



सीएसआईआर - राष्ट्रीय रासायनिक प्रयोगशाला
CSIR - NATIONAL CHEMICAL LABORATORY
 विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार
 Ministry of Science & Technology, Government of India
 डॉ. होमी भाभा मार्ग / Dr. Homi Bhabha Road, पुणे / Pune – 411008



विज्ञापन संख्या ADVT. NO. NCL/01-2026/MTS दिनांक / DATED 03.10.2026

ऑनलाइन आवेदन आरंभ करने की तिथि / Date of commencement of online applications : 05.10.2026 (10:00 AM onwards)

ऑनलाइन आवेदन जमा करने की अंतिम तिथि / Last date for submission of online applications : 04.11.2026 (till 05:00 PM)

“Hard copy of Application NOT to be sent”

सीएसआईआर-राष्ट्रीय रासायनिक प्रयोगशाला (एनसीएल), पुणे, वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद (सीएसआईआर), जो विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त निकाय है, के तत्वावधान में एक प्रमुख वैज्ञानिक शोध एवं विकास संस्थान है। CSIR – National Chemical Laboratory (NCL), Pune, is a premier Scientific research and development institute under the aegis of the Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science & Technology, Government of India.

सीएसआईआर-एनसीएल युवा, उत्साही और गतिशील भारतीय नागरिकों से मल्टी टास्किंग स्टाफ के निम्नलिखित पदों को भरने के लिए आवेदन आमंत्रित करता है। CSIR-NCL invites ONLINE applications from young, enthusiastic and dynamic Indian Nationals to fill the following posts of Multi-Tasking Staff (MTS):

Sr. No.	पदनाम / Name of the Post	पदों की संख्या एवं आरक्षण / No. of posts & Reservation	Upper Age Limit as on 04.11.2026*	Pay Level as per 7 th CPC Pay Matrix and approx. Total Emoluments#
1	मल्टी टास्किंग स्टाफ / Multi-Tasking Staff (MTS)	कुल / TOTAL - 24 (अनारक्षित / UR - 11) (अन्य पिछड़ा वर्ग (एनसीएल)/ OBC (NCL) - 07) (अनुसूचित जाति / SC - 02) (अनुसूचित जनजाति / ST - 01) (आर्थिक रूप से कमजोर वर्ग / EWS - 03)	25 years	लेवल / Level - 01 (18,000 – 56,900) Total Emoluments of Rs.40,000/- approx.

- 24 पदों में से 01 पद PwBD (HH) श्रेणी के लिए आरक्षित है।
Out of 24 posts, 01 post is reserved for PwBD (HH) category.
- * कृपया आयु सीमा एवं छूट कॉलम के अंतर्गत आयु छूट का विवरण देखें।
Please see the details of age relaxation under Age limit & Relaxation Column.
- #कुल परिलब्धियां अर्थात् एक्स श्रेणी के नगर में न्यूनतम वेतनमान में सभी भत्तों एवं मकान किराया भत्ता सहित लगभग कुल परिलब्धियां।
Total Emoluments means the approximate total emoluments on minimum of scale including HRA in Class 'X' City.
- अभ्यर्थियों को दृढ़तापूर्वक सलाह दी जाती है कि वे ऑनलाइन आवेदन जमा करने की अंतिम तिथि की प्रतीक्षा किए बिना समय पर आवेदन करें।
Candidates are strongly advised to apply well in time without waiting for the last date for submission of online applications.

नोट / Note: दर्शाई गई रिक्तियों की संख्या अनंतिम है तथा इसमें वृद्धि या कमी हो सकती है। The number of vacancies indicated are provisional and may increase or decrease.

“सरकार एक ऐसा कार्यदल बनाने का प्रयास करती है जिसमें लिंग संतुलन प्रतिबिम्बित हो और महिला अभ्यर्थियों को आवेदन करने के लिए प्रोत्साहित किया जाता हो।”

“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”.

“भारत सरकार के निर्देशों के तहत निर्धारित पात्रता मानदंडों को पूरा करने वाले बेंचमार्क विकलांगता व्यक्तियों (PwBD) को आवेदन करने के लिए प्रोत्साहित किया जाता है।”

“Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility Criteria prescribed under GoI instructions are encouraged to apply”.

1. DETAILS OF POSITIONS -

Post Code	MTS-01
No. of Positions	24
Category	UR - 11, OBC (NCL) - 07, SC - 02, ST - 01, EWS - 03
Essential Qualification	SSC/X th /Matriculation or equivalent
Desirable Qualification	Intermediate/XII th Class Pass
Job Requirement	To perform physical maintenance of records of section, general cleanliness & upkeep of the section, carrying of files & documents to other Sections, photocopying, delivering the dak, opening & closing the section/room, dusting of furniture etc. Preparation and supply of tea/coffee to the officials/guests and any other work assigned by superior officers

प्रयुक्त संक्षिप्त रूप/Abbreviations used:

UR - अनारक्षित / Unreserved, SC - अनुसूचित जाति / Scheduled Caste, ST - अनुसूचित जनजाति / Scheduled Tribe, OBC(NCL) - अन्य पिछड़ा वर्ग (एनसीएल)/ Other Backward Class, EWS - आर्थिक रूप से कमजोर वर्ग / Economically Weaker Sections.

2. SUITABILITY OF PwBD FOR THE POSTS -

CATEGORY OF PwBD SUITABLE FOR THE POST
a) B, LV
b) D, HH
c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy
d) ASD (M), SLD, MI,
e) MD involving (a) to (d) above

Nature of Physical Disabilities:

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (As per the provisions of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification No. 38-16/2020-DD-III, dated 04.01.2021, as amended from time to time)

3. APPLICATION FEE -

Fee Payable: **Rs. 500/-** (Five Hundred Only) for each Post Code

UR, OBC, EWS candidates	Rs. 500/-
Women/SC/ST/PwBD/Ex-Servicemen candidates	NIL

- Fee can be paid online through RuPay Debit Card, Credit/Prepaid Cards, Net Banking, UPI, Wallets, NEFT & SBI Branch Payment ONLY.
- **Payment attempts are limited to a maximum of six (6). If a candidate initiates a payment and the payment transaction remains unresolved, the candidate must wait 20 minutes from the payment initiation time before a new payment attempt can be initiated.**
- Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- No exemption in the application fees shall be applicable for departmental candidates or candidates employed under Central Government/State Government/Autonomous Bodies/Public Sector Undertakings etc.
- **Candidates are advised to ensure successful payment much before the closing date & time of receipt of online applications and not to wait until the last date & time to avoid any kind of possibilities of failure of payment, disconnection / inability or failure to login to the recruitment portal.**

4. AGE LIMIT & RELAXATIONS -

Age as on last date of submission of online application (i.e. 04.11.2026):

Upper age limit for application	25 years
---------------------------------	-----------------

SR. NO.	CATEGORY	AGE-RELAXATION PERMISSIBLE BEYOND THE UPPER AGE LIMIT
01	SC/ ST	05 years
02	OBC (Non-Creamy layer)	03 years
03	PwBD (UR)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ ST)	15 years
06	Ex-Servicemen (ESM) - UR	03 years after deduction of the actual military service rendered from the actual age as on the closing date of receipt of the online application.
07	Ex-Servicemen (ESM) - OBC/SC/ST	06 years in case of OBC candidates; 08 years in case of SC/ST after deduction of the actual military service rendered from the actual age as on the closing date, as per GoI orders amended from time to time.
08	Widows / Divorced Women / Women judicially separated and who are not remarried (UR/OBC)	Up to 35 years of age
09	Widows / Divorced Women / Women judicially separated and who are not remarried (SC/ ST)	Up to 40 years of age
10	Any other age relaxation	As per extant GoI/DoPT/CSIR Recruitment Rules

4.1 The cut-off date for determining the age, qualifications, experience and claim of SC/ ST/ OBC/ EWS/ PwBD / ExSM status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for receipt of online application i.e. 04.11.2026

4.2 Candidates belonging to the reserved categories of SC/ST/OBC(NCL)/EWS/PwBD/Ex-servicemen must upload a scanned copy of their respective certificate(s) in the prescribed format as the case may be (Annexed) signed by the Competent authority valid for appointment of posts under the Central Government. In addition, the OBC candidates have to submit a declaration as per **Annexure - III**.

4.3 The upper age limit is relaxable up to 05 (Five) years for SC/ST candidates and 03 (Three) years for OBC(NCL) candidates, as per Government of India orders in force, only in respect of those cases where the posts are reserved for these respective categories [copies of certificate(s) as per **Annexure-I** for SC/ST and **Annexure-II & III** for

OBC(NCL) to be uploaded with the application]. SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DoPT OM No. 36011/1/98-Estt. (Res) dated 01.07.1998, and they will be treated at par with unreserved candidates with respect to their selection. Exemption of Application Fee is, however, applicable for eligible candidates in such cases.

- 4.4 As for OBC certificates, both the conditions of OBC status as well as exclusion from 'Creamy Layer' with respect to Government of India criteria and not the respective State Government criteria, are to be met. The OBC (Non-creamy layer) certificate should be the latest one i.e. for current Financial Year 2026-27. The OBC certificates should be in the format **APPLICABLE FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA** with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their sub-caste should match with the entries in Central List of OBC's, failing which their candidature will not be considered under any of the applied reserved category and will be treated as Unreserved, if otherwise eligible. The OBC candidates who belong to "Creamy layer" are not entitled to concession admissible to OBC category and such candidates have to indicate their category as Unreserved.

4.5 EWS (Economically Weaker Sections):

Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs. 8.00 Lakh (Rupees Eight Lakh only) are to be identified as EWS for benefit of reservation. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

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

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term "Family" for this purpose will 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.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority, in the prescribed format (**Annexure-IV**) shall only be accepted as candidate's claim as belonging to EWS. Failing these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for Unreserved category, will be considered under Unreserved (UR) vacancies only.

Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for submission of application for the post. A person seeking appointment on the basis of reservation to EWS Category, must ensure that he possesses the Income & Asset certificate valid for the **Financial Year 2026-2027** issued on the basis of Income for the Financial Year 2025-2026.

The benefit of reservation under EWS category will be regulated as per DoPT OM No. 36039/1/2019- Estt.(Res.), dated 31.01.2019 and any other GoI instructions applicable in this regard, at the time of last date of submission of application.

4.6 Widows, Divorced Women and Women Judicially separated from Husbands and who are not remarried:

As per the Govt. of India provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands and who are not remarried, the upper age limit is relaxable up to the age of 35 years for UR/OBC (up to 40 years for candidate belonging to SC/ST community in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

- i. In case of Widow, 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 that they have not remarried since.

4.7 Persons with Benchmark Disabilities (PwBDs):

Age relaxation of 10 (Ten) years [This implies that Scheduled Castes/ Schedules Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly, OBC candidates would get maximum upto 13 years including 3 years age relaxation meant for OBC category] in upper age limit subject to the condition that maximum age of the applicant on closing date of the application shall not exceed 56 years and shall be allowed to persons suffering from benchmark disabilities as identified as per the following GOI instructions:

Category (a)	Blindness and Low Vision
Category (b)	Deaf and Hard of Hearing
Category (c)	Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy
Category (d)	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness
Category (e)	Multiple Disabilities From Amongst Persons Under Clauses (a) to (d) including Deaf-Blindness

Note: Definition of the above-specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”

The age relaxation to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of Persons with Benchmark Disabilities.

For Persons with Benchmark Disability entitled to age concession by virtue of being a Central Government Employee, concession will be admissible either as a ‘persons with benchmark disability’ or as a ‘Central Government Employee’ whichever may be more beneficial to him/her.

The persons claiming age relaxation under this para would be eligible for relaxation in conditions/ reservation in posts who suffer from not less than 40% of relevant benchmark disability. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation will have to submit Certificate of Disability issued by the Competent Authority as per the Form V and VI of rule 18 (1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017 given in **Annexure-V & VI**. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein. 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 Group ‘B’ & ‘C’ posts to be filled by Direct Recruitment by Selection. No Application Fee is payable by them.

It shall be the responsibility of the PwBD candidates to confirm that they meet the functional requirements for the specific post(s) prior to applying.

PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN APPLICATIONS, THEIR CASTE/ COMMUNITY LIKE SC/ST/OBC(NCL)/GEN/EWS and also produce Certificate of the concerned Caste/Community in the prescribed format, as this is a horizontal reservation.

A candidate under the category PwBD will be considered to be eligible for appointment only if he/ she (after such physical examination as the appointing authority may prescribe) is found to satisfy the requirements of physical and medical standards for the applied posts.

4.8 Provision of Scribe and/or Compensatory time for Written Examination for (i) Persons with Benchmark Disability, and (ii) Persons with less than 40% Benchmark Disability and having difficulty in writing -

- 1) In case of persons with benchmark disabilities in the category of blindness, locomotors disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is allowed, if so desired/opted by the candidate.
- 2) In the case of other category of persons with benchmark disabilities, the provision of scribe will be permitted on production of certificate (**Annexure VII & VIII**) at the time of examination to the effect that the person

concerned has physical limitation to write and scribe is essential to write examination on his/her behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution.

- 3) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt of India Notification OM No.F.No.29-6/2019-DD-III date 10.08.2022, persons with specified disabilities 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, the facility of scribe and/or compensatory time shall be permitted subject to production of a certificate **(Annexure IX & X)** at the time of examination to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per Annexure enclosed with this advertisement. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:
- I. Chief Medical Officer/Civil Surgeon/Chief District Medical Officer-Chairperson
 - II. Orthopedic/PMR specialist
 - III. Neurologist, if available*
 - IV. Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist/Special Educator
 - V. Occupational therapist, if available*
 - VI. Any other expert based on the condition of the candidate as may be nominated by the Chairperson
- (*the Chief Medical officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College /Institute, if the same is not available in the District). The facility of scribe will be permitted on production of certificate as per aforesaid Annexure in support of his/her claim.

Further, in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

- 4) **The facility of scribes/passage reader will be permitted to the PwBD/ PwD candidates only if he/she has opted for the same in the Online Application Form.**
- 5) **The candidate will have to arrange his/her own scribe at his/her own cost.** The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The scribe should not be a candidate of this examination.
- 6) The candidate with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examination as per the required Annexure enclosed with this advertisement. In addition, the scribe has to produce a valid ID proof in original (Aadhaar Card, Voter ID Card, PAN Card, etc.) at the time of examination. A photocopy of the ID proof of the scribe signed/thumb impressed by the candidate as well as the scribe will be submitted along with proforma as per the required Annexure enclosed with this advertisement. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, the same shall be disallowed and the candidature of the applicant shall stand forfeited.
- 7) A person acting as a scribe for one candidate cannot be a scribe for another candidate. If a candidate is detected as assisting another PwBD/ PwD candidate as a scribe in this examination, then the candidatures of both the candidates will be summarily cancelled.
- 8) A compensatory time of 20 minutes per hour for written examination ONLY will be provided to the persons who are allowed to use the scribe as described above. The candidates referred to at preceding para 4.8 (1), who are eligible for the use of a scribe but not availing the facility of a scribe will also be given compensatory time of 20 minutes per hour of written examination.
- 9) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 10) Partially blind candidates who are able to read the normal question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the examination hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the examination hall.
- 11) The PwBD candidates who wish to avail the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later

on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.

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

4.9 Ex-Servicemen:

Upper age limit for the category of Ex-servicemen is relaxable by 03 years for UR, 06 years for OBC & 08 years for SC/ST, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application. Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R 757 (E) issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time.

- 1) Age and Educational Qualification relaxation to Ex-Servicemen shall be granted as per GOI/CSIR orders, as amended from time to time.
- 2) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by three years' subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation.
- 3) Ex-Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates shall not be eligible for the benefit of reservation, if any, for Ex-Servicemen in Central Govt. jobs.
- 4) Ex-Servicemen who have already secured employment in civil side under Central Government in Group "C" & "D" posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation only.
- 5) In order to qualify for the concession under 4.9 (1) above, candidates concerned would be required to produce a certificate (**Annexure - XII**) that they have been released from the Defense Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities and should also specify the period of service in the Defense Forces.
- 6) For Ex-Servicemen, the Upper Age limit shall be relaxed as on closing date of application by allowing the deduction of length of actual Military Service from his actual age, and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (6 years in case of OBC candidates; 8 years in case of SC/ST).
- 7) The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.
- 8) For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.
- 9) An Ex-Serviceman or Persons with Benchmark Disability (PwBD) category candidate who qualifies based on relaxed standards viz. age limit, qualification, in written examination, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- 10) There shall be no pay-protection in respect of Ex-Servicemen.

11) Age concession is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidate should not indicate their category as Ex-servicemen.

4.10 Candidates belonging to SC/ST/OBC (NCL)/EWS/PwBD/Ex-Servicemen may note in respect of the above that their candidature will remain provisional till the Certificate of their falling under SC/ST/OBC (NCL)/EWS/PwBD/Ex-Servicemen is verified / confirmed by the Appointing Authority from the Certificate Issuing Authority.

4.11 Candidates who are to be provisionally appointed against the post reserved for SC/ST/OBC (NCL)/EWS/PwBD/Ex-Servicemen are cautioned that if the verification reveals that their claim of belonging to SC/ST/OBC/EWS/PwBD/Ex-Servicemen, as the case may be, is false, their service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Bharatiya Nyaya Sanhita for production of false certificate.

5. MODE OF SELECTION -

- 1) A Competitive Written Examination shall be conducted for all provisionally eligible candidates.
- 2) The final Merit List will be prepared only on the basis of the performance of the candidates in the competitive written examination.
- 3) Resolution of Tie Cases – Resolution of cases wherein two or more candidates have scored equal aggregated marks, the tie shall be resolved as under in accordance with the CSIR Letter No. 5-1(211)/2014-PD dated 30.05.2023:
 - i. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for evaluation of merit) of Written Test placed higher;
 - ii. Date of Birth, with older candidate placed higher;
 - iii. Candidate acquiring essential degree earlier placed higher;
 - iv. Alphabetical order in which first names of the candidates appear;

6. SCHEME OF EXAMINATION & SYLLABUS -

6.1 Pattern of Examination -

Mode of Examination	OMR Based or Computer Based Objective type Multiple Choice Examination
Medium of Questions	The questions will be set in both English and Hindi except the questions on English Language.
Standard of Examination	Class 10 th
Total Number of Questions	150
Total Time Allotted	2 Hours

Subject	No. of Questions	Maximum Marks	Negative Marks
General Intelligence	25	75 (3 marks for every correct answer)	01 negative mark for every wrong answer
Quantitative Aptitude	25	75 (3 marks for every correct answer)	01 negative mark for every wrong answer
General Awareness	50	150 (3 marks for every correct answer)	01 negative mark for every wrong answer
English Language	50	150 (3 marks for every correct answer)	01 negative mark for every wrong answer

6.2 Evaluation -

- 1) Tentative Answer Key of the **Competitive** Examination shall be made available to the candidates through

recruitment website of CSIR-NCL, after the Examination. Candidates may go through the Answer Key and submit their representations, if any, within the stipulated time limit along with valid supporting document/evidence. The details in this regard including the applicable charges, if any shall be notified on <https://recruit.ncl.res.in>

- 2) There shall be no provision for re-evaluation/re-checking of the scores at any Stage of the examination. No correspondence/communication in this regard shall be entertained.
- 3) Marks scored by the candidates in examinations, if conducted in multiple shifts, will be normalized by using a formula and such normalized scores will be used to determine the final merit and cut off Mark. The formula will be as per CSIR rules mentioned in **Annexure-XIII** enclosed with this advertisement.

6.3 Document Verification (DV) -

Before the issue of Offer of Appointment, the candidates will be required to produce the Originals of the documents uploaded with Online Application Form as well as any other documents as may be specified by CSIR-NCL, failing which their candidature is likely to be rejected.

7. BENEFITS UNDER COUNCIL SERVICE -

- 7.1 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. Council employees are also eligible for accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
- 7.2 In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme 2004, reimbursements of Medical Expenses, Leave Travel Concession, etc. are available as per extant CSIR rules issued from time to time.
- 7.3 The posts will be governed by the New Pension System 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. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, as per rules.
- 7.4 In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules-1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules or executive order issued by the Govt. of India from time to time shall apply to the extent applicable to the Council Servants.
- 7.5 CSIR provides excellent opportunities to deserving candidates for career advancement as per CSIR extant rules & guidelines as amended from time to time.

8. GENERAL CONDITIONS & INFORMATION -

- 8.1 The applicant must be a citizen of India.
- 8.2 All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the **last date of receipt of online applications**. They are advised to satisfy themselves before applying that **they possess at least the essential qualifications laid down for these posts which is compulsory even if a candidate has some higher qualifications**. NO ENQUIRY ASKING FOR ADVICE AS TO ELIGIBILITY WILL BE ENTERTAINED. The prescribed educational qualifications should have been obtained from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of submission of online application i.e. 04.11.2026

- 8.3 Mere possession of essential qualification does not entitle candidates to be called for Written Examination. A duly constituted Screening/Selection Committee may adopt its own criteria and screen the applications for short-listing the candidates to be called for Written Examination. CSIR-NCL reserves the right to call only those candidates for Written Examination, who in its opinion are likely to be suitable for such post and no correspondence/communication will be entertained in this regard. The candidature is provisional at all the stages of recruitment/selection process.
- 8.4 The educational qualification such as 10th /SSC or its equivalent, 10+2/XIIth or any other qualification mentioned by him/her in the application should have been obtained through recognized Boards/University/Institution, etc. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to 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 CSIR-NCL with regard to equivalence of qualification(s) and about recognition of Board/Universities/Institutes shall be final and binding.
- 8.5 As the scrutiny of applications will be done on the basis of information furnished in the online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Any discrepancy found between the information given in the online application and as evident in original documents, will make the candidate ineligible for recruitment process.
- 8.6 It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate that he/she belongs to a particular reserved category is false OR it reveals that the claim of the candidate that he/she belongs to the SC/ST/OBC-Non creamy layer/EWS/PwBD/Ex-Servicemen is false, his/her services/candidature will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.
- 8.7 No Travelling Allowance will be paid to appear for the Written Examination or any other stages of the recruitment.
- 8.8 The selected candidates will be on probation for 02 years from the date of joining the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.
- 8.9 No application(s) for outside employment shall be forwarded during the probationary period and if the candidate has applied for any posts in any other Organization before joining, she/he would have to intimate the details of such applications, immediately upon joining.
- 8.10 As per the resolution regarding Official Language (Rajbhasha), the selected candidates shall have to acquire the knowledge of Hindi during the probationary period.
- 8.11 No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- 8.12 Applicant must disclose as to whether any of their close relatives are permanent employees of CSIR-NCL or any other laboratory/Institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/ brother/sister or any/ other person related to them by blood or marriage, whether they are dependent or not.
- 8.13 If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be uploaded and the same shall be produced at subsequent stages of the recruitment.

- 8.14 The decision of the **Director, CSIR-National Chemical Laboratory (CSIR-NCL), Pune** in all matters relating to recruitment, eligibility, acceptance or rejection of applications, penalty for false information, mode of selection and conduct of Written Examination, allotment of examination centers and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and **no enquiry / correspondence will be entertained in this regard by CSIR-NCL.**
- 8.15 Canvassing in any form and / or bringing any influence, political or otherwise will be treated as a disqualification for the post.
- 8.16 The Director, CSIR – NCL reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right to not to fill up the posts. **The number of vacancies indicated against each post/ category is provisional and may increase or decrease.** The selection procedure of these posts is subject to the CSIR/Govt. of India instructions prevalent at the time of various stages of the selection.
- 8.17 Notification regarding the details of shortlisted candidates to be called for Written Examination along with the criterion adopted, selection and any updates shall be displayed only on the Recruitment Website of CSIR-NCL <https://recruit.ncl.res.in> from time to time. Admit Cards of the shortlisted candidates to be called for Written Examination shall be made available on the recruitment portal **ONLY.**
- 8.18 Recruitment for the post of Multi-Tasking Staff (MTS) is governed by CSIR/GoI Rules, as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the extant guidelines of CSIR / GoI.
- 8.19 All further information regarding this recruitment such as Date, Time and Venue of Written Examination, Addendum / Corrigendum or any variation in the number of posts / cancellation of posts etc. will be made available through the **Recruitment Website of CSIR-NCL** <https://recruit.ncl.res.in> **ONLY.** Therefore, candidates are advised to regularly keep visiting the website for all the updates.
- 8.20 The Director, CSIR – NCL has the right to amend, delete and add terms & conditions to this advertisement.
- 8.21 For any issue that is not covered in this advertisement, appropriate instructions from GoI/CSIR shall be applicable.

9. INSTRUCTIONS FOR ONLINE APPLICATION -

- 9.1 Eligible and interested candidates are required to apply ONLINE only through our official website <https://recruit.ncl.res.in> . No other mode of application will be considered.
- 9.2 If the candidate does not have a valid E-mail ID, he/she should create a new valid E-mail ID before applying online. Candidate must fill in their correct and active e-mail address and mobile number in the online application to receive communications from CSIR-NCL.
- 9.3 Candidates are advised to go through the instructions for online filling of the application carefully and for the convenience of the candidates, instructions to fill the Online Application Form are also provided separately on the Recruitment Website of CSIR-NCL <https://recruit.ncl.res.in>
- 9.4 Window of Online Application Form will be live from 05.10.2026 (10:00 AM) to 04.11.2026 (05:00 PM) only. All the processes related to the same vis-à-vis registration, filling of application form, payment of application fee (wherever applicable) etc. has to be successfully completed within the window time.**
- 9.5 A non-refundable application fee of Rs.500/- (Five Hundred only) and processing fees/transaction charges, wherever applicable, is to be deposited at the time of online application.
- 9.6 The Candidate is required to upload his/her **recent Passport size Scanned Colour Photograph** in **JPG/JPEG** format (**min. 04 KB to max. 100 KB**) with the dimensions between **100 x 100 & 300 x 350 pixels (Width x Height).**

- 9.6.1 The photograph must be uploaded without sunglasses, head scarf, cap etc.
- 9.6.2 The photograph must be taken in a white or a light background.
- 9.6.3 In the photograph, the face should occupy about 50% of the area, and with a full-face view looking into the camera directly. Forehead, eyes, nose and chin should be clearly visible.
- 9.7 **Signature in JPG/JPEG format (min. 02 KB to max. 50 KB) with the dimensions between 100 x 50 & 200 x 200 pixels (Width x Height) at the specified place in the Online Application.**
Applications with blurred photographs or signatures will be rejected summarily.
- 9.7.1 The applicant has to sign on white paper with Black Ink pen.
- 9.7.2 The signature must be by the applicant only and not by any other person.
- 9.7.3 Signature must be in running hand and not in block/capital or disjointed letters. Signatures in different style at the time of Written Examination and Document Verification etc. may result in cancellation of candidature.
- 9.8 After uploading the Photograph / signature, candidates should check that the images are clear and have been uploaded correctly. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo and signature are not uploaded properly at their appropriate places, such application will be summarily rejected.
- 9.9 In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA DGPA/CPI grades etc., Candidates are required to convert the same into percentage based on the formula as per their Boards/University/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/ DGPA/CPI grades etc. into percentage, issued by the respective Boards/Universities/Institutes has to be mandatorily uploaded in the online application.
- 9.10 Application once made will not be allowed to be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- 9.11 When the application is successfully submitted, it will be accepted 'Provisionally'. Applicant(s) should take a printout of the Application Form and payment details and preserve the same for their own records. **PRINTOUT OF THE ONLINE APPLICATION FORM IS NOT REQUIRED TO BE SENT TO CSIR-NCL.**
- 9.12 Applicant will not be able to make any correction in the ONLINE application after Final Submission of the Application. The candidature of the applicant shall be considered ONLY on the basis of information furnished in the online application form. No further request for changes/modifications in the details mentioned in the online application form shall be allowed even if the candidate is selected for the respective post and category.
- 9.13 For any technical query while applying online, please send an e-mail to recruit.ncl@csir.res.in till 02.00 PM of the last date of submission of online application i.e. 04.11.2026. Any email queries received after the stipulated time period shall not be entertained/replied to.
- 9.14 Candidates are advised, in their own interest, to make successful payment and submit online applications much before the closing date & time of receipt of online applications and not to wait till the last date & time to avoid any kind of possibilities of failure of payment, disconnection / inability or failure to login to the recruitment portal.
- 9.15 Incomplete online application in any respect (i.e. without uploading signature, photograph, scanned pdf copy of requisite original certificates/ documents, application fee, if applicable etc.) will not be entertained and will be liable to be summarily rejected.
- 9.16 Applicants working in Government Departments, Autonomous bodies and Public Sector Undertakings **on regular/permanent post ONLY** shall be required to intimate to their Department / Office and would have to upload a 'No Objection & Vigilance Certificate' on the Letter Head of their Institution/Issuing Authority in the prescribed format (**Annexure - XI**) from their present employer stating that the applicant, if selected, will be relieved within

one month of the receipt of the appointment orders, failing which their candidature will NOT be considered. CSIR-NCL will not accept any person on lien or deputation basis.

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT / USE OF UNFAIR MEANS -

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of -

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

11. LIST OF DOCUMENTS TO BE UPLOADED ALONG WITH APPLICATION FORM -

1. Latest Passport size Scanned Colour Photograph in JPG/JPEG format (min. 4 KB to max. 100 KB) with the dimensions between **100 x 100 & 300 x 350 pixels (Width x Height)**
2. Signature in JPG/JPEG format (min. 2 KB to max. 50 KB) with the dimensions between **100 x 50 & 200 x 200 pixels (Width x Height)**
3. Aadhaar Card.
4. 10th Class Mark Sheet / Certificate
5. ITI Mark Sheet/Certificate (if applicable)
6. 12th Class Mark Sheet / Certificate (if applicable)
7. Matriculation/ Secondary Examination Certificate/Birth certificate **ONLY** as Proof of Date of Birth (Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate/Birth Certificate will be accepted for determining the age and no subsequent request for change will be considered or granted.)
8. Copy of Gazette Notification/Affidavit/ Certificate from the appropriate authority in support of change in name/ mismatch in name/ variation in name of the candidate/ parents (if applicable)
9. Caste/Category certificate (wherever applicable) in the formats as per **Annexures (I/II/III/IV)** prescribed by the Govt. of India.
10. No Objection & Vigilance Certificate in the prescribed format as per **Annexure - XI** (wherever applicable).
11. Certificate related to PwBD (wherever applicable) in the prescribed format as per **Annexure - V/VI**.
12. Certificate regarding physical limitation of an examinee to write (if applicable) as per **Annexure - VII** and Letter of Undertaking as per **Annexure - VIII**

13. Certificate for person having less than 40% specified disability and having difficulty in writing (if applicable) as per **Annexure - IX** and Letter of Undertaking as per **Annexure - X**
14. In case of widow/divorced women/judicially separated women, relevant certificate/copy of judgement/decreed from the appropriate court of law. Additionally, an affidavit confirming that such candidate has not remarried.
15. A copy of conversion formula of CGPA/SGPA/OGPA/ DGPA/CPI grades etc. into percentage, issued by the respective Boards/Universities/Institutes (if applicable)
16. Any other documents in support of the claims made in the application, as applicable.

12. LIST OF ANNEXURES -

Sr. No	Annexure Number	Particulars of the Annexures	Page No.
1	Annexure - I	Form of Certificate to be produced by the Scheduled Castes and Scheduled Tribes candidates applying for appointment to Posts under the Government of India.	15 - 16
2	Annexure - II	Form of Certificate to be produced by Other Backward Classes applying for appointment to Posts under the Government of India	17
3	Annexure - III	Form of declaration to be submitted by the OBC - NCL candidate (in addition to the community certificate)	18
4	Annexure - IV	Form of Income & Asset Certificate to be produced by Economically Weaker Sections	19
5	Annexure - V	Form - V Certificate of Disability	20 - 21
6	Annexure - VI	Form - VI Certificate of Disability	22 - 23
7	Annexure - VII	Certificate regarding physical limitation of an Examinee to Write	24
8	Annexure - VIII	Letter of Undertaking for Using Own Scribe	25
9	Annexure - IX	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.	26
10	Annexure - X	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.	27
11	Annexure - XI	No Objection & Vigilance Certificate	28
12	Annexure - XII	Certificate to be produced by serving/retired/released armed forces personnel for availing the age concession for posts filled by direct recruitment	29
13	Annexure - XIII	Normalization method/formula to be used for normalizing the scores of candidates in case of multi-session examinations	30 - 31

Date of commencement of online applications	: 05.10.2026 (10:00 AM onwards)
Last date for receipt of online applications	: 04.11.2026 (till 05:00 PM)

Sd/-
(Controller of Administration)
CSIR - NCL, Pune

**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES
CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

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

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

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

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

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri / Shrimati*
_____ Father / Mother of Shri / Shrimati / Kumari
_____ of village/town* _____ in
District/Division* _____ of the State/Union Territory* _____ who

belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of _____ issued by the _____ dated _____

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

Signature _____

**Designation _____
(With Seal of Office) State/Union Territory*

Place: _____

Date: _____

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

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

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of 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 09th March, 2004, OM No. 36033/3/204-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

- 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. Administrative/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 the 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 09th 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 (2026-2027)

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 [**2025-2026**]. 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 _____

Passport size
attested
photograph of
the candidate

*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.

Logo of Government of India	Logo of Department of Empowerment of Persons with Disabilities, GoI	Logo of Respective State or Union Territory
-----------------------------	--	--

Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment, Government of India

Form-V**Disability Certificate**

(In cases of Single Disability)

[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/UDID No. _____

Date of Issue: _____

This is to certify that I have carefully examined Shri/Smt/Kum_____ Son/Daughter/Care
of Shri_____ Date of Birth_____ (DD/MM/YY), Gender_____
_____ Registration No. (UDID Enrolment No.)_____ Permanent resident of House No
_____ Ward/Village/Street _____
_____ Post Office _____ District _____ State
_____ Whose photograph is affixed above, and I am/we are satisfied that:

A. He/She is a case of (Any one of the following disabilities):

- i. Locomotor disability
- ii. Muscular Dystrophy
- iii. Leprosy Cured
- iv. Dwarfism
- v. Cerebral Palsy
- vi. Acid Attack Victim
- vii. Low Vision
- viii. Blindness
- ix. Hearing Impairment
- x. Speech and Language Disability
- xi. Intellectual Disability
- xii. Specific Learning Disabilities
- xiii. Autism Spectrum Disorder
- xiv. Mental Illness
- xv. Chronic Neurological Conditions
- xvi. Multiple Sclerosis

xvii. Parkinson's Diseases

xviii. Haemophilia

xix. Thalassemia

xx. Sickle Cell Disease

B. Name of affected body part: _____

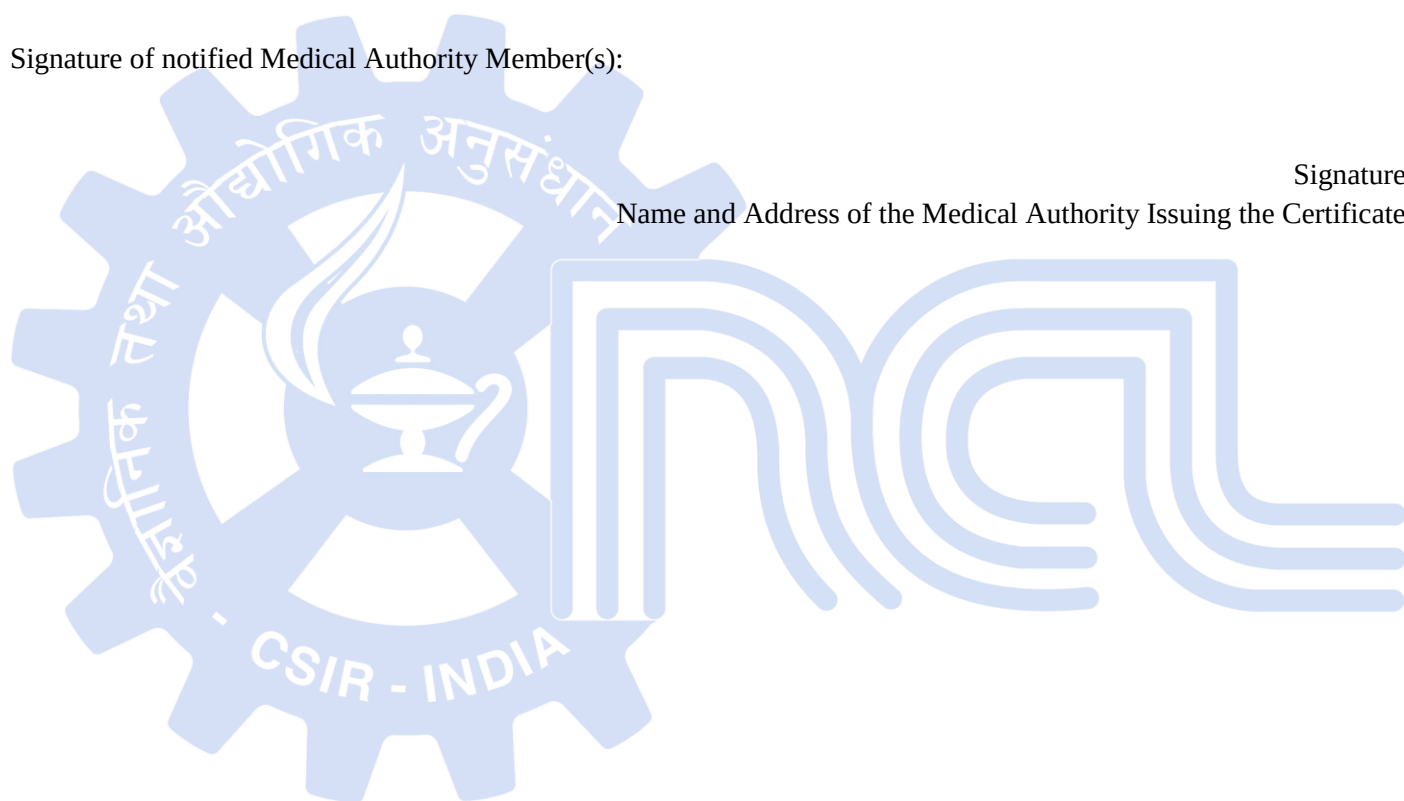
C. The diagnosis in his/her case is _____

D. He/She has _____% (in figure) _____ percent (in words) disability and the nature of certificate is {Permanent/Temporary and valid till (DD/MM/YYYY)} as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide (Notification No.) dated (DD/MM/YYYY).

Signature/Thumb impression of the Persons with Disability:

Signature of notified Medical Authority Member(s):

Signature
Name and Address of the Medical Authority Issuing the Certificate



Logo of Government of India	Logo of Department of Empowerment of Persons with Disabilities, GoI	Logo of Respective State or Union Territory
-----------------------------	---	---

Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment, Government of India

Form-VI

Disability Certificate

(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/UDID No.: _____

Date of Issue: _____

This is to certify that we have carefully examined Shri/Smt./Kum. _____
Son/Daughter/Care of _____ Date of Birth (DD/MM/YY) _____
Gender _____, Registration No. (UDID Enrolment No.) _____ Resident of
(Address of PwD) _____
whose photograph is affixed above, and we are satisfied that:

A. He/She is a case of Multiple Disabilities. His/Her extent of physical impairments/disabilities have been evaluated as per guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide (Notification No.) dated (DD/MM/YYYY) for the disabilities below:

Sl. No.	Disability	Name of Affected Body Part	Diagnosis	Disability Percentage
1	Locomotor disability			
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low vision			
8	Blindness			
9	Hearing Impairment			

10	Speech and Language disability			
11	Intellectual Disability			
12	Specific learning Disability			
13	Autism Spectrum Disorder			
14	Mental Illness			
15	Chronic Neurological Conditions			
16	Multiple sclerosis			
17	Parkinson's disease			
18	Haemophilia			
19	Thalassemia			
20	Sickle Cell disease			

(Note: Only the disabilities diagnosed will be listed)

B. He/She has _____% (in figure) _____ percent (in words) overall disability and the nature of certificate is {Permanent/Temporary and valid till (DD/MM/YYYY)}

Signature/Thumb impression of the Persons with Disability:

Signature of notified Medical Authority Member(s):

Signature

Name and Address of the Medical Authority Issuing the Certificate

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/State) and to state that he/she has physical

limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of
A Government health care Institution Name & Designation
Name of Government Hospital/Health Care Centre with Seal

Place: _____

Date: _____

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment– Ophthalmologist, Locomotor disability–Orthopedic specialist/PMR).

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I _____, a candidate with _____
(name of the disability) appearing for the _____ (name of the
examination) bearing Roll/Reg. 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: _____

Annexure – IX

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/Reg. 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-

**FORMAT OF ‘NO OBJECTION CERTIFICATE’ FROM THE EMPLOYER OF
CANDIDATE CURRENTLY WORKING AS REGULAR EMPLOYEE IN
CSIR/GOVERNMENT ORGANISATIONS/AUTONOMOUS BODIES/STATUTORY
BODIES/UNIVERSITIES/PUBLIC SECTOR UNDERTAKINGS ETC.**

(Letter Head of the Institution/Issuing Authority)

No. _____

Date: _____

No Objection Certificate for Applying to Advertisement No. _____

This is to certify that Dr./Mr./Ms. _____, Designation _____, is a permanent/regular employee of this department/organization and has been serving in the capacity of Current position _____ since _____.

This department/organization has No objection to his/her applying for the position advertised vide Advt. No. _____ dated _____ for the position of Post Code _____ Position _____. This department/organization has no objection to Dr./Mr./Ms. _____ participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. _____ is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. _____ is neither under suspension, nor any vigilance, disciplinary, or criminal cases is pending against him/her as of the date of issuance of this certificate.

This certificate is issued at the request of the applicant for the purpose of applying to the said advertisement.

Place: _____

For (Name of Department/Organization),

(Signature of Issuing Authority)

(Name of Issuing Authority)

(Designation of Issuing Authority)

(Office Seal/Stamp)

(Contact Information)

(Department/Organization Address)

**CERTIFICATE TO BE PRODUCED BY SERVING / RETIRED / RELEASED ARMED
FORCES PERSONNEL AVAILING THE AGE CONCESSION FOR POSTS FILLED
BY DIRECT RECRUITMENT**

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.

Normalization method/formula to be used for normalizing the scores of candidates in multi-session examinations

It is notified for all concerned that following normalization formula/method for normalization of scores/marks shall be used by CSIR for normalizing the raw scores of candidates in the examination conducted in multiple shifts.

- 1) **Percentile Scores:** Percentile scores are scores based on the relative performance of all those who appear for the examination. The marks obtained are transformed into a scale ranging from 100 to 0 for each shift of examinees. The percentile score is not the same as the percentage of marks obtained.
- 2) The Percentile Score indicates the percentage of candidates that have scored EQUAL TO OR LESS MARKS (same or lower raw scores) out of total candidates who have appeared in that session. Therefore, the topper (highest score) of each shift will get the same Percentile of 100.
- 3) The Percentile score shall thereafter be converted into the Normalized Score for the examination (instead of the raw marks of the candidate) and shall be used for the preparation of the merit list.
- 4) The Percentile score of a candidate for a particular shift will be calculated as below

$$\text{Percentile Score} = \frac{\text{Number of candidates appeared in the 'Shift' with raw score EQUAL TO OR LESS than the candidate}}{\text{The total number of the candidates who appeared in the 'Shift'}} \times 100$$

- 5) The percentile scores will be calculated up to 7 decimal places.
- 6) In order to finalize the merit based on percentile score as mentioned above it will include only those candidates in the merit who have secured prescribed minimum percentage of Marks for eligibility in various categories: UR, EWS, OBC (Non creamy layer), SC, ST and PwBD as per qualifying criteria prescribed by CSIR. Short listing of candidates for various stages shall be based on the "Normalized Marks" obtained by them.
- 7) **CALCULATION OF "NORMALIZED MARKS" FROM PERCENTILE SCORES:**

For this, the Percentile Score of each candidate will be converted into "Normalized Marks" by interpolation of raw marks into "Base Shift" by using standard mathematical formula of interpolation for the purpose of deciding minimum qualifying marks. The Raw Marks of each candidate will be normalized using the Equi-percentile method as detailed below:

1.1) Selection of Base Shift:

"Base Shift" is a shift having the "Highest Mean" (Average) among all the shifts of CBT/Examination with a condition that it's Present Candidate Counts should be 70% or more than the average of all Shifts. In case the "Highest Mean" of two Shifts are same then Shift having "Highest Individual Marks" shall be considered as "Base Shift". In case both the "Highest Mean" and "Highest Individual Marks" are same then the Shift having "Highest Present Count" shall be considered as "Base Shift" to break the tie.

1.2) Calculation of Normalized Marks: When Percentile Score is to be converted to normalized marks for deciding minimum qualifying marks.

- a) X is the percentile score of a candidate. If X percentile score is found in base shift, then corresponding marks are directly available, otherwise following formula of interpolation is to be used. This formula is nothing but interpolation formula. For the candidates whose Percentile Score is greater than or equal to the Base Shift percentile:

$$N = \left[\frac{(Y_2 - Y_1) * (X - X_1)}{(X_2 - X_1)} \right] + Y_1$$

N = Normalized Marks

X2 is immediate higher percentile score in base shift

X1 is immediate lower percentile score in base shift

Y2 is marks corresponding to X2 percentile score in base shift

Y1 is marks corresponding to X1 percentile score in base shift

- b) For the candidates whose Percentile Score is less than the Base Shift Percentile:

$$N = Y_1 - \frac{(Y_2 - Y_1) * (X_1 - X)}{(X_2 - X_1)}$$

N = Normalized Marks

X1 is immediate higher percentile score in base shift

X2 is immediate next higher percentile score in base shift

Y1 is marks corresponding to X1 percentile score in base shift

Y2 is marks corresponding to X2 percentile score in base shift

- 8) The 'Normalized Marks' of all the candidates for all the shifts would be merged and shall be called the final normalized scores which will then be used for the compilation of results and further processing for deciding the relative merit.
- 9) In case of two or more candidates securing same threshold Normalized Percentile Score, all the candidates with equal scores will be called for stage-II examination without breaking the tie. In case there is no second stage of examination, the policy of CSIR on breaking the tie shall be applied.