



## वै0आौ0अ0प0-केन्द्रीय औषधीय एवं सगंध पौधा संस्थान

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

पोस्ट ऑफिस - सीमैप, लखनऊ-226015, भारत

### CSIR-CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS

(Council of Scientific & Industrial Research)

P.O. CIMAP, Lucknow-226015, (U.P.) INDIA



### CIMAP ADVERTISEMENT NO. 1/2026

URL for Online Application: <https://recruitment.cimap.res.in>

**OR**

Access link 'Advertisement No. 1/2026' on <https://www.cimap.res.in>

- |  |   |
|--|---|
| 1. Start date for Online Application:  | Friday, 30 <sup>th</sup> January, 2026; 10.00 Hrs. IST  |
| 2. Last date for Online application:   | Friday, 20 <sup>th</sup> February, 2026; 23:59 Hrs. IST |
| 3. Last date for Receipt of printout copy of application along with all relevant documents at CIMAP: | Friday, 06 <sup>th</sup> March, 2026; 17:30Hrs. IST     |

### OPPORTUNITIES FOR BRIGHT & RESULT ORIENTED INDIAN NATIONALS

CSIR-Central Institute of Medicinal & Aromatic Plants (CIMAP), Lucknow is a constituent laboratory of Council of Scientific & Industrial Research (CSIR), New Delhi. CSIR-CIMAP undertakes basic and applied research in important areas of plant sciences. CSIR-CIMAP invites applications from Indian nationals in the prescribed application form for the following administrative posts, as per the details here under:

Post Code	Name of Post	Total No. of Posts & Reservation	Pay Level in Pay Matrix as per 7th CPC	Upper Age Limit not exceeding (as on last date of submission of online Application)
A0126	Junior Hindi Translator (JHT)	01 post (UR)	Pay Matrix Level-6 (₹35,400-1,12,400)***	30 Years*

\* Upper age limit is relaxable as per GoI/CSIR rules.

\*\* Total emoluments mean approximate total emoluments on minimum pay of the Pay Level including House Rent Allowance in Lucknow (Class 'Y' City), as per rules.

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

**I. Essential Qualification, Experience etc.:**

Post Code	Essential Qualification & Experience	Desirable Qualification	Job Requirements
<b>Junior Hindi Translator (Pay Matrix Level-6)</b>			
A0126	<p>(1) Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>(2) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices including Government of India undertakings.</p>	<p>1. Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>2. Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.</p>	<p>1. To assist in the implementation of the official Language policy of Government of India.</p> <p>2. To Translate official correspondences/Scientific literatures/ documents/ records etc. from English to Hindi and vice-Versa.</p> <p>3. To assist in preparation of / submit reports &amp; returns.</p> <p>4. Any other work as may be assigned by Higher Authorities from time to time.</p>

**II. Selection Process:**

Selection to this position is to be made on the basis of open written competitive examination.

**For the post of Junior Hindi Translator**, there will be two papers (Paper-I and Paper-II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the selection committee) in the first paper. **The Final Merit list will be prepared only on the basis of the marks obtained by the candidates in PAPER-II.**

In case of a tie of marks obtained by candidates in written examination, the methodology will be followed as per the following CSIR guideline as on date.

- (a) Candidate with lesser negative marks, if applicable in the papers (which have been considered for preparation of merit) of Written Test placed higher.

- (b) Date of Birth, with older candidate placed higher.
- (c) Candidates acquiring Essential Degree earlier place higher.
- (d) Alphabetical order in which first names of the candidates appear.

Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Examination, While Paper-II will be descriptive.

<b>Medium of Questions</b>	The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi
<b>Standard of Exam</b>	Graduation Level

### **Paper-I (Time Allotted- 1 Hour)**

<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
General Intelligence	50	150 (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

### **Paper-II (Time Allotted-2 hours)**

This paper is introduced to assess the writing and translation skills of the candidates which are necessary in this job the paper would comprise writing of paragraph in English and Hindi separately; Precis writing in English and Hindi and translation from English to Hindi and Hindi to English. The total marks in the Paper-II exam would be 300 and time allotted for his exam would be 2 hours.

### **Centre for written examination:**

The written examination will be held in Lucknow at a place decided by the competent authority. The date, time and venue of the written examination will be intimated well in time to the candidates, through CSIR-CIMAP website.

### **III. Benefits under council service:**

1. These posts carry usual allowances 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 CSIR employees at the place of posting. Council employees are also eligible for accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.
2. In addition to the emoluments indicated against post, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and Children's Education Allowances etc. are also available as per CSIR /Govt. of India (GoI) Rules as applicable to the Council Servants.
3. In addition to the emoluments indicated against each category of post, benefits such as applicability of New Pension Scheme (NPS) 2004, reimbursements of Medical Expenses, Leave Travel Concession, Personal Computer Advance and House Building Advance are available as per CSIR rules.
4. CSIR provides excellent opportunities to deserving candidates for career advancement under CSIR Rajbhasha Staff (Isolated category) instructions as amended from time to time

5. In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.

#### **IV. Age limit & relaxation (as on last date of online applications):**

- a. The applicant should have completed the age of 18 years and should not be aged above 30 (UR candidates) for Junior Hindi Translator as on the last date for receipt of online application.
- b. Upper Age Limit is relaxable **upto 05 years** for the regular employees working in Council / Government / Autonomous Bodies / Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time in this regard.  
In addition, relaxation for SCs / STs / OBCs and certain other categories as provided by the Government of India from time to time will continue.
- c. SC/ST/OBC (NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be treated on par with general candidates in respect of their selection. (Application Fee exemption is however applicable for SC and ST candidates in such cases).
- d. Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI/CSIR rules.
- e. Age relaxation to Persons with Benchmark Disabilities [PwBD]: Age relaxation of 10 years is allowed [Total 15 years for SCs/STs and 13 years for OBC (NCL) in respect of the posts reserved for them] to persons suffering from a. blindness and low vision; b. deaf and hard of hearing; c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; d. autism, intellectual disability, specific learning disability and mental illness e. multiple disabilities from amongst persons under clauses [a] to [d] including deaf-blindness. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual posts to be filled by Direct Recruitment. The OM No. 18-25/2024-Policy dated 17.12.2025 issued by the Ministry of Social Justice and Empowerment and endorsed vide CSIR OM No. 5-1(39)/2008-PD dated 31.12.2025 is applicable in the matter of validity of disability certificates.
- f. Persons with Benchmark Disability is entitled to age concessions by virtue of being a central Government Employee, concession to him/her will be admissible either as a 'persons with bench marks disability' or as a Central Gov. Employee whichever may be more beneficial to him/her.
- g. SC/ST/OBC(NCL)/PwBD candidates shall produce the required certificate in the prescribed format duly signed by the issuing authority at the time of written test. OBC(NCL) candidate shall produce the certificate valid for appointment to the posts under the Central Government in the pro-forma prescribed by the Government of India only.
- h. As per GOI provisions, age relaxation to Widows, Divorced Women and Women Judicially Separated from their Husbands, the upper age limit is relaxable up to the age of 35 years [up to 40 years for members of Scheduled Castes/Scheduled tribes in respect of the posts reserved for them] for Widows, Divorced Women and Women Judicially Separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence: -
  - i. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - ii. In case of divorced Women and Women Judicially Separated from their Husbands, a certified copy of the Judgment/Decree 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 and they have not remarried since.
- i. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation / Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered /granted.

## **V. General Conditions:**

1. The applicant must be a citizen of India.
2. The number of vacancies is provisional and may vary. The advertisement does not necessarily tantamount to the selection being actually made. The CSIR-CIMAP, Lucknow reserves the right to cancel all or part of the advertised vacancies at any stage of the recruitment process.
3. The prescribed educational qualifications should have been obtained from a University / Institution / Board recognized by Govt. of India / approved by the Govt. Regulatory Bodies and the final result should have been declared on or before the last date of receipt of the online application.
4. The date of determining the age limit/experience/qualifications shall be closing date prescribed for filling up the Online application i.e. **20.02.2026**. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post. The application form should be accompanied by self-attested copies of relevant educational qualifications, any other qualification mentioned by him/her in the application, experience if any, caste/community certificate, etc.  
Only SSC/Matriculation/10<sup>th</sup> Standard/SSLC/HSC Certificate or Birth Certificate issued by appropriate Government Authority will be accepted as age proof for date of birth. Where date of birth is not available in Certificate/Mark-sheets issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be accepted.  
**While sending the Hard copy of the application form, each printed page of application form must be signed by the candidate and each page of documents enclosed therewith must be self-attested by the candidate.** The candidature is provisional at all stages of the recruitment process and hence will be considered only if meeting the minimum eligibility criteria as per this advertisement and the Recruitment Rules of CSIR.
5. If any document/certificate furnished is in a language other than Hindi or English, a transcript copy in Hindi/English of the same duly attested by a Gazetted Officer or Notary is required to be submitted by the candidate.
6. In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades, etc., candidates are requested to convert the same into percentages based on the formula as per their University/Institute.
7. SC/ST/OBCs, PwBD, ESM, EWS, etc, certificates, as applicable, should be issued by the Competent Authority in the prescribed format/proforma.
8. The selected persons should be ready to serve at any of the offices/Research Centres of CSIR-CIMAP located at Lucknow, Bangalore, Hyderabad, Pantnagar, Purara (Distt. Bageshwar) or at any place of posting in India as per need of CSIR-CIMAP.
9. Those employed in Govt. Deptt / PSUs /Autonomous Bodies should submit a certificate indicating that her/his department has No Objection in her/his applying to this post and the applicant will be relieved immediately of receipt of appointment offer, if she/he is selected, obtained from his/her present employer, along with other documents in order to be considered as a case of 'application through proper channel' OR such candidates should get the printout of the duly filled online application forwarded through his/her employer to this office along with the certificate as indicated above.
10. The candidate should ensure to submit her/his application complete in all respect along with the required certificates/documents before its submission. Any discrepancy found between the information given in the application and as evident in the original documents will make the candidate ineligible for the post(s).
11. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. **Therefore, candidates are advised to submit online application well in advance without waiting for the last date of submission of application.** Institute's decision shall be final and binding and no enquiry will be entertained in this regard.
12. **The hard copy (print-out) of the application generated after filling online application form should be accompanied by self-attested copies of the relevant educational qualification, experience.** The prescribed qualifications should have been obtained through recognized Universities/Institutions etc. **Incomplete applications or applications not accompanied with the required Self-attested certificates/documents are liable to be rejected.**

13. All the applicants are advised to satisfy themselves before applying that they possess the essential qualifications and other conditions stipulated in the advertisement laid down for the posts as on the last date of receipt of the online application. **No interim enquiry asking for advice on eligibility will be entertained.** The prescribed essential qualifications/experiences are the minimum, and selection is done through open competition. Therefore, mere possession of the minimum education qualification/experience does not entitle candidates for selection to the post.
14. Merely fulfilling the minimum prescribed qualifications will not vest a right in the candidate for being called for a Written Test or appointment. If on verification either before or after at any of the stage of selection process, it is found that the candidate does not fulfill any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
15. This is for information that, if any declaration given or information furnished by any candidate proves 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 be removed from service after joining, and such other action as may be deemed necessary may also be taken by the Competent Authority.
16. In respect of equivalent clauses in Essential Qualification, 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. The decision of the Competent Authority with regard to equivalence of qualification(s) and about recognition of Universities/ Institutes shall be final and binding.
17. Provisions available for written examination to the PwBD candidates will be applicable as per the Government of India /CSIR guidelines.
18. No travelling allowance shall be paid to the candidates for appearing in the examination.
19. The decision of the Competent Authority of CSIR-CIMAP in all matters relating to eligibility, acceptance or rejection of applications, conduct of written test etc. and not to fill up all or any of the posts will be final and binding on the candidates and no enquiry or correspondence shall be entertained in this regard from any individual. Further, in case of a claim for qualification as equivalent qualification, the candidate is required to produce order/ letter in this regard by the Competent Authority.
20. The details of centers of written competitive examination will be intimated/displayed for general information of the candidates at the Institute's website ([www.cimap.res.in](http://www.cimap.res.in)) later on. Efforts will be made to conduct the examination/tests at Lucknow (U.P.) but it may also be conducted at nearby districts in Uttar Pradesh, if required.
21. **Any further information regarding this Advertisement like Date, Time and Venue of Written Examination or otherwise, any addendum / corrigendum or any variation in a number of posts / cancellations of post(s) etc. will be made available through CSIR-CIMAP, Lucknow website (<https://www.cimap.res.in>) only. Therefore, the candidates are advised to keep a regular watch accordingly.**
22. As the screening of applications will be done on the basis of information furnished in the Application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and CSIR-CIMAP will NOT be responsible for any of the consequence of furnishing such wrong/false information.
23. Wherever specific subjects i.e. English or Hindi, etc., have been prescribed as the essential eligibility criteria for the post of Junior Hindi Translator, the candidates must substantiate their claims in this regard with valid proof, and same must be uploaded in the online application as well as attached with the Hard Copy of Print out of Application Form. In case the required documentary proof is not uploaded/attached or the subject has not been mentioned in a candidate's Marks Sheet and/or Degree Certificate awarded by the concerned University, the decision of the Screening Committee regarding acceptance or rejection of such claims would be final and binding upon the candidates. **No representation against such a decision would be entertained.**
24. The Period of experience rendered by a candidate on Part Time Basis, Daily Wages, Visiting/Guest Faculty will not be counted while calculating the valid experience.
25. Documentary evidence such as Letter of Appointment, Joining Notification, Pay Certificate and

Experience Certificate for the period claimed as experience must be submitted. The experience certificate should clearly state the duration of experience indicating from and to date i.e. date of joining and date of relieving of various Organizations/Universities concerned as claimed by the candidate. Further, experience certificate must be issued by the Authority, competent to issue such certificates, with respect of the Organization[s]/ Institutes/ Universities concerned. Documentary evidence enclosed with application must clearly depict start date and end date of experience, emoluments and nature of job performed.

26. The selected candidates will be on **probation for a period of two years** from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
27. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any post in any other organization before joining, they have to intimate the details of such applications, immediately on joining CSIR-CIMAP.
28. Persons with Benchmark Disability [PwBD] fulfilling the eligibility conditions prescribed under the GOI/CSIR instructions are encouraged to apply.
29. Only a single application will be entertained from each candidate for the said post code. **IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POST CODE WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.**
30. Candidates are advised to check the website regularly for addendum/corrigendum and updated information regarding this advertisement, please visit our website: <https://www.cimap.res.in>. No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting this website regularly.
31. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
32. Candidates should indicate as to whether any of their blood/close relatives [relation to a government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR or any other National Labs/ Institutes/ Units of the CSIR.

## **VI. How to apply:**

1. Eligible and interested candidates are required to fill the prescribed application form **ONLINE** by accessing the website <https://recruitment.cimap.res.in>
2. The application is to be submitted in four distinct steps, as below:
  - a. Registration (online)
  - b. Fee Submission
  - c. Application Submission (online)
  - d. Dispatch of Printout copy (Hard Copy) of online application along with all relevant documents by post.
3. The datelines for the above-mentioned stages of application are as follows:

a. Start date for Online Application:	<b>Friday, 30<sup>th</sup> January, 2026; 10.00 Hrs. IST</b>
b. Last date for Online application:	<b>Friday, 20<sup>th</sup> February, 2026; 23:59 Hrs. IST</b>
c. Last date for Receipt of printout copy of application along with all relevant documents at CIMAP:	<b>Friday, 06<sup>th</sup> March, 2026; 17:30Hrs. IST</b>
4. Candidates are required to pay an amount of ₹500/- **Non-refundable** (Rupees Five Hundred only) towards application fee through the link available in the online application. **SC / ST / PwBD / Women / CSIR Employees / Ex-Servicemen are exempted from payment of application fee.** No other mode of payment is allowed like DD, Challan, Postal Orders etc.
5. The Printout of the application, generated after online submission, duly accompanied by self-attested copies of the requisite certificates/mark sheets of date of birth, educational qualifications, experience, and community certificate, if any, addressed to the **"Controller of**

**Administration, CSIR-Central Institute of Medicinal and Aromatic Plants, Post Office-CIMAP, Lucknow-226015** "should reach this office by speed post/registered post on or before **06.03.2026**. Candidates should have to keep/retain a copy of their Application Form and proof of sending it to CSIR-CIMAP. The candidate is also required to upload his / her photo (not exceeding 200 kb) and signature (not exceeding 50 kb) at the respective specified places. **Non-submission of Hard copy of Application form (with necessary enclosures) or non-receipt of Hard Copy of Application form (with necessary enclosures) within stipulated time period will result into cancellation of candidature and no request, whatsoever, will be entertained.**

6. The envelope containing the application should be super scribed "Application for the post of **JUNIOR HINDI TRANSLATOR (Post code A0126 Advt.No.1/2026)**".
7. **Application once made will not be allowed to be withdrawn and fees once paid will not be refunded/adjusted on any ground.**
8. In case of Universities / Institutes awarding CGPA / SGPA / OGPA grades etc., candidates are requested to convert the same into percentages based on the formula as per their university / institute.
9. Applications from employees of Government Departments/ Autonomous Bodies / Public Sector Undertakings will be considered only if the application is forwarded through the proper channel or NOC issued by the department in this regard is submitted.
10. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained.
11. Incomplete applications (i.e. unsigned, without photograph and applicable testimonials etc.) will not be entertained and will be summarily rejected.

**Following documents must be attached along with application form (print-out) sent by post**  
**(In case the documents are not attached, the candidature of candidates will be cancelled) :**

- a) Print-out of Application Form
- b) Colored Passport size photograph pasted on the form and signed across in full. (Same as uploaded)
- c) Self-attested photocopy of 10<sup>th</sup> / 12<sup>th</sup> Class Certificate indicating the Date of Birth Certificate.
- d) Self-attested photocopies of all the educational qualification/certificates (Class 10<sup>th</sup> onwards)
- e) Self-attested photocopy of caste certificate, PwBD certificate, EWS certificate etc, if applicable.
- f) Self-attested photocopies of experience certificates, wherever required.
- g) Self-attested photocopy of Discharge Book/Certificate (in case of Ex-Servicemen)
- h) Relevant documents in case of Widow/Divorced/Judicially separated women.
- i) NOC from the present Employer (If applicable)
- j) Any other relevant document.

**Canvassing in any form and / or bringing any influence, political or otherwise, will be treated as a disqualification for the post(s).**

**NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

Sd/-  
Controller of Administration

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**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/UnionTerritory\* ..... belongs to the ..... caste/tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* under: -

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

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, i 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 Have ii) Schedule 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 Dill) 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
- @ The Constitution (Scheduled Caste) Order (Amendment) Act 2007

%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 Tribe certificate issued to Shri / Shrimati\* ..... Father / Mother of Shri / Shrimati / Kumari\* ..... of village/town\*/Territory\*\* ..... in District/Division\* ..... of the State/Union Territory\* ..... who belong to the caste/

tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/ Union Territory\* issued by the ..... 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/UnionTerritory\*

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)

**Note:**

ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER

**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 ..... village/town ..... In District/Division belongs to the ..... community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ..... dated .....\* and/or his 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: .....

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\*- 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**

- (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)

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

**Form of declaration to be submitted by the OBC – NCL candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri ..... resident of village / town / city ..... district ..... state ..... hereby declare that I belong to the ..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended time to time.

I also declare that the condition of status / annual income for creamy layer of my Parents / guardian is within prescribed limits as on last date of application.

Signature .....

Full Name .....

Address .....

Place:.....

Date:.....

**Government of .....**  
**(Name & Address of the Authority Issuing the Certificate)**

**Income & Asset Certificate to be produced by Economically Weaker Sections**

**Certificate No:** ..... **Date:** .....

**Valid for the year.....**

This is to certify that Shri / Smt. / Kumari..... Son / daughter / wife of..... Permanent resident of, ..... Village / Street, Post Office, 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 lakhs (Rupees Eight Lakh only) for the financial year ..... His / her family does not own or possess any of the following assets\*\*:

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above
  - III. Residential plot of 100 SQ. Yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri /Smt. / Kumari..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....  
Name.....  
Designation .....

Recent  
passport size  
attested  
photograph of  
the applicant

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

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

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

\*\*\*\*\*

**Form-V****Certificate of Disability**

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

[See rule 18(1)]

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

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

Certificate No.....

This is to certify that I have carefully examined Shri / Smt / Kumari ..... Son / Wife / Daughter of Shri ..... Date of Birth ..... (DD/MM/YY) Age..... years, male / female ..... Registration No..... Permanent resident of House No .....  
Ward / Village / Street ..... Post Office .....  
District ..... State ..... Whose photograph is affixed above, and am satisfied that:

(A) He/She is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) The diagnosis in his / her case is .....

(A) 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: -

<b>Nature of Document</b>	<b>Date of Issue</b>	<b>Details of Authority Issuing Certificate</b>

(Signature and seal of Authorised Signatory of  
Notified Medical Authority)

Signature/Thumb impression of  
the person in whose favour  
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. / Kumari. ....  
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 guideline (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

<b>Sl. No.</b>	<b>Disability</b>	<b>Affected Part of Body</b>	<b>Diagnosis</b>	<b>Permanent Physical Impairment/Mental Disability (in%)</b>
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	€		
10.	Hard of Hearing	€		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability (in %)
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures ..... percent

In Words ..... percentage

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

3. Reassessment of disability is:

i) not necessary

OR

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

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

# - eg. Single eye /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

5. Signature and Seal of the Medical Authority.

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

<b>Sl. No.</b>	<b>Disability</b>	<b>Affected Part Of Body</b>	<b>Diagnosis</b>	<b>Permanent Physical Impairment/Mental Disability (in%)</b>
1.	Locomotor disability			
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

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

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
- i) not necessary
  - OR
  - ii) is recommended / after ..... years ..... months, and therefore this certificate shall be valid till.....(DD)/(MM)/(YY)
- @ - eg. Left/Right/both arms/legs  
 # - eg. Single eye /both/eyes  
 € - eg. Left/Right/both ears
4. The applicant has submitted the following document as proof of residence: -

<b>Nature of Document</b>	<b>Date of Issue</b>	<b>Details of Authority Issuing Certificate</b>

(Authorised Signatory of Notified Medical Authority)

(Name and Seal)

Countersigned  
 (Countersignature and seal of the  
 Chief Medical Officer/Medical Superintendent/  
 Head of Government Hospital, in case the  
 Certificate is issued by a Medical Authority  
 who is not a Government Servant (with Seal))

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

Note: In case this Certificate is issued by a Medical Authority who is not a Government Servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

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

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

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto .....(it is valid for maximum period of six months or less as may be certified by the Medical Authority)

Signature of Medical Authority

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

Name of Government Hospital/Health Care Centre with Seal

Place: .....

Date: .....

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

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

1. I do hereby state that ..... (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.
2. I do hereby undertake that his qualification is ..... In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place: .....

Date: .....

**Letter of Undertaking for Using Own Scribe**

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

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

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

(Signature of the candidate with Disability)

Place: .....

Date: .....

**Certificate Regarding Physical Limitation of an Examinee to Write**

This is to certify that, I have examined Mr./Ms./Mrs.....(name of the candidate with disability), a person with.....(nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o .....a resident of ..... (Village/District/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 (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

**Certificate to be Produced by Serving/Retired/Released Armed Forces Personnel for availing the Age Concession for Posts Filled by Direct Recruitment**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that Rank ..... Name ..... whose date of birth is ..... has rendered service from ..... to ..... in Army/ Navy/ Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

- i) by way of dismissal, or
- ii) by way of discharge on account of misconduct or inefficiency, or
- iii) on his own request, but without earning his pension, or
- iv) he has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service.

% c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules. 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*  
SEAL

%. Delete the paragraph which is not applicable.

**B. Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank ..... Name ..... is serving in the Army / Navy / Air Force from .....

2. He is due for release/retirement on completion of his specific period of assignment on .....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*\*  
SEAL

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place: .....

Date: .....

Signature and Name of Candidate

**C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment**

It is certified that No. .... Rank..... Name .....  
..... whose date of birth is ..... serving in the Army / Navy / Air Force from.....

2. He has already completed his initial assignment of five years on ..... and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*\*  
SEAL