
- *The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- The Constitution (Scheduled Castes & Scheduled Tribes) Orders (Amendment Act), 2002
- The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

Contd...

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 / Smt / Kumari* _____ Father / Mother* of Sri/ Smt / Kumari* of village / town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) _____ in village/town* _____ of _____ District/Division* _____ of the State/Union Territory* of _____.

Signature _____

Designation _____ **

Place:

[With seal of Office]

Date :

State/Union Territory

Note: The term "Ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

*Please delete the words which are not applicable.

➤ Please quote specific Presidential Order.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate. (Not below the rank of 1st Class Stipendiary Magistrate)
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time.

Prescribed Format for OBC Certificate

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 Shri / Smt.
 _____ of
 Village/Town _____ District/Division _____ in
 the _____ State 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 O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 and modified vide DoPT OM No. 36033/1/2013-Estt. (Res) dated 13th September, 2017**.

Dated: _____

Signature _____

Designation _____ \$

Seal

NOTE:

*- 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 are indicated below:

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

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

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 are pending against him/her as on 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]

Form-V Certificate of Disability

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

[See rule 18(1)]

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

Recent Passport
Size Attested
Photograph
(Showing face only
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/ 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).

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

Form-VI Certificate of Disability

(In cases of multiple disabilities)[See rule18(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/Smt. _____

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:

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			

Contd...

17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines

(.....number and date of issue of the guidelines to be specified), is as follows:

In figures percent

In Words:..... percentage

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

3. Reassessment of disability is :

(i) not necessary OR

(ii) is recommended/ after..... years months, and therefore, this certificate shall be valid till (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

- eg. Single eye

€ - 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
passportsize
attested
photograph

Certificate No.:

Date:

This is to certify that I have carefully examined Shri/Smt./Kum son/wife/daughter of Shri/Smt. Date of Birth..... (DD)/(MM)/(YY) Age years, male/female.....Registration No. permanent resident of House No..... Ward/Village/Street Post OfficeDistrict..... 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	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

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

Contd...

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 (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.

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 (eg Visual impairment-Ophthalmologist, Locomotor disability- Orthopaedic specialist / PMR)

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of disability) appearing for the _____ (name of examination) bearing Roll No. _____ at _____ (name of centre) in the District _____, _____ (name of 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 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.

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

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

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

Signature of Medical Authority

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

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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

I _____, candidate with _____ (nature of disability/ condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the state). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

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

(Signature of the Candidate)

Place:

Date:

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No) _____

(Rank) _____ (Name) _____

is due to complete the specified term of his engagement with the Armed Forces on (Date)

_____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I _____ bearing Roll No _____
appearing for the Document Verification of the _____
Examination, 20____do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group “C” and “D” posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; **OR**
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; **OR**
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. Therefore, I am eligible for age-relaxation only.

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: _____

Name: _____

Date: _____

Roll Number: _____

Date of appointment in Armed Forces: _____

Date of Discharge: _____

Last Unit/ Corps: _____

Mobile Number: _____

Email ID: _____

**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-Servicemen (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

Contd...

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