

सीएसआईआर - केन्द्रीयचर्मअनुसंधानसंस्थान / CSIR- CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
अडयार, चेन्नै, 600 020 / Adyar, Chennai-600 020

No. 4(115)/2023-EI

Dated: 08.09.2023

CLRI Advertisement No. 01/2023

Recruitment to the posts of Junior Stenographer

“CSIR strives to have a workforce which reflects gender balance in support staff for R&D and women candidates are encouraged to apply”

“Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under Government of India’s instructions are encouraged to apply”

Commencement of ONLINE application	09.09.2023 (09:00 hrs IST)
Last date for submission of ONLINE applications	08.10.2023 (23.30 hrs IST)

The CSIR-Central Leather Research Institute [CLRI], Chennai is a premier constituent establishment of Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Government of India. The CSIR-Central Leather Research Institute [CLRI], Chennai was established in the year 1948 with headquarters at Chennai. It has Regional Centres at Ahmedabad, Jalandhar, Kanpur and Kolkata. CLRI is the central hub in Indian Leather Sector with direct roles in Education, Research, Training, Testing, Designing, Forecasting, Planning, Social empowerment and leading in Science and Technology relating to Leather.

2. CLRI invites **ONLINE application** from enthusiastic, talented Indian citizens to fill the following administrative posts:

Name of the Post & Post code	Number of Posts & Reservation	Pay Scale	Total Emoluments *	Upper Age Limit ** (as on last date of submission of online Application)
Junior Stenographer JS2301	05 Posts (03-UR, 01-OBC, 01-EWS)	Pay Level-4 (Rs. 25500-81100)	Rs. 48,207/-p.m. approximately	27 years

* Approximate emoluments on minimum of scale including DA (as on date) and HRA applicable to Chennai city.

** Relaxation in upper age for OBC: 03 years; for PwBD candidates 10 years (13 years for OBC). Details are given in Para 7.

Abbreviations: UR: Unreserved; **OBC:** Other Backward Classes; **EWS:** Economically Weaker Sections

APPLICANTS PLEASE NOTE: AFTER APPLYING ONLINE, THE CANDIDATES SHOULD KEEP A SOFT COPY OF HIS / HER APPLICATION. THEY **SHOULD NOT SEND HARD COPY** OF APPLICATION AFTER SUBMISSION OF ONLINE APPLICATION. CANDIDATES SHORTLISTED FOR PROFICIENCY TEST ALONE WOULD BE ASKED, AT AN APPROPRIATE TIME, TO SUBMIT THE HARD COPY OF THEIR APPLICATION.

3. Essential Qualification & Upper Age Limit:

Essential Educational Qualification	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.
Upper Age limit	Not exceeding 27 years (as on last date of submission of online Application)

Note : In respect of equivalent clause in Essential Qualifications, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected

4. Scheme / Syllabus for Competitive Written Examination & Proficiency Test for recruitment to the posts of Junior Stenographer :

Mode of Examination	OMR based or Computer based Object Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language
Standard of exam	10+2 / XII
Total Number of questions	200
Total time allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)
Sequence of Selection process	a) A Screening Committee, duly constituted by the Director, CLRI, will shortlist candidates fulfilling the terms and conditions of this advertisement, for Written Competitive Examination. b) The sequence of conducting Written Competitive Examination / Proficiency Test (qualifying in nature), will be decided by the duly constituted Selection Committee and it will be notified in the website of CLRI viz. www.clri.org for information of all concerned.

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

Part	Subject	Number of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

b) **Proficiency Test in Stenography:**

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

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

c) Evaluation of Transcripts in Stenography Test – Nature of Mistakes

- i) The methodology of evaluation of Stenography Test, calculation of mistakes etc. will be as per CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021. (copy attached at the end of this Advertisement)

d) Preparation of Merit List

- i) The proficiency in stenography will only be qualifying in nature.
ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
iii) The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography.
iv) **The duly constituted Selection Committee may fix a minimum qualifying mark in Written Competitive Examination for each category of posts. The same will be notified in the website of CLRI viz. www.clri.org for information of all concerned.**

e) Methodology of resolution of tie in marks between two or more candidates securing equal aggregated marks (as per CSIR Letter No. 5-1(211)/2014-PD dated 30.05.2023) is given below:

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

f) Indicative syllabus:

- a) General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- b) General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- c) English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc., his/ her writing ability would also be tested.

5. General benefits and conditions under Council Service:

- a) These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) as admissible and made applicable to CSIR employees.
- b) Council employees are also eligible for accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible and this shall not be claimed as right.

- c) In addition, provision for reimbursement of Medical expenditure, Leave Travel Concession, Conveyance Advance, House Building Advance are applicable, as per Govt. of India/CSIR Rules.
- d) The service is covered by defined contributions under “New Pension Scheme” and as made applicable to employees joining CSIR on or after 01.01.2004. However, in cases where the selected candidate is working in Government Departments / Autonomous Bodies / Public Sector Undertakings / Central Universities and had joined the said organization prior to 01.01.2004 and where the Pension Scheme of Government of India is in vogue and the said candidate is presently governed by the said Pension Scheme, then, his pension will be regulated as per provisions of CCS (Pension) Rules, 2021 as made applicable to the Council Servant.
- e) CSIR provides excellent career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020, as amended from time to time.
- f) The employees of CLRI are liable to be transferred and posted either at CLRI Headquarters, Chennai or at any of its Regional Centers located at Jalandhar, Kanpur, Kolkata or Ahmedabad, as and when required.
- g) 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.

6 Other conditions:

- a) The applicant must be a citizen of India
- b) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement, as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess the essential qualifications laid down for various posts as on the last date of receipt of the applications. Enquiry by the applicants asking for advice as to their eligibility will not be entertained.
- c) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test. A duly constituted Screening Committee will screen the applications received for the post and short-list the candidates subject to fulfillment of terms and conditions given herein, to be called for Written Test / Proficiency Test. The candidate should not leave any column unfilled and should mention in the application all the qualifications and experiences possessed by them in the relevant area over and above the minimum prescribed qualification DULY SUPPORTED WITH DOCUMENTS / CERTIFICATES AND MARKSHEETS (SEMESTERWISE – YEARWISE, wherever applicable).
- d) Date of Birth filled by the candidate in the online application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted by CLRI for determining the age and no subsequent request for change during the course of selection process, will be considered or granted.
- e) Any discrepancy found between the information given in application and as evidenced from the supporting documents submitted will make the candidate ineligible for appearing in the written test.
- f) Incomplete applications i.e. application without 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 as invalid.
- g) The date for determining the upper age limit and educational qualifications shall be as on the last date of submission of online application.
- h) If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

- i) Candidates shall not be reimbursed / paid any Travelling Allowance / Daily Allowance for appearing for Written test / Proficiency test.
- j) The decision of Director CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information and conduct of examination will be final and binding on the candidates
- k) The Director, CSIR-CLRI reserves the right to cancel the advertisement or reserves the right not to fill up the posts without assigning any reason thereof.
- l) The number of vacancies indicated above is provisional and may increase or decrease at the time of selection.
- m) **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- n) **Provisional candidature:** Mere application for the post against this advertisement does not necessarily amount to, either explicitly or implicitly, selection being actually made. The candidature for Written Competitive Examination and Proficiency Test will be accepted only provisionally. The selection will be subject to fulfilling all the Terms and Conditions of the selection process and satisfying all the CSIR / Government of India instructions prevalent at a given point of time during various stages of selection process.
- o) **Canvassing** in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post and candidature will be summarily rejected at any state of selection.
- p) Notification regarding details of candidates screened in /short listed to be called for Competitive Written Examination, Proficiency Tests and Selection will also be updated through CLRI website: <https://clri.org> from time to time. Candidates are advised to look for these updates in CLRI website regularly.
- q) The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement in the interest of CSIR-CLRI.
- r) NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED

7. **Reservation, suitability of post for Persons with Benchmark Disability / Persons with Disability and Relaxation in upper age limit :**

- a) **OBC:** The upper age limit is relaxable upto 03 years as per Government orders in cases where the posts are reserved for respective categories.
- b) **Employees of CSIR:** There is no upper age limit for the regular employees working in CSIR Laboratories / Institutes provided they possess the prescribed qualification.
- c) **Widows, Divorced / Judicially separated Women :** Upper age limit is relaxable upto the age of 35 years for Widows, Divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons 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) **Persons with Benchmark Disabilities (PwBD)** : Upper age limit is relaxable for Persons with Benchmark Disabilities (PwBD) upto 10 years (13 years for OBC), irrespective of the fact whether the post is reserved for person with disabilities or not.

The posts of Junior Stenographer have been identified as suitable for persons who are suffering from the following benchmark disabilities as per Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment vide Notification No. 38-16/2020-DDIII dated 04.01.2021 as amended from time to time.

Functional Requirement	Suitable Category of Benchmark Disability
S, ST, W, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, OAL, CP, LC, Dw, AAV, MDy, SD (Spinal Deformity) & SI (Spinal Injury) without neurological / limb dysfunction. d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above

ABBREVIATION USED:

FUNCTIONAL REQUIREMENT: S=Sitting, ST=Standing, W=Walking, BN=Bending, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

NATURE OF PHYSICAL DISABILITIES: B=Blind, LV=Low 5 Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

A person claiming age relaxation under **Persons with Benchmark Disability** would be required to produce a certificate in prescribed proforma at **Annexure I**, in support of his/her claim clearly indicating that the degree of physical disability is 40% or more.

In any case, on selection, their appointment will be subject to they being found medically fit in accordance with the standards of medical fitness, as prescribed by the Government.

- e) **Ex-Servicemen:**

- i. Upper age limit is relaxable by 03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application for Ex-servicemen
- ii. Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof - 3 years (8 years for SC/ST)

Explanation: An “ex-serviceman” is given at **Annexure XI**

8. **Process of Certification, Format of Certificates and provisional candidature :**

- a) Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite **Certificate** from the Competent Authority, in the prescribed format. Otherwise, their claim for OBC/ EWS/ PwBD / ESM, etc will not be entertained and their candidature/ applications will be considered under Unreserved (UR) category. **The formats of the Certificates are annexed as ‘Annexures’ with this Advertisement.**
- b) The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will only be valid. Certificates in any other format will not be accepted.
- c) Crucial date for claim of OBC/ EWS/ PwBD / ESM status or any other benefit viz. fee concession, reservation, age-relaxation, etc, will be the **closing date for receipt of online application.**

- d) A person seeking appointment on the basis of reservation to **OBC** must ensure that he/ she possesses the community certificate and **does not fall in creamy layer** on the crucial date ie the closing date for receipt of online application.
- e) Candidates belonging to OBC/EWS/PwBD may note in respect of the above that their candidature will remain provisional till the Certificate of their falling under OBC/EWS/PwBD is verified / confirmed by the Appointing Authority from the Certificate issuing Authority. Candidates who are be provisionally appointed against the post reserved for OBC/EWS/PwBD are cautioned that if the verification reveals that their claim to belong to OBC/EWS/PwBD, as the case may be, is false, their service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of **Indian Penal Code** for production of false certificate.

9. **Provision of Compensatory Time and assistance of scribe for Persons for Disability:**

- a) In case of Persons with Benchmark Disabilities in the category of Low Vision and Locomotor Disability (except both arms affected - BA) and cerebral palsy, the facility of scribe for Competitive Written Examination is provided, if desired by the candidate. Since the posts are not identified suitable for persons with both arms affected (BA) disability, the facility of scribe will not be admissible to such candidates.
- b) 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 proforma at **Annexure-I**.
- c) The facility of scribe will also be provided to Persons with Disability (PwD) candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IA** in support of his/her claim.
- d) The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the CLRI. Appropriate choice in this regard will have to be given by the candidate through email to Section Officer (Recruitment) at email id "recruit@clri.res.in".
- e) In case the candidate opts for a scribe, the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination. The scribe should not be a candidate of this examination.
- f) The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at **Annexure-II**. In addition, the scribe has to produce a valid ID proof in original (Aadhar Card, Voter ID Card, PAN Card etc) at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-II. 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.
- g) A compensatory time of **20 minutes per hour** of examination will be provided to the persons who are allowed use of scribe as described at Para 9. The candidates referred at Para 9 (b) and (c) above, who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- h) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- i) Partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will

be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

- j) The PwBD / PwD candidates who have availed the facility of Scribes/ Passage Reader 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.

10. **Centre for Written Examination and Proficiency Test :**

The Written Examination and Proficiency Test will be held in **CHENNAI**. The date, time and venue of the written test will be intimated well in time to the candidates through CLRI website as well as through candidate's email id & mobile phone as provided by them in their application form.

11. **Application Fee :**

- a) Candidates belonging to General / OBC / EWS category are required to pay an application fee of Rs 100/- through SBI Collect by ONLINE / SBI Branch. The detailed procedure in this regard is given in the Online portal.
- b) However, candidates belonging to SC / ST / PwBD / ESM / Women / CSIR Employees are exempted from application fee.
- c) Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and rejected as invalid.

12. **How to apply**

- a) Eligible candidates are required to apply only through ONLINE APPLICATION in the link available on CSIR-CLRI's website <https://clri.org>. Instruction to fill up Online Application is also given in the CSIR-CLRI website.
- b) If the candidate does not have a valid email id, he/she should create a new email id before applying online.
- c) The candidate has to register with his / her name, email-id and password.
- d) The candidate is required to upload a recent (i.e. not more than three months old) scanned colour passport size **Photograph** in JPEG format (max 02 Mega Byte) with image dimension of about 300px (width) x 400px (height). The photograph should be without cap and both ears should be visible. The date on which the photograph has been taken should be printed on the photograph. The application without photograph is liable to be rejected as invalid.
- e) The candidate is required to upload his/her **Signature** in JPEG format (max 100 KB) with image dimension of about 130px (width) x 150px (height). The application without signature is liable to be rejected as invalid.
- f) After successful registration, the candidate has to login using the credentials and fill up the Online application form. 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 aspects. After finalizing, candidate can finally submit the application online and take a print out of the application and keep it with himself/herself.
- g) After submission of ONLINE APPLICATION(s), the applicants **SHOULD NOT SEND ANY HARD COPY OF APPLICATION** at this stage. They should keep / retain a soft copy of their Online Application / keep a print out of Online computer generated Application form.
- h) **HARD COPY :** As and when a candidate is shortlisted for **Proficiency Test**, he / she would be asked to submit signed Hard Copy of his/her application along with self attested copies of all the certificates / documents uploaded by them in the Online Application form. Therefore, candidates are advised that at the time of submission of Online Application, they should fill the Application form with utmost care. They should upload all certificates (including mark sheets) of 10th, 12th,

Undergraduate, Postgraduate, Certificate Courses, experience (if applicable) along with SBI collect Payment Receipt (if applicable) as the eligibility of candidate will be checked on the basis of information / documents submitted by them in the Online Application form.

- i) Any discrepancy found between the information given in application and as is evident from the supporting documents submitted will render candidate ineligible.
 - j) Candidates called for Proficiency Test will be allowed to appear for Proficiency Test only if their duly signed Hard Copy is received.
 - k) 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 alongwith the copy of approved notification of conversion formula issued by the said University / Institution.
 - l) Candidates are advised not to apply more than once for a Post. In spite of this, if a candidate applies for a post more than once, he will have to pay application fee on each count (if applicable). In such a situation the candidate's **latest application** will be considered and all other previous application(s) will be rejected as invalid.
 - m) Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
 - n) Applications from employees of Government Departments will be considered only if the original application is forwarded through proper channel, certified by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. They should also get their Vigilance Certificate forwarded. However, advance copy of the application may be submitted before the closing date.
13. **Courts' Jurisdiction:** Any dispute in regard to this recruitment will be subject to Courts / Tribunals having jurisdiction over Chennai.
14. **Documents to be attached along with the hard copy of application form to be sent by post (ONLY WHEN CANDIDATE IS ASKED TO SUBMIT HARD COPY)**
- a) Printout of Online Application form duly SIGNED BY THE CANDIDATE.
 - b) Printed copy of e-receipt/challan for the application fee of Rs.100/- (wherever applicable).
 - c) Colour photograph pasted on the Application Form and signed across. (Please retain two copies of the same photograph to be produced later)
 - d) Self Attested photocopy of Date of Birth Certificate.
 - e) Self Attested photocopies of all educational qualification(s) certificate(s) and all marksheets thereof (Semester wise/Year wise)
 - f) Self Attested photocopies of experience certificate(s), if any.
 - g) Self Attested photocopy of caste/community/disability /economically weaker section certificate, if applicable.
 - h) In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate to be attached.
 - i) No objection certificate (NOC) (from Govt. /Autonomous Body/Public Sector employees) if employed / proper channel application, wherever applicable.

**Controller of Administration,
CSIR-CLRI**

Certificate regarding physical limitation in 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)

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

This is to certify that, we have examined Mr/Ms/Mrs _____ (name of the candidate), S/o /D/o _____ a resident of _____ Vill/PO/PS/District/State), aged _____ yrs, 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 Central Leather Research Institute, Chennai, and is valid upto _____ (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)
Orthopaedic / PMR specialist	Clinical Psychologist / Rehabilitation Psychologist / Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the 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 for Using Own Scribe

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

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

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

(Signature of the candidate with Disability)

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwBD 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, _____ a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre). 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 Reemployment 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: _____

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

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

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

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in
 Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No.
 36012/22/93-Estt (SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M.
 No.36033/3/2004- Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th
 May, 2013**.

Signature-----

Designation-----§

Dated:

Seal

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

** - As amended from time to time.

§- List of Authorities empowered to issue Other Backward Classes certificate will be the same as those
 empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

Note: 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 & ASSEST 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

Form - VI

Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph
(Showing face only)
of the person with
disability

Certificate No _____

Date: _____

This is to certify that we have carefully examined Shri/Smt/Kum
_____ son/wife/daughter of _____ Shri
_____ Date of Birth (DD/MM/YY) _____ Age _____ years,
male/female _____ Registration No _____ permanent resident of House No
_____ Ward/Village/Street _____ Post Office _____ District _____
State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....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			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures: - _____ percent

In words: - _____ percent

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

3 Reassessment of disability is :

(i) not necessary, OR

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

@ eg Left/right/both arms/legs

eg Single eye

£ eg Left/Right/both ears 4

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

Nature of document	Date of issue	Details of authority issuing certificate

5 Signature and seal of the Medical Authority

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

Form – VII
 Certificate of Disability
 (In cases other than those mentioned in Forms V and VI)
 (Name and Address of the Medical Authority issuing the Certificate)
 (See rule 18(1))

Recent passport size
 attested photograph
 (Showing face only) of
 the person with
 disability

Certificate No _____

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 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)

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

3 Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this

certificate shall be valid till (DD/MM/YY) _____

@ - eg Left/Right/both arms/legs

- eg Single eye/both eyes

€ - eg Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Counter signature and seal of the Chief Medical Officer / Medical Superintendent / Head of Government 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

Explanation: An “ex-serviceman” :

- a) Who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy or Air Force of the Indian Union, and
 - i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - iii. who has been released from such service as a result of reduction in establishment; or
- b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely, pension holders for continuous embodies service or broken spells of qualifying service; or
- c) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- d) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or
- e) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Note: For any serviceman of the three Armed Forces of the Union to be treated as Ex- Serviceman for the purpose of securing the benefits of reservation/ age-relaxation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application.