

सीएसआईआर-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान, पालमपुर (हि.प्र.)-176 061
CSIR-Institute Himalayan Bioresource Technology, Palampur (H.P.)-176061

संख्या / No : IHBT/2-7/418/2020-R&A

दिनांक / Date : 29.11.2024

नोटिस / NOTICE

विषय : विज्ञापन संख्या 10/2021 के द्वारा विज्ञापित कनिष्ठ आशुलिपिक, पद कोड Steno-2102 के पदों के लिए लिखित प्रतियोगी परीक्षा के संदर्भ में।

Sub : Written Competitive Examination to the posts of Junior Stenographer, Post Code Steno-2102, advertised vide Advt. No. 10/2021-reg.

संस्थान द्वारा जारी विज्ञापन संख्या 10/2021 के द्वारा विज्ञापित कनिष्ठ आशुलिपिक, पद कोड Steno-2102 के लिए लिखित प्रतियोगी परीक्षा निम्न विवरण के अनुसार होनी निर्धारित हैं / Written competitive examination for the post(s) of Junior Stenographer, Post Code :Steno-2102 is scheduled to be held as per following details:

क्र.सं./ Sr. No.	पदों का विवरण / Details of Post (s)	तिथि, समय एवं दिन/ Date, Time & Day	स्थान / Place
1.	कनिष्ठ आशुलिपिक, पद कोड Steno-2102/ Junior Stenographer, Post Code-Steno- 2102	दिनांक : 22.12.2024 (रविवार) / Date : 22.12.2024 (Sunday) रिपोर्टिंग समय : 1:00 (बजे दोपहर) Reporting Time:1:00 P.M. (Noon) परीक्षा का समय / Time for examination : 2:00PM to 4:00 PM	केएलबी, डीएवी कॉलेज (महिला), पालमपुर, जिला:कांगड़ा (हि.प्र.)-176 061 / KLB, DAV College for Girls, Palampur, Distt.: Kangra (H.P.)-176 061

लिखित प्रतियोगी परीक्षा हेतु अनंतिम रूप से अनुशंसित सभी उम्मीदवारों को परीक्षा के विस्तृत दिशा-निर्देशों को संलग्न **अनुलग्नक-I** पर देखने की सलाह दी जाती है / All the provisionally recommended candidates for written competitive examination are advised to go through the detailed instructions enclosed at **Annexure-I**.

आगे यह भी सूचित किया जाता है कि लिखित प्रतियोगी परीक्षा हेतु अनंतिम रूप से अनुशंसित सभी उम्मीदवारों को एडमिट कार्ड सहित बुलावा पत्र पंजीकृत डाक/अति वेग सेवा से दिनांक 29.11.2024 को जारी किए जा चुके हैं, यदि किसी उम्मीदवार को दिनांक **12.12.2024** तक उनके बुलावा पत्र प्राप्त नहीं होते हैं तो ऐसे उम्मीदवार ईमेल आईडी sorecruitment@ihbt.res.in or टेलीफोन संख्या : **01894 233339, Ext. No. 323** पर अपने बुलावा पत्र के लिए अनुरोध कर सकते हैं / Further, it is also hereby informed that the call letter(s) alongwith Admit Card to all the provisionally recommended candidates for the written competitive examination has already been issued through Regd. Post/Speed Post on 29.11.2024 in case, any candidate did not receive their call letter by **12.12.2024**, they may request to get their call letters on email ID sorecruitment@ihbt.res.in or telephone number **01894233339 Ext. No. 323**.

Sd/-

प्रशासनिक अधिकारी /Administrative Officer

INSTRUCTIONS FOR THE CANDIDATES APPEARING FOR COMPETITIVE WRITTEN EXAMINATION FOR THE POSTS OF JUNIOR STENOGRAPHER, POST CODE : STENO-2102, ADVT. NO. 10/2021

Please read the instructions carefully. However, the same need not to be carried into the examination venue.

1. The candidates are advised to reach the examination centre as per the **Reporting/Entry time, i.e. 1:00 PM (Noon)** as indicated in the call letter.
2. Candidate must bring the Admit Card (print out) along with the (original) Photo Identity Card to secure admission to Examination Hall. Admit Card must be preserved till the declaration of the final results of the written test.
3. Candidature of candidates is purely provisional. It is advised that candidates should satisfy themselves that they fulfil all the eligibility conditions. If at any stage, it is found that a candidate does not fulfil any of the eligibility conditions, his/her candidature shall be cancelled.
4. No candidate will be allowed to leave the examination hall before the completion of the examination time. Once a candidate leaves the examination hall, he/she shall not be allowed to re-enter the examination hall and his/her candidature shall be cancelled.
5. Candidates shall be permitted to appear in the exam only at the venue as specified in the Admit Card.
6. Prohibited items such as wrist watches, smart watches, books, paper chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, buttonhole/spy cameras, scanner, calculator, storage devices, etc.), geometry/plastic pouch, etc. are strictly not allowed in the examination hall. If any such item is found in the possession of a candidate in the examination hall, his/her candidature is liable to be cancelled and legal/criminal proceedings could be initiated against him/her. He/she would also be liable to be debarred from appearing in future examinations of CSIR/Government of India.
7. Candidates should avoid wearing items like nose pins, bracelets, earrings, charms, kadas etc. In case, religion/ customs require candidates to wear specific attire, the frisking may take more time and therefore candidates should report at the venue of examination early.
8. Candidates are advised not to bring bags and prohibited items into the examination venue. In case they bring any valuables/ costly items, they would have to make their own arrangements for safe custody of such items. The Institute will not be liable to make any arrangement for safe custody of any such item.
9. Candidate will be allowed to leave the examination hall only after handing over his / her OMR sheet and Question Booklet to the invigilator after the conclusion of test.
10. Candidate must read the instructions given on Question Booklet/ OMR sheet before giving answers.
11. All questions are multiple choice questions (MCQs) and answers to the MCQs are to be given in the OMR sheet only.

12. Candidates should note that any omission/ mistake/ discrepancy in encoding / filling in details in the OMR answer sheet, especially with regard to Roll Number will render the answer sheet liable for rejection. Therefore, the candidates are advised to fill their OMR Sheet carefully.

13. Use only Black Ball point pen for giving answers on OMR sheet. Answers other than those marked by Black Ball point pen will not be evaluated.

14. There is negative marking and 0.25 mark will be deducted for every wrong answer.

15. Candidate shall append their signature, wherever required in front of Invigilator.

16. If a Candidate is found using any kind of unfair means his/her candidature will be cancelled and he/she may also be liable to legal action. In case of Impersonation strict action will be initiated against the impersonator as well as the candidate.

17. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the CSIR/Government of India and legal/criminal proceedings could be initiated against him/her. It may be noted that no re-examination would be conducted if it is found that the examination was disrupted on account of instigation by the candidates.

18. During the conduct of examination, candidates will not be allowed to take toilet breaks. However, with the permission of Invigilator, the candidate may be allowed to visit the toilet, if required.

19. If the examination does not commence at the scheduled time or is interrupted midway due to any reason what so ever, candidates should follow the instructions of the exam functionaries. They may have to wait patiently till the issue is suitably addressed and resolved. The Institute would take an appropriate action and decision in the matter which would be final and shall be binding on candidates.

20. If any candidate is found in inebriated state that candidate will not be allowed entry to the venue.

21. Candidates are advised to check the Call letter & Admit Card carefully and bring discrepancies, if any, to the notice of the Institute immediately through email ID sorecruitment@ihbt.res.in or telephone number 01894233339, ext. No. 323.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE: The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the examination. In all such cases where a scribe is used, the following rules will apply: (a) The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidate will have to submit the certificate and undertaking as per Annexure-I & II (available on Institute website i.e. <https://www.ihbt.res.in> at the time of written test. In addition, the scribe has to produce a valid Photo ID proof in original. A photocopy of the Photo ID proof of the scribe signed by the candidate as well as the scribe is required to be submitted along with proforma at **Annexure-II.**

(b) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

(c) During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the Invigilator that the scribe independently answered the questions.

(d) A person acting as a scribe for one candidate cannot be a scribe for another candidate.

(e) The scribe may be from any academic stream.

(f) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case if it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.

(g) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.

Guidelines for Visually Impaired candidates :-

(a) One eyed candidates and partially blind candidates, who are able to read the normal Question Paper 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. All such candidates will be eligible for compensatory time of 20 minutes for every hour subject to fulfilling the other terms & conditions.

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

Advertisement Number: 10/2021

Commencement of online application : **20th October, 2023**

Last date of submission of online application : **30th November, 2023**

Last date of receipt of hard copy of online submitted application : **11th December, 2023**

(For candidate residing in far flung areas viz North Eastern Regions, Andaman & Nicobar Islands, Lakshadweep, Lahaul & Spiti District of Himachal Pradesh, UT of Ladakh etc. the last date of receipt of hard copy of online application is **18th December, 2023**.)

CSIR-Institute of Himalayan Bioresource Technology (IHBT), Palampur is one of the National Institutes under the Council of Scientific & Industrial Research, which is an autonomous body under Department of Scientific and Industrial Research, Ministry of Science & Technology, Government of India. It is spread over 226.1 acres of land with the backdrop of snow-covered peaks of Dhauladhar Range in salubrious climate. The Institute is engaged in research and technology development with a mission to discover, develop and commercialize processes and products from himalayan bioresources using cutting edge technology. CSIR-IHBT has successfully carried out mission-oriented projects on medicinal and aromatic plants, tea, temperate floriculture and is well equipped for Tissue culture and Biotechnology.

CSIR-IHBT invites online application(s) from the eligible citizens of India as per Administrative Services (Recruitment and Promotions) Rules 2020 as under:

Post Code	Name of Post	No. of Posts & reservation status	Pay Matrix Level	Essential Qualification & Experience	Age Criteria
JSA 2101	Junior Secretariat Assistant (General)	07 [03-UR; 02-SC; 01-EWS;01-OBC] Out of these posts 01 Post is reserved for ESM and 01 for PwBD (MD)	Pay Level – 2 (Rs.19900-63200)	10+2/XII or its equivalent and proficiency in computer type speed of 35 w.p.m. in English or 30 w.p.m. in Hindi and using computer as per prescribed norms fixed by the DOPT from time to time.	18 - 28 years [The Maximum age limit is relaxable as per GOI/CSIR rules]
	Junior Secretariat Assistant (Finance & Accounts)	02-UR [01-Backlog PwBD (HH/OH)]			
	Junior Secretariat Assistant (Stores & Purchase)	02-UR			
Steno 2102	Junior Stenographer	03-UR	Pay Level – 4 (Rs.25500-81100)	10+2/XII or its equivalent and Proficiency in stenography @ speed of 80 wpm in English/Hindi [dictation time 10 minutes] will only be qualifying in nature as per norms fixed by DOPT from time to time.	18 - 27 years [The Maximum age limit is relaxable as per GOI/CSIR rules]

Note 1: Candidate has to give preference option amongst the three cadres of Junior Secretariat Assistants (General/Finance & Accounts/Stores & Purchase) and the final merit list will be prepared accordingly.

Note 2: Out of 07 posts of Junior Secretariat Assistant (General), 01 post is reserved for ESM & 01 post for PwBDs. Horizontal reservation is applicable for both (ESM & PwBDs) posts.

Note 3: Category identified as suitable for Junior Stenographer: B=Blind, LV=Low Vision, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=one arm and one leg, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, AAV=Acid Attack Victims, ASD(M)=Autism Spectrum Disorder (M=Mild), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories.

Note 4: Category identified as suitable for Junior Secretariat Assistants: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA= Both Arms, 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(M)=Autism Spectrum Disorder (M=Mild), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories.

<p>Abbreviations: UR-Unreserved; SC-Scheduled Caste; OBC-Other Backward Classes; PwBD-Person with Benchmark Disability; OH: Orthopedically Handicapped; EWS- Economically Weaker Section; ESM-Ex-serviceman.</p>

1. GENERAL INFORMATION AND CONDITIONS:

[1.1] BENEFITS UNDER COUNCIL SERVICE:

- (a) The posts carry usual allowance i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to Council employees. Council employees are also eligible for accommodation of entitled type as per CSIR Residence Allotment Rules.
- (b) In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.
- (c) The posts will be governed by the National Pension System (erstwhile New Pension Scheme) applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 as per applicable instructions issued from time to time on the subject.

[1.2] OTHER CONDITIONS:

- (a) The applicant must be a citizen of India.
- (b) The applicant must fulfill the essential eligibility requirement of the post and other conditions as stipulated in the advertisement. Candidates are advised to satisfy themselves their eligibility in all respects to the post(s) before applying as on the last date of online applications. **No enquiry will be entertained.**
- (c) The prescribed essential qualifications are the minimum one and mere possession of the same does not vest a right in a candidate to be called for Written Test and Proficiency / Skill Test.
- (d) Applicant from Government Departments/Autonomous bodies/Public Sector Undertakings should forward his/her application through proper channel duly certified by the employer that the applicant (if selected) shall be relieved within stipulated period of the receipt of the appointment orders. However, a candidate should submit an advance copy of online application, before the closing date.
- (e) In respect of equivalent clause in essential qualification, if a candidate claims qualification as equivalent to the advertised qualification, then the candidate is required to produce valid document viz order/letter indicating the Authority (with number and date) under which it has been treated as equivalent.

- (f) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is required to be submitted.
- (g) Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (h) Any discrepancy found between the information given in application and as evident in original documents will make the candidate liable to be ineligible for the post.
- (i) The number of vacancies indicated against each Post Code is provisional and may vary either way at the time of selection.
- (j) Incomplete applications i.e. application without photograph/signatures/application fee (where applicable)/ application testimonials/certificates etc. in support of claims made by the candidates in the Online application forms are liable to be summarily rejected.
- (k) The date for determining the eligibility to the post shall be the date prescribed for closing of online applications.
- (l) Canvassing in any form and/or bringing any influence politically or otherwise will be treated as a disqualification for the post.
- (m) The selected candidates shall be on probation for a period of two years from the date of taking over charge of the post as per applicable rules.
- (n) The services in the Council are liable for transfer to anywhere in India/CSIR-IHBT can transfer employee from Headquarters of the Organization/Lab. to its extension/Field/Regional Centres and vice-versa.
- (o) The details of centres of written competitive examination and proficiency/skill test will be intimated/displayed for general information of the candidates at the Institute's website www.ihbt.res.in later on. Efforts will be made to conduct examinations/tests at Palampur, District Kangra, Himachal Pradesh but it may be conducted outside Palampur viz. at Chandigarh and/or Delhi etc also.**
- (p) Further, all the subsequent information/notification/corrigendum/addendum regarding this Advertisement will be notified at the Institute website 'www.ihbt.res.in' only. Applicants are advised to visit on website on regular basis for updates.
- (q) Candidates shall not be reimbursed/paid any travelling allowance/daily allowance for appearing in Proficiency/Written Test.
- (r) This advertisement does not necessarily tantamount to the selection being actually made and the selection process is subject to the CSIR/GOI instructions prevalent at a given point of time during various stages of selection process.**
- (s) The Director, CSIR-IHBT, Palampur reserves the right to amend, delete and add terms & conditions to this advertisement. The decision of the Director, CSIR-IHBT, Palampur in all matters will be final and binding.
- (t) NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

[1.3] AGE & OTHER RELAXATIONS:

- (a)** The upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC (NCL*) as per applicable Government orders in force, only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed proforma.

*** Sons and daughters of persons having gross annual income of ₹8 lakh or above for a period of three consecutive years would fall within the 'creamy layer' and would not be entitled to get the benefit of reservation available to the Other Backward Classes.**

- (b)** There is no age limit for departmental candidates (regular employees working in CSIR laboratories/Institutes only) provided they possess the prescribed qualifications.
- (c) No relaxation of age limit for applicants under employment of Central Govt./State Govt./Autonomous Bodies will be allowed.**

(d) As per GOI provisions, age relaxation 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 (up to 40 years for members of SC/ST in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

- I. In case of Widow: A certified copy of Death Certificate of her husband together with an Affidavit that she is not remarried.
- II. In case of divorced Women and Women judicially separated from their husbands: A certified copy of the judgment/decree of the appropriate Court of Law or the judicial separation, as the case may be, with an affidavit in respect of divorced Women that she is not remarried.

(e) **Person with Benchmark Disability (PwBD):** Upper age limit is relaxable to Persons with Benchmark Disabilities upto 10 years (15 years for SC/ST and 13 years for OBC) who are suffering from the following benchmark disabilities (provided the post is identified suitable for the relevant category) as per GOI instructions:

- i. Blindness and low vision; (ii) deaf and hard of hearing; (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (iv) autism, intellectual disability, specific learning disability and mental illness; (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness.
- ii. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more.
- iii. In any case the appointment will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.

(f) **Economically Weaker Section (EWS):** Persons who are not covered under the existing scheme of reservations for Scheduled Castes, Scheduled Tribes and Other Backward Classes and whose family has gross annual income below Rs. 8.0 Lakh (Rupees Eight Lakh only) are to be identified as EWS for benefit of reservation. Family for this purpose will include the person who seeks the reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. and it will be the income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

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

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority, in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. Failing which claim for EWS will not be entertained.

(g) **Ex-Servicemen (ESM):**

Definition:

- 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.

Relaxations to ESM:

- 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 – 03 years.
- iii. Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST) – 08 years.

[1.4] 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(s) from the concerned competent authority, in the prescribed formats (**Annexures III-X**), failing which claim for SC/ ST/ OBC/ EWS/ PwBD / ESM, etc will not be entertained and the candidature/application will be considered under Unreserved (UR) category.
- b) Crucial date for claim of eligibility to the post is the prescribed closing date for receipt of online applications of this Advertisement.

[1.5] Provisions of Compensatory Time and assistance of scribe for PwBD:

- a) In case of persons with benchmark disabilities in the category of Low Vision and Locomotor Disability and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- b) 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 candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the IHBT. Appropriate choice in this regard will have to be given by the candidate through email to Section Officer (Recruitment) at email id “sorecruitment@ihbt.res.in”.
- d) 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.
- e) 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 (Adhaar 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.
- f) 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 8 (a) & (b). The candidates referred at Para (a) & (b) 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.
- g) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- h) 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.
- i) The PwBD 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 claims thereto or candidature for the examination/Test etc., as the case may be. The decision of the Competent Authority of this Institute will be final and binding.

MODE OF SELECTION:

1. Junior Secretariat Assistant (G/F&A/S&P)

i) Syllabus and scheme of written test and typing test for the post of Junior Secretariat Assistant (Gen/S&P/F&A)

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

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

Paper – I (Time allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem solving, Situational Judgement, etc.

Paper – II (Time allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

ii) **Criteria for Evaluation of type-scripts of typewriting test in Hindi/English on Computer**

Example: For a typing test of 10 minutes:

5% mistakes of total words typed are ignored.

Total strokes types : 1600
 Words types : $1600/5=320$
 Mistakes : 19
 Ignorable mistakes : 5% of 320=16
 Admissible mistakes : $19-16=3$

As per formula:
$$\frac{\text{No. of words} (-) \text{No. of Mistakes}}{10}$$

= $(320/10)-3$
 = $32-3$
 = **29 w.p.m**

Note: Upto 5% mistakes may be ignored for UR/OBC/SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex-servicemen candidates.

iii) **Typewriting Errors and Number of Corresponding Mistakes:**

SI. No.	Description of Typewriting Errors	Number of Mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting — It should be uniformly 5 spaces for each paragraph	One	One
2.	Overlapping / Piling up of letters (also known as Faulty Shifting)	One	One
3.	Overtyping /'X'ing of word or even full line	One	One
4.	Mis-spelt word including Transposition	One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	One	One
6.	Erasing is not allowed	One	One
7.	Repetition of any number of words (only once to be counted as mistake)	One	One
8.	Each repeated mistake	One	One

9.	Punctuation marks; Omission of punctuation marks in typing	Half	Half
10.	Irregular Line Spacing Irregular left margin	Half Half	Half Half
	Highly Irregular Right margin	Half	Half
11.	Omission of Space between words	Half	Half
12.	Difference in space, if not the following: — Full Stop — 2 spaces Question Mark — 2 spaces Exclamatory Mark — 2 spaces Coma Mark — 1 space Colon/Semi colon Mark — 1 space Hyphen (Beginning & after) — No Space	Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words. Following is the description where division of words is permitted: As they are pronounced, like precaution (pre-cau-tion) Separating prefixes or suffixes Words having double consonants (like Suc-cess) Compound Words (like under-estimated) Where division of words is not at all permitted: If there is only one syllable, then there will be no division When only two / three letters remains to be typed Figures and Proper Nouns are not divided. Last word of Paragraph / page should not be divided. Separating prefixes or suffixes	If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake.
14.	Extra space in middle of the word	Half	Half
15.	Extra space between words	Ignore	Ignore
16.	Mechanical error or Machine mistakes can be ignored	Can be ignored	Can be ignored
17.	Incomplete last word of the passage	No mistake	No mistake
18.	Capital letter errors	Not Applicable	Half

2. Junior Stenographer

A) Scheme of Competitive Written Examination:

Mode of Examination	OMR based or Computer Based Objective type multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	10+2 / XII
Total No. of Questions	200
Time allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

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

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

B. Proficiency Test in Stenography :

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

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

C) Evaluation of transcripts of stenography test-nature of mistakes

1. **Full mistakes:** The following mistakes are treated as full mistakes:-
 - a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
 - b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other word(s)/figure(s). However, if a figure is written either in numeral or words both will be acceptable and will not be counted as mistake.
 - c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.
2. **Half mistakes:** The following are treated as half mistakes:-
 - a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in a passage it will be treated as a single half mistake.
 - b) Using singular or plural noun and vice-versa.
 - c) Use of small letter at the beginning of the sentence.

Note:

- a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example

the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.

- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.
- e) Method for calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

D. Preparation of Merit List

- (i) The proficiency in stenography will only be qualifying in nature
- (ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination
- (iii) The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.

E. Sequence /order of conducting competitive written examination and proficiency test in stenography

The sequence/order of conducting proficiency test in stenography followed by competitive written examination or vice versa will be decided by the Selection Committee of the Institute.

F. Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks in accordance with the order of precedence given below (ascending order) till the tie is resolved:

- i) Candidates with lesser negative marks, if applicable, in 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, (note: date/year of completion of internship will be taken as step (iii) if posts belongs to Medical Category)
- iv) Alphabetical order in which first names of the candidates appear.

[2] Application Fee:

- a. Candidates belonging to General/EWS/OBC/Ex-Servicemen (ESM) category are required to pay application fee of Rs.100/- (Rupees One hundred only) through SBI Collect by Online/SBI Branch.
- b. However, the candidates belonging to SC/ST/PwBD categories and CSIR regular employees are exempted from payment of application fee, subject to the production of documentary proof thereof. Also, women candidates are exempted from payment of 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 are liable to be rejected.

[3] How to apply:

- a. Eligible candidates are required to apply only through ONLINE APPLICATION in the link available on CSIR-IHBT website <https://ihbt.res.in>. Detailed instructions to fill up and submit Online Application is also available on CSIR-IHBT 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. Candidates who wish to apply for more than one Post Code, must submit separate Online Application

form for each Post Code alongwith Application Fee thereof (if applicable).

- e. After successful registration, the candidate has to login using the credentials and fill up the online application form.
- f. 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 100 KB) with image dimension of about 300px (width) x 400px (height). The photograph should be without cap and both ears should be clearly visible. The date on which the photograph has been taken should be printed on the photograph. The application without photograph is invalid and liable to be rejected.
- g. 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.
- h. After submission of ONLINE APPLICATION(s), the applicants SHOULD SEND HARD COPY OF APPLICATION printed alongwith all documents/certificates/testimonials to “The Director, CSIR-Institute of Himalayan Bioresource Technology, Post Box No. 6, Palampur, Distt.: Kangra (H.P.)-176 061”. Candidates should have to keep/retain a copy of their Online Application and proof of sending it to CSIR-IHBT.
- i. The candidates are advised to submit the Online Application with utmost care to ensure that all certificates (including mark sheets) of 10th, 12th, Undergraduate, Postgraduate, Diploma/Certificate Courses, experience (if applicable) along with SB collect Payment Receipt (if applicable) are uploaded as per requirement.
- j. Any discrepancy found between the information given in application and as evident from the supporting documents submitted will render candidate ineligible to the post.
- 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 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/adjusted on any ground.
- n. Advance copy of application of candidates serving in Government Departments will only be considered if it is forwarded through proper channel.

[4] Documents to be attached along with the hard copy of application form:

- 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 /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.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At

the time of examination or during selection procedure, if a candidate is (or has been) found guilty of –

- i. using unfair means **or**
- ii. impersonating or procuring impersonation by any person **or**
- iii. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing **or** facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose **or**
- iv. resorting to any irregular or improper means in connection with his/ her candidature **or**
- v. obtaining support for his/ her candidature by unfair means **or**
- vi. carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) **to be disqualified from the examination for which he/ she is a candidate**
 - (b) **to be debarred either permanently or for a specified period from any examination conducted by the Institute**

-Sd-
Administrative Officer

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/Sate)
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 – Prthopaedic specialist / PMR).

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: _____

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: _____

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

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

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____
Date of Birth (DDMM/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 Authorized Signatory of notified Medical Authority)

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

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			

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment / mental disability (in %)
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			

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
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

PRESCRIBED PROFORMAE

Performa-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*
son/daughter* of of village/town*
..... in District/Division* of the
State/Union Territory* belongs to the caste/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

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

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....

(With Seal of Office)
State/Union Territory*

Place:
Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of _____ village/town
_____ in _____ District/Division
_____ in the State/Union Territory _____
belongs to the _____ community which is recognised
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 8.9.1993, OM No. 36033/3/2004-
Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th
October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature _____
Designation _____ \$

Dated:

Seal

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

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate 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.