

सीएसआईआर-राष्ट्रीय अंतर्विषयी विज्ञान 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. 03/2025, Date: 15.11.2025

सीधी भर्ती के आधार पर सुरक्षा सहायक के पद पर भर्ती के लिए विज्ञापन
Advertisement for Recruitment to the post of Security Assistant on Direct Recruitment Basis

ऑनलाइन आवेदन प्रारम्भ होने की तिथि / Opening Date of Online Application	15-11-2025 सुबह 09:00 बजे 15-11-2025 at 09:00 AM
ऑनलाइन आवेदन जमा करने की अंतिम तिथि /Closing Date of Online Application	14-12-2025 शाम 5:30 बजे तक 14-12-2025 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, aptitude and domain knowledge to fill up Security Assistant position as detailed below:

Post Code	Name & No. of Posts, Reservation status & Upper Age limit as on 14.12.2025	Pay in Pay Matrix & Total Emoluments	Essential Qualification	Desirable Qualification
SA2501	Security Assistant (01-UR) Age-28 years*	Pay Level 6 (₹35,400 - 1,12,400/-) ₹.65,856 **/- approximately	Ex-servicemen, JCO in Army or equivalent in other Paramilitary Forces with five years experience in the work of security.	Good verbal communication in Hindi & English and communication skill with knowledge of computer, modern fire-fighting, watch and ward security monitoring systems.

* 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).

JOB REQUIREMENTS:

To be responsible for day-to-day security of the Office premises and Guest House, Staff Quarters etc. of CSIR-NIIST, Thiruvananthapuram Campus and handling other related tasks like intelligence, vigilance, fire-fighting and safety standards of estate & buildings, round the clock vigilance, regulation of movement of persons and goods to and from the Institute Campus, etc., liaison with local Police & other authorities, security contract, supervising and controlling the regular/outsourced security personnel who will be deployed for security duty, maintenance of records, besides any other work as and when assigned by the Competent Authority.

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., 14.12.2025.

1. BENEFITS UNDER COUNCIL SERVICE:

- a) The post carry 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" depending upon availability in which case HRA will not be admissible. However, the selected person will have to reside in the campus, if required.
- b) In addition to the emoluments indicated above, applicability of New Pension Scheme, 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.

2. GENERAL INFORMATION AND CONDITIONS:

- a. The applicant must be a citizen of India.
- b. The post is categorized as an Isolated post and all rules/orders governing the above category will be applicable to the post.
- c. All applicants must fulfill the essential requirements i.e. age, essential qualification and experience 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.
- d. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for Skill/Physical Test, Personality Assessment Test & Competitive Written Examination or appointment. The duly constituted Screening Committee will adopt its own criteria for shortlisting the candidates to be called for Skill/ Physical Test and Personality Assessment Test. 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.
- 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. **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 and regular employees of CSIR need not pay any application fee. All other candidates including in-service candidates are required to pay the application fee of ₹500/- (Rupees Five hundred only) through SB collect. Those who are claiming fee exemption are required to upload relevant certificate for the same.
- i. Divyangjan/ Persons with Benchmark Disabilities (PwBD) are not eligible for the post of Security Assistant as the job is not suitable for Divyangjan/ PwBD candidates.
- j. The posts will be governed by the National Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E.II dated 23.12.2003/ No.5-1(49)/2008-PD dated 18.08.2022 or as amended from time to time and other instructions issued on the subject.
- k. The selected candidates 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.
- l. Any discrepancy found between the information given in application and as evident in original documents at the time of verification of documents, will make the candidate ineligible for the post.
- m. No TA will be reimbursed for attending Skill/Physical Test and Personality Assessment Test and Competitive Written Examination.
- n. The selected incumbent will be posted in CSIR-NIIST, Thiruvananthapuram but he/she can be transferred to anywhere in India to any of the Labs/Institutes of CSIR.
- o. The decision of the Director, CSIR-NIIST, Thiruvananthapuram in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of Skill/Physical Test, Personality Assessment Test and Competitive Written Examination, venue for Test/Examination and not to fill up the post etc will be final and binding on the candidates. No interim inquiry or correspondence will be entertained in this connection.

3. **AGE LIMITS (AS ON LAST DATE OF ONLINE APPLICATION i.e. 14.12.2025**

Not more than **28 years** as on the last date for receipt of online application.

RELAXATIONS:

- a. Relaxation in age limit for 'Ex-servicemen' is defined under Rule 2(c) of Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules 1979, as amended from time to time only. It is not applicable to serving personnel of Armed Forces (except those serving persons who are being relieved by the employer after earning his or her pension) and Paramilitary forces. Ex- Servicemen personnel should upload Discharge Certificate while submission of online application.
- b. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.
- c. 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. 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.
- d. SC/ST/OBC/EWS candidates are required to produce a copy of the certificate in the prescribed GoI format issued recently by the specified authority at the time of document verification. Candidates should ensure to produce valid certificates for appointment to posts under the Central Government. The crucial date for submitting EWS certificate by the candidate shall be the closing date for submission of online application(s).

4. MODE OF SELECTION:

- a. Mode & Scheme of examination for the post of Security Assistant is attached at **Annexure-A**.
- b. The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for Skill/Physical Test and Personality Assessment Test.
- c. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates in the application. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- d. Candidates who qualify the Skill/Physical Test and Personality Assessment Test will be allowed to appear for Competitive Written Examination.
- e. The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination.
- f. In the event of receipt of large number of applications for the post, CSIR-NIIST may adopt short listing criteria to restrict the number of candidates to be called for Physical Test/Personality Assessment Test.

- 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 center will be entertained.

5. RESOLUTION OF TIE:

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

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

6. HOW TO APPLY:

- a. Eligible candidates are required to apply online through CSIR-NIIST website <https://www.niist.res.in>. No other mode of application will be accepted.
- b. The link for online application will be available at CSIR-NIIST website from **15.11.2025 (9:00 AM) to 14.12.2025 up to 5.30PM**.
- c. The candidate has to remit 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 will not be accepted and such applications will be treated as without application fee and will be rejected.
- d. 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.
- e. Applications from candidates working in Government Departments, Autonomous Bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if **‘No Objection Certificate with Vigilance Clearance’** issued by the current employer is uploaded in the online application as per **Annexure IV, along with other documents**.
- f. 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.
- g. 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.
- h. Details of shortlisted candidates to be called for Skill/Physical Test & Personality Assessment Test 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.

- i. After submission of ONLINE application, applicants are requested to download the same and keep the same by them as the facility of downloading of application will not be available after the last date.
- j. 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.
- k. Enquiry regarding schedule of test, venue, issue of call letter, change of exam center and date, change of exam pattern etc. through e-mail/telephone or any other mode will not be entertained/considered.
- l. 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 Indian Penal Code for production of false certificates.
- m. The Director, CSIR-NIIST reserves the right to relax any of the above provisions, if required or the right not to fill up the above post. 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.
- n. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

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. **(Mandatory)**
- b) Ex-Servicemen Certificate-**Mandatory for those who are claiming as Ex-Servicemen**
- c) Experience/ Service Certificate (s) mentioning the details of post held, period of service and Pay Level **(Mandatory)**
- d) Valid document for Identification (Aadhaar Card/PAN Card/ Voter ID Card/ Driving License, etc.) **(Mandatory)**
- e) No objection certificate along with vigilance clearance certificate from present employer, wherever applicable, in the prescribed proforma (Annexure – IV)
- f) SB Collect Receipt of ₹.500/- as application fee, non-refundable, wherever applicable.
- g) Educational Certificate & Mark sheets
- h) Valid Caste/ EWS certificate, in the prescribed Govt. of India format signed by the specified authority, if applicable.
- i) Any other relevant certificate/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://niist.res.in> from time to time.

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.

**Sd/-
Controller of Administration**

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SKILL/PHYSICAL AND PERSONALITY ASSESSMENT TEST AND SCHEME OF COMPETITIVE WRITTEN EXAMINATION FOR THE POST OF SECURITY ASSISTANT.

A. STAGE-I : Skill/ Physical and Personality Assessment Test:

a. Physical Standards:

Category	Minimum Height Requirement		Minimum Chest size requirement for male	
	Male	Female	Exhaled	Expanded (inhaled)
General	167 cms	157 cms	80 cms	85 cms
Hilly Area [#]	165 cms	155 cms	80 cms	85 cms
ST Category	162.5 cms	154 cms	77 cms	82 cms

Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim.

b. Physical Test:

Physical Events	Male	Female
Running	1600 m in 6 Min 30 Secs.	800 m in 4 Min
Long Jump	3.65 m in 3 chances	2.70 m in 3 chances
Chin Ups	Minimum 06	Not Applicable
Push Ups	Minimum 12	Not Applicable
Sit Ups	Minimum 10	Minimum 10

c. Personality Assessment Test:

Mode of Examination	OMR-Based or Computer Based Objective Type Multiple Choice Examination
Medium of Exam	The questions will be set both in English and Hindi
Number of Question	100 Nos. (This test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.)
Maximum Marks	100 Marks (One mark of every correct answer. There will be no negative marks for wrong answer)
Standard of exam	Class XII
Time Allotted	1 Hours 30 Minutes

The test will be qualifying in nature and those candidates who secure the minimum threshold marks(to be determined by Selection Committee) shall only be qualified. However, minimum threshold marks shall not be less than 30% in any case.

Contd...

B. STAGE-II: Competitive Written Examination

Those candidates who qualify in the Skill/Physical and Personality Assessment Test for the post of Security Assistant, will be invited for Written Test/Competitive Written Examination. The Competitive Written Examination will be subjective in nature.

Medium of Exam	The questions will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi Medium.
Maximum Marks	100 Marks [Comprehension - 25 Marks Report Writing - 25 Marks Security Regulations, Firefighting etc. - 25 Marks General Awareness - 25 Marks]
Standard of exam	Class XII
Time Allotted	2 Hours

The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination and will consist of only those who secure minimum threshold marks (as determined by the Selection Committee) in Competitive Written Examination. However, minimum threshold marks shall not be less than 35% in any case.

...

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.

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
 son/daughter/wife of _____ permanent resident of
 _____, Village/Street _____ Post Office _____
 District _____ in the State/Union Territory _____ Pin Code
 _____ whose photograph is attested below belongs to Economically Weaker Sections, since
 the gross annual income* of his/her "family"*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the
 financial year _____. His/her family does not own or possess any of the following assets***:

- i. 5 acres of agricultural land and above;
- ii Residential flat of 1000 sq. ft. and above;
- iii Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size attested
 photograph of the applicant

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

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

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

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 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

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