

Advertisement Number: 05/2025

CSIR-Institute of Himalayan Bio-resource 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 bio-resources 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- Institute of Himalayan Bio-resource Technology (CSIR-IHBT), Palampur invites **OFFLINE** application(s) from the eligible citizens of India for recruitment to the posts of **Security Assistant & Driver (Non-Technical)** on direct recruitment basis.

The date for commencement of offline application is 23.08.2025

Candidates are advised to apply well in time without waiting for the last date. The application forms along with the documents should reach us on or before the last date of receipt of offline applications, i.e. **22.09.2025 (05:00 PM)**, whereas 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 offline application is **29.09.2025 (05:00 PM)**.

Details of Posts and Essential Qualification :

| Name of Post(s) | Pay Matrix & Gross Emoluments | No. of Post(s) & Reservation | Essential Qualification & Experience | Desirable Qualification | Upper Age Limit not exceeding (as on 22.09.2025) |
|--|---|------------------------------|--|---|--|
| Security Assistant Post Code: 525001 | Level-6, Cell-1 Initial Basic Pay Rs.35,400/- Gross emoluments Rs.64,575/- (approx.) as per 7th CPC | 01 Post ESM [UR] | <ul style="list-style-type: none"> Ex-servicemen, JCO in Army or equivalent in other Paramilitary Forces with five years experience in the work of security. | <ul style="list-style-type: none"> Good verbal & written communication skill in Hindi as well as English, with knowledge of computers, modern fire-fighting and security monitoring systems. | 28 Years |
| Driver (Non-Technical) Post Code: 525002 | Level-2 Cell-1 Initial Basic Pay Rs.19,900/- Gross emoluments Rs.37,605/- (approx.) as per 7th CPC | 01 Post [UR] | <ul style="list-style-type: none"> 10th Standard Passed Possession of valid driving license for LMV & HMV Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle) Experience of driving a motor car for at least 3 years | — | 27 Years |

Gross Emoluments means approximate total emoluments on minimum of Pay Matrix as applicable to particular Level including House Rent Allowance (not applicable to council employees who stay in Staff Quarters/Official accommodation) and other allowances payable to council employees at CSIR-IHBT, Palampur, as per 7th CPC.

The essential, desirable qualifications, experience required, job requirements and selection procedure for the above posts, as per post code, are as under:

525001 Security Assistant

Essential

Ex-servicemen, JCOs in Army or equivalent in other Paramilitary Forces with five years experience in the work of security.

Desirable

Good verbal communication in Hindi & English and written communication skill with knowledge of computers and modern fire-fighting and security monitoring systems.

Job Requirements

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

Selection Procedure

1. The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for Skill/Physical and Personality Assessment Test (PAT).
2. Candidates who qualify the Skill/Physical and PAT test will be allowed to appear for the open competitive written examination.

Stage-I: Skill/Physical and Personality Assessment Test

A. Physical Standards

| Minimum Height Requirement | Male | Female |
|---|-----------|----------|
| General | 167 cms | 157 cms |
| Hilly Area# | 165 cms | 155 cms |
| ST Category | 162.5 cms | 154 cms |
| Minimum Chest Requirement for Male Candidates | Exhaled | Expanded |
| General | 80 cms | 85 cms |
| Hilly Area # | 80 cms | 85 cms |
| ST Category | 77 cms | 82 cms |

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

B. Physical Test

| Physical Events | Male | Female |
|-----------------|-----------------------|--------------------|
| Running | 1600m in 6 min 30 sec | 800m in 4 min |
| Long Jump | 3.65m in 3 chances | 2.70m in 3 chances |
| Chin-ups | Minimum 06 | Not Applicable |
| Push-ups | Minimum 12 | Not Applicable |
| Sit-ups | Minimum 10 | Minimum 10 |

C. Personality Assessment Test

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

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

Stage-II: Competitive Written Examination

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

| | |
|-------------------------|---|
| Medium of Exam | The questions will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium. |
| Maximum Marks | 100 Marks [Comprehension - 25 Marks Report Writing - 25 Marks Security Regulations, Firefighting, etc. - 25 Marks General Awareness - 25 Marks] |
| Standard of Exam | Class XII |
| Time Allotted | 02 Hours |

The Final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination and will consist of only those candidates who secure minimum threshold marks (to be determined by the Selection Committee) in competitive written examination. However, minimum threshold marks shall not be less than 35% in any case

525002 Driver (Non-Technical)

Essential Qualification & Experience

- 10th Standard Passed;
- Possession of valid driving license for LMV & HMTV;
- Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle);
- Experience of driving a motor car for at least 3 years.

Job Requirements

The incumbent will be required to drive and maintain light and heavy motor vehicles.

Selection Procedure

The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for skill test. Those who qualify in the skill test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

Syllabus for Written Exam

| Subject | No. of Questions | Total Marks | Negative Marks |
|-----------------------|------------------|--|---|
| General Intelligence | 25 | 75 (Three marks for every correct answer) | One negative mark for every wrong answer. |
| Quantitative Aptitude | 25 | 75 (Three marks for every correct answer) | One negative mark for every wrong answer. |
| General Awareness | 25 | 75 (Three marks for every correct answer) | One negative mark for every wrong answer. |
| English Language | 25 | 75 (Three marks for every correct answer) | One negative mark for every wrong answer. |

- i. **Mode of Examination:** OMR Based or Computer Based Objective Type Multiple Choice Examination.
- ii. **Medium of Questions:** The questions will be set both in English and Hindi except the questions on English language.
- iii. **Standard of Examination:** Class X
- iv. **Total No. of Questions:** 100
- v. **Total Time Allotted:** 90 minutes

1. Benefits under Council Service:

- i. The post carries usual allowances i.e. Dearness Allowance (DA), Transport Allowance (TA), House Rent Allowance (HRA) etc., as admissible to the Central Government employees and as made applicable to council employees at CSIR-IHBT, Palampur as per 7th CPC.
- ii. In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance, CEA, etc. are available as applicable to Council employees.
- iii. 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 and other instructions issued on the subject.
- iv. CSIR provides excellent opportunities to deserving candidates for career advancement as per CSIR rules.
- v. The posts are categorized as an isolated posts and the incumbent will be considered for promotion by a Committee to the respective next higher grades on completion of every ten years.

2. General Conditions and Other Information:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill all the essential requirements of the post(s) and other conditions stipulated in the advertisement as on the last date of receipt of the applications, i.e. **22.09.2025**. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post(s) as on the last date of receipt of the offline applications, i.e. **22.09.2025**. No enquiry asking for advice as to eligibility will be entertained.
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the candidates to be called for physical test, skill test & written competitive examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidates should therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with necessary documents.

- d. The application should be accompanied by self-attested latest photograph duly pasted on the application form, two additional recent coloured passport size photograph should be attached with application form for examination purpose, self-attested copies of certificates, mark sheets, testimonials in support of age, educational qualifications, experience and community certificates (if applicable), discharge book (if applicable). The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete application (without self-attested photograph, without application fee, without proper enclosures (if any), self-attested copies of relevant certificates, etc.) will not be entertained and will be summarily rejected.
- e. In respect of equivalent clause in Essential Educational Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce 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.
- f. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.
- g. This is for information that, if any declaration given or information furnished by any candidate proved to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.
- h. Any discrepancy found between the information given in the application and as evident in original documents will make the candidate ineligible for appearing in the skill/physical/written competitive examination.
- i. The date for determining the upper age limit, qualifications and /or experience shall be the last date prescribed for receipt of offline applications, i.e. **22.09.2025**.
- j. Canvassing in any form and / or bringing any political influence or otherwise will be treated as a disqualification for the post.
- k. In the event of number of applications being large, CSIR-IHBT may adopt short listing criteria to restrict the number of candidates to be called for Physical test/ Written Test to a reasonable number by any or more of the following methods :-
- On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.
 - On the basis of marks obtained in the academic qualification.
 - On the basis of experience and/or Pay Level.
 - Any other methodology as deemed fit by CSIR-IHBT.
- l. If there will be a tie in the merit list between/amongst the candidates, then tie will be resolved in the following order of precedence (ascending order), till tie is resolved:
- Candidate with higher marks in the papers of concerned subject/trade placed higher.
 - Candidate with lesser negative marks, if applicable, in the papers of concerned subject/trade of Written Test placed higher,
 - Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
 - Date of Birth, with older candidate placed higher,
 - Candidate acquiring Essential Qualification earlier placed higher,
 - Alphabetical order in which first names of the candidates appear.
- m. The decision of the Director, CSIR-IHBT, Palampur, in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination and cancellation of recruitment process / advertisement at any stage without assigning any reason thereof or reserves the right not to fill up any of the posts, if required will be final and binding on the candidates.
- n. Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive will be hosted on the Institute's website only. Hence, applicants are requested to follow the Institute's website i.e. <https://www.ihbt.res.in/en/> for updates.
- o. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

3. AGE & OTHER RELAXATIONS:

- a. The cut-off date for determining the age limit, qualifications and experience shall be the last date for receipt of offline applications, i.e. **22.09.2025**.
- b. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.
- c. 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. The persons claiming age relaxation under this sub-para would be required to produce the following documentary evidence.
 - i. In case of Widow, Death certificate of her husband along 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 judgement/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced Women that they have not remarried since.
- d. Age relaxation to Ex-servicemen will be as per GOI orders.

4. Application Fee:

- a. Candidates belonging to General / OBC / EWS category are required to pay application fee (non-refundable) of **Rs.500/- [Rupees five hundred only]** by way of Demand Draft/Banker's Cheque drawn in favour of "**The Director, CSIR-IHBT, Palampur (H.P.)**" payable at Palampur. And fill up the Demand Draft/Banker's Cheque detail in the prescribed columns of the applications. No other mode of payment will be accepted.
- b. The candidates belonging to SC/ST/Women/Ex-Servicemen (ESM) are exempted from payment of application fee as per rules.

5. Centre for Skill/Physical & Personality Assessment Test and Written Examination:

- a. The Skill/Physical and Personality Assessment Test and written competitive examination will be held in Palampur. However, it can be conducted in any city or cities as may be decided by CSIR-IHBT, Palampur and no representation regarding change of centre will be entertained.
- b. The date, time and venue of the Skill/Physical and Personality Assessment Test and written competitive examination will be intimated well in advance to the candidates through CSIR-IHBT website as well as through email id/registered post to the address provided by the candidates in their application form.
- c. Candidate will have to bear the cost of their travel, boarding and lodging for appearing for skill/physical/personality assessment test/written competitive examination.

6. How to apply:

- a. Eligible candidates are required to apply offline using the proforma available on the CSIR-IHBT website. No other mode of application will be accepted.
- b. Candidates belonging to General, OBC and EWS category are required to pay an application fee (non-refundable) of **₹500/- (Rupees Five Hundred Only)** by way of Demand Draft/Banker's Cheque drawn in favour of "**The Director, CSIR-IHBT, Palampur (H.P.)**" payable at Palampur. SC/ST/Women/Ex-servicemen (ESM) are exempted from submission of application fee as per rules.
- c. The duly filled application form, demand draft/banker's cheque along with self-attested copies of all testimonials/Certificates/marks sheets in support of qualification, experience, category, date of birth etc. in a sealed cover super scribed "**Application for the post of _____**" should be sent only by **Registered/Speed Post to the address: The Controller of Administration, CSIR-Institute of Himalayan Bioresource Technology, Post Box No. 6, Palampur, District Kangra (H.P.)- 176 061** on or before the closing date of applications as per the advertisement.
- d. 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 subsequent recruitment or selection process.

- e. Application from employees of Government Departments will be considered only if 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 wherein Vigilance Clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CSIR-IHBT, Palampur within 30 days from the closing date of receipt of applications.
- f. Candidates should specifically note that the applications received after the closing date for any reasons whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained.
- g. Incomplete applications (i.e. without self-attested photograph, unsigned, without application fee, without requisite particulars, without applicable testimonials and documents) will not be entertained and will be summarily rejected.
- h. **Following documents must be attached along with application form:-**
- Demand Draft/Banker's Cheque of ₹500/- as application fee.
 - Latest colored scanned photograph from front of the candidate on the form and signed across in full.
 - Two additional recent coloured passport size photograph should be attached with application form for examination purpose.
 - Self Attested photocopy of Date of Birth Certificate.
 - Self Attested photocopies of Educational qualifications/certificates.
 - Self Attested photocopy of Caste/Category Certificate.
 - Self Attested photocopy of Driving Licence (for post of Driver).
 - Self Attested photocopy of Experience Certificate.
 - Self Attested photocopy of discharge book in respect of Ex-Service Men/Para-Military Personnel.
 - Synopsis sheet duly filled and signed by the Applicant.

Sd/
प्रशासन नियंत्रक / Controller of Administration

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: _____

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:—

- (a) The Constitution (Scheduled Castes) Order, 1950
- (a) The Constitution (Scheduled Tribes) Order, 1950
- (a) The Constitution (Scheduled Castes) Union Territories Order, 1951
- (a) 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.]

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



सी.एस.आई.आर.-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY
पालमपुर-176061(हिमाचल प्रदेश) / PALAMPUR-176061(H.P.)



सुरक्षा सहायक के पद के लिए आवेदन पत्र / APPLICATION FORM FOR THE POST OF SECURITY ASSISTANT

विज्ञापन संख्या/ ADVERTISEMENT NO. 05/2025

To be filled in by the candidate in his/her own handwriting. All the columns should be filled in properly. Incomplete application form will be rejected summarily. / अभ्यर्थी को अपनी हस्तलिपि में भरना होगा। सभी कॉलम ठीक से भरे जाने चाहिए। अधूरा आवेदन पत्र रद्द कर दिया जाएगा।

नवीनतम हस्ताक्षरित
रंगीन पासपोर्ट आकार
का फोटो चिपकाए

Affix recent passport
sized coloured
photograph signed
across in full

- पद नाम और पद कोड /Post Name & Post Code : _____
- आवेदन शुल्क का विवरण /Particulars of Application Fee : DD/Banker's Cheque No _____
Date _____
Name of Bank & Branch: _____
- उम्मीदवार का नाम (हिन्दी में) : _____
Name of the Candidate (in English) [in Block Letters] : _____
- लिंग /Gender : _____
- धर्म/Religion : _____
- पिता का नाम /Father's Name : _____
- माता का नाम /Mother's Name : _____
- जन्मतिथि /Date of Birth : _____
- 22.09.2025 को आयु /Age as on 22.09.2025 : ____ साल/Years ____ महीने/Months ____ दिन/Days
- पत्राचार का पता /Correspondence Address : _____

11. स्थायी पता /Permanent Address

:

11. क्या आप जन्म या अधिवास से भारत के नागरिक हैं? (उपयुक्त बॉक्स पर टिक करें/ Are you a citizen of India by Birth or Domicile? (Tick the appropriate box)

जन्म से/By Birth ☐

अधिवास से/By Domicile ☐

13. ईमेल आईडी/Email Id

:

14. मोबाइल न./Mobile No.

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15. वर्ग (समर्थन में स्वप्रमाणित प्रमाण पत्र संलग्न करें) /Category (Attach self-attested certificate in Support of claim) (Tick the appropriate box)

Gen ☐ SC ☐ ST ☐ OBC ☐

EWS ☐ ESM ☐ PwBD ☐

16. क्या शारीरिक रूप से विकलांग हैं / Whether Physically Handicapped? (Yes/No)

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17. क्या सीएसआईआर के विभागीय उम्मीदवार हैं /Whether CSIR Departmental Candidate? (Yes/No)

:

18. क्या सीएसआईआर-आईएचबीटी के कार्यरत कर्मचारी हैं? /Whether CSIR-IHBT working Employee? (Yes/No)

:

19. क्या पूर्व सैनिक हैं /Are you an Ex-Serviceman? (Yes/No)

:

20. क्या कोई निकट संबंधी आईएचबीटी/सीएसआईआर या इसके किसी राष्ट्रीय लैब/संस्थान में कार्यरत है /Whether any close relative is employed in IHBT/CSIR or any of its National Lab/ Institute? (If Yes, give detail)

:

21. शैक्षणिक योग्यताओं का विवरण /Details of Educational Qualifications:

| क्रम सं./ Sr. No. | योग्यता (10वीं के बाद)/ Qualification (10 th onwards) | बोर्ड/विश्वविद्यालय का नाम Name of the Board/University | उत्तीर्ण होने का वर्ष / Passing Year | अंको का प्रतिशत /Percentage of Marks | श्रेणी/ Division |
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22. अनुभव का विवरण /Experience Details:

| क्रम सं./ Sr. No. | नियोक्ता का नाम व पता/ Name & Address of Employer | धारित पद/ Post Held | वेतनमान/ Pay Scale | कार्य अवधि / Time period (From – To) | कर्तव्यों के प्रकार/ Nature of Duties Performed |
|--|---|------------------------|-----------------------|--|---|
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| कुल अनुभव / Total Experience (Years, Months, Days) | | | | | |

23. संलग्नकों की सूची (कृपया यथास्थिति अनुसार ☐ या ☐ का निशान लगाए / List of Enclosures (Please tick ☐ or ☐ as the case may be):

- a) One recent coloured passport size photograph pasted on the form and signed across in full.
- b) Two additional recent coloured passport size photograph should be attached with application form for examination purpose.
- c) Self-attested photocopy of DOB Certificate.
- d) Demand Draft/Banker's Cheque (original), wherever applicable.
- e) Self-attested photocopies of educational qualification certificates with marksheets.
- f) Self-attested photocopy of Caste/Category Certificate (if applicable).
- g) Self-attested photocopies of experience certificates, if any.
- h) Self-attested photocopy of discharge book of ESM.
- i) Synopsis Sheet duly filled.
- j) Any other relevant documents.

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| <input type="checkbox"/> |
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घोषणा: मैं _____ एतद्वारा घोषणा करता/करती हूँ कि आवेदन पत्र में दिए गए सभी विवरण मेरी जानकारी और विश्वास के अनुसार सही, पूर्ण एवं उचित हैं और यदि मेरे द्वारा दी गई कोई सूचना गलत अथवा अनुचित पाई जाती है अथवा चयन से पूर्व या बाद में किसी अपात्रता का पता चलता है, तो मेरी अभ्यर्थिता रद्द कर दी जा सकती है और मेरे विरुद्ध नियमानुसार कार्यवाही की जा सकती है।

Declaration: I _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action as per rule can be initiated against me.

दिनांक/Date: _____

उम्मीदवार के हस्ताक्षर
/Candidate's Signature _____

स्थान/Place: _____

पूरा नाम/Full Name _____

विभाग या कार्यालय अध्यक्ष द्वारा पुष्टीकरण /Endorsement by the Head of Department or Office

(केवल उन उम्मीदवारों के मामले में भरा जाना है जो पहले से ही सरकारी विभागों/ स्वायत्त निकायों / सार्वजनिक क्षेत्र के उपक्रमों में कार्यरत हैं।) To be filled only in case of candidates already employed in Govt. Departments/Autonomous Bodies/PSUs)

स./ No. _____

दिनांक/Date _____

Remarks:

Full Signature _____

Name _____

Designation _____

Stamp _____

SYNOPSIS SHEET

(to be filled-in by the applicant in his own handwriting)

| Name of the Applicant & Category | Father's Name | Date of Birth | Post Applied for | Educational Qualification | Experience Details | Fee Details (if exempted, give reason) |
|---|----------------------|----------------------|-------------------------|--|---------------------------|---|
| | | | | 1. 2. 3. 4. 5. | | |

Signature: _____

Name of the Applicant: _____

Date: _____



सी.एस.आई.आर.-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY
पालमपुर-176061(हिमाचल प्रदेश) / PALAMPUR-176061(H.P.)



चालक के पद के लिए आवेदन पत्र / APPLICATION FORM FOR THE POST OF DRIVER

विज्ञापन संख्या/ ADVERTISEMENT NO. 05/2025

To be filled in by the candidate in his/her own handwriting. All the columns should be filled in properly. Incomplete application form will be rejected summarily. / अभ्यर्थी को अपने हस्तलेख भरना होगा। सभी कॉलम ठीक से भरे जाने चाहिए। अधूरा आवेदन पत्र रद्द कर दिया जाएगा।

नवीनतम हस्ताक्षरित
रंगीन पासपोर्ट आकार
का फोटो चिपकाएँ

Affix recent passport
sized coloured
photograph signed
across in full

- पद नाम और पद कोड /Post Name & Post Code : _____
- आवेदन शुल्क का विवरण /Particulars of Application Fee : DD/Banker's Cheque No _____
Date _____
Name of Bank & Branch: _____
- उम्मीदवार का नाम (हिन्दी में) : _____
Name of the Candidate (in English) [in Block Letters] : _____
- लिंग /Gender : _____
- धर्म/Religion : _____
- पिता का नाम /Father's Name : _____
- माता का नाम /Mother's Name : _____
- जन्मतिथि /Date of Birth : _____
- 22.09.2025 को आयु /Age as on 22.09.2025 : _____ साल/Years _____ महीने/Months _____ दिन/Days
- पत्राचार का पता /Correspondence Address : _____

11. स्थायी पता /Permanent Address

:

12. क्या आप जन्म या अधिवास से भारत के नागरिक हैं? (उपयुक्त बॉक्स पर टिक करें)/ Are you a citizen of India by Birth or Domicile? (Tick the appropriate box)

जन्म से/By Birth ☐

अधिवास से/By Domicile ☐

13. ईमेल आईडी/Email Id

:

14. मोबाइल न./Mobile No.

:

15. वर्ग (समर्थन में स्वप्रमाणित प्रमाण पत्र संलग्न करें) /Category (Attach self-attested certificate in Support of claim) (Tick the appropriate box)

Gen ☐ SC ☐ ST ☐ OBC ☐

EWS ☐ ESM ☐ PwBD ☐

16. क्या शारीरिक रूप से विकलांग हैं / Whether Physically Handicapped? (Yes/No)

:

17. क्या सीएसआईआर के विभागीय उम्मीदवार हैं /Whether CSIR Departmental Candidate? (Yes/No)

:

18. क्या सीएसआईआर-आईएचबीटी के कार्यरत कर्मचारी हैं? /Whether CSIR-IHBT working Employee? (Yes/No)

:

19. क्या पूर्व सैनिक हैं /Are you an Ex-Serviceman? (Yes/No)

:

20. क्या कोई निकट संबंधी आईएचबीटी/सीएसआईआर या इसके किसी राष्ट्रीय लैब/संस्थान में कार्यरत है /Whether any close relative is employed in IHBT/CSIR or any of its National Lab/ Institute? (if Yes, give detail)

:

21. शैक्षणिक योग्यताओं का विवरण /Details of Educational Qualifications:

| क्रम सं./ Sr. No. | योग्यता (10वीं के बाद)/ Qualification (10 th onwards) | बोर्ड/विश्वविद्यालय का नाम Name of the Board/University | उत्तीर्ण होने का वर्ष / Passing Year | अंको का प्रतिशत /Percentage of Marks | श्रेणी/ Division |
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22. अनुभव का विवरण /Experience Details:

| क्रम सं./ Sr. No. | नियोक्ता का नाम व पता/ Name & Address of Employer | धारित पद/ Post Held | वेतनमान/ Pay Scale | कार्य अवधि / Time period (From – To) | कर्तव्यों के प्रकार/ Nature of Duties Performed |
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| कुल अनुभव / Total Experience (Years, Months, Days) | | | | | |

23. संलग्नकों की सूची (कृपया यथास्थिति अनुसार ☐ या ☐ का निशान लगाए / List of Enclosures (Please tick ☐ or ☐ as the case may be):

- | | |
|--|--------------------------|
| a) One recent coloured passport size photograph pasted on the form and signed across in full. | <input type="checkbox"/> |
| b) Two additional recent coloured passport size photograph should be attached with application form for examination purpose. | <input type="checkbox"/> |
| c) Self-attested photocopy of DOB Certificate. | <input type="checkbox"/> |
| d) Demand Draft/Banker's Cheque (original), wherever applicable. | <input type="checkbox"/> |
| e) Self-attested photocopies of educational qualification certificates with marksheets. | <input type="checkbox"/> |
| f) Self-attested photocopy of Caste/Category Certificate (if applicable). | <input type="checkbox"/> |
| g) Self-attested photocopy of valid driving licence for LMV & HMV. | <input type="checkbox"/> |
| h) Self-attested photocopies of experience certificates, if any. | <input type="checkbox"/> |
| i) Self-attested photocopy of discharge book in case of ESM candidates. | <input type="checkbox"/> |
| j) Synopsis Sheet duly filled. | <input type="checkbox"/> |
| k) Any other relevant documents. | <input type="checkbox"/> |

घोषणा: मैं _____ एतद्वारा घोषणा करता/करती हूँ कि आवेदन पत्र में दिए गए सभी विवरण मेरी जानकारी और विश्वास के अनुसार सही, पूर्ण एवं उचित हैं और यदि मेरे द्वारा दी गई कोई सूचना गलत अथवा अनुचित पाई जाती है अथवा चयन से पूर्व या बाद में किसी अपात्रता का पता चलता है, तो मेरी अभ्यर्थिता रद्द कर दी जा सकती है और मेरे विरुद्ध नियमानुसार कार्यवाही की जा सकती है।

Declaration: I _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action as per rule can be initiated against me.

दिनांक/Date: _____

उम्मीदवार के हस्ताक्षर
/Candidate's Signature _____

स्थान/Place: _____

पूरा नाम/Full Name _____

विभाग या कार्यालय अध्यक्ष द्वारा पृष्ठांकन /Endorsement by the Head of Department or Office

(केवल उन उम्मीदवारों के मामले में भरा जाना है जो पहले से ही सरकारी विभागों/ स्वायत्त निकायों / सार्वजनिक क्षेत्र के उपक्रमों में कार्यरत हैं।) To be filled only in case of candidates already employed in Govt. Departments/Autonomous Bodies/PSUs)

स./ No. _____

दिनांक /Date _____

Remarks:

Full Signature _____

Name _____

Designation _____

Stamp _____

SYNOPSIS SHEET

(to be filled-in by the applicant in his own handwriting)

| Name of the Applicant & Category | Father's Name | Date of Birth | Post Applied for | Educational Qualification | Experience Details | Fee Details (if exempted, give reason) |
|---|----------------------|----------------------|-------------------------|--|---------------------------|---|
| | | | | 1. 2. 3. 4. 5. | | |

Signature: _____

Name of the Applicant: _____

Date: _____