



ಸಿಎಸ್‌ಐಆರ್ - ಕೇಂದ್ರೀಯ ಆಹಾರ ತಂತ್ರಜ್ಞಾನ ಸಂಶೋಧನಾಲಯ, ಮೈಸೂರು - 570 020, ಭಾರತ  
सीएसआईआर - केंद्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूरु - 570 020, भारत  
CSIR - Central Food Technological Research Institute, Mysuru - 570 020, India

## **Advertisement No. Rec.02/2025**

**Access link “Recruitment for the post of Junior Secretariat Assistant & Junior Stenographer-2025” on <https://recruitment.cftri.res.in>**

<b>Starting Date for Submission of Online Applications including payment of application fee</b>	<b>07-04-2025 (from 10:00 A.M)</b>
<b>Last Date for Receipt/Submission of Online Applications including payment of application fee (Thereafter website link will be disabled)</b>	<b>07-05-2025 (upto 11:59 P.M)</b>
<b>Schedule of Open Competitive Written Examination (OMR based)</b>	<b>June/July 2025 (Tentatively)</b>
<b>Download of Admit cards for Open Competitive Written Examination (One week before the Actual Exam)</b>	
<b>Schedule of Proficiency Test</b>	
<b>Download of Admit cards for the Proficiency Test (Three days before the Actual Exam)</b>	
<b>Declaration of results &amp; Provisional Allotment of Cadres</b>	<b>July 2025 (Tentatively)</b>

**“CSIR-CFTRI strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”**

CSIR–Central Food Technological Research Institute (CFTRI), Mysuru [A constituent laboratory of Council of Scientific and Industrial Research (CSIR), an Autonomous body under the Ministry of Science & Technology, Govt. of India] is one of the premier R&D Institutions in the country dedicated to cutting-edge research in the area of Food Science & Technology.

CSIR–CFTRI invites online applications from Indian citizens who are bright, highly motivated and enthusiastic to take up the following administrative positions

Sl. No.	Post Code	Name of the post	No. of Posts # & Reservation	Pay Scale	*Total Emoluments	** Upper Age Limit not exceeding (as on 07.05.2025)
1	JSA	Junior Secretariat Assistant (Gen)	04 [UR-2, EWS-1, OBC(NCL)-1]	Level-02 (₹ 19,900-63,200)	₹ 36,220/-	28 Years
		Junior Secretariat Assistant (F&A)	04 [UR-2, OBC(NCL)-2]			
		Junior Secretariat Assistant (S&P)	02 [SC-1, OBC(NCL)-1]			
2	STEN	Junior Stenographer	06 (UR-1, SC-1, OBC(NCL)-1 <b>Backlog:</b> ST-1, OBC(NCL)-1, UR-PwBD(OH)-1)	Level-04 (₹ 25,500-81,100)	₹ 47,415/-	27 Years

# Out of the 10 posts of Junior Secretariat Assistant (Gen/F&A/S&P) notified above, 01 post is reserved for Ex-servicemen (EXS) and 01 post is reserved for Persons with Benchmark Disabilities.

\*Total Emoluments means approximate total emoluments per month on a minimum of scale including House Rent Allowance as admissible in Mysuru HQs.

\*\* Please see details of age relaxations under **General Information and Conditions: Sl. No. 3 – Reservation Rules & Relaxations.**

**Note:** The number of vacancies indicated against each post/category is provisional and may vary i.e. increase or decrease at the time of selection.

**Abbreviations used:**

UR - Unreserved, SC - Scheduled caste, ST - Scheduled Tribe, OBC (NCL) - Other Backward Classes (Non-Creamy Layer), EWS - Economically Weaker Sections, PwBD - Persons with Benchmark Disabilities, OH - Orthopaedically Handicapped

**Preference for Posts/Cadres :**

Candidates eligible for both Junior Stenographer and Junior Secretariat Assistant (JSA) must apply separately for each post code and pay the respective application fee (if applicable).

However, a single application is sufficient for applying to multiple posts/cadres of Junior Secretariat Assistant (JSA) subject to their eligibility for the same by giving their preferences in the Online application for the post(s)/cadre(s) they wish to be considered among Junior Secretariat Assistant (JSA) of General (Gen) Cadre, Finance & Accounts (F&A) Cadre and Stores & Purchase (S&P) Cadre.

The preference for the post(s)/cadre(s) exercised by the candidate in the online application is final and no change in the Order of Preference(s) in the options exercised by them would be permitted later.

CSIR-CFTRI makes the final allocation of post(s)/cadre(s) in accordance with select panel on Merit-cum-Preference of the post(s)/cadre(s) given by the candidate in the online application subject to eligibility.

**The minimum essential qualifications for all the above posts are as under:-**

<b>Post Code : JSA</b>	<b>JUNIOR SECRETARIAT ASSISTANT (Gen/F&amp;A/S&amp;P)</b>
<b>Name of the post: Junior Secretariat Assistant (Gen)/ Junior Secretariat Assistant (F&amp;A)/ Junior Secretariat Assistant (S&amp;P)</b>	
<b>Essential Qualification</b>	<b>Job Requirement/Nature of Job</b>
10+2/ XII or its equivalent# and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time*.	The incumbent is required to provide assistance in the functions of General Administration/ Finance & Accounts/ Stores & Purchase besides any other official work assigned by the Competent Authority.

\* Presently 35 w.p.m. in English or 30 w.p.m. in Hindi and 35 w.p.m. / 30 w.p.m. correspond to 10500 KDPH/9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word. The time allowed for the typing test is 10 minutes, which is qualifying in nature.

# Diploma of 3-year duration, acquired after passing in 10<sup>th</sup> standard, shall be treated as equivalent to 12<sup>th</sup> Standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. The diploma that is to be considered as equivalent shall be a recognized course and awarded by a recognized institution.

<b>Post Code : STEN</b>	<b>JUNIOR STENOGRAPHER</b>
<b>Name of the post : Junior Stenographer</b>	
<b>Essential Qualification</b>	<b>Job Requirement/Nature of Job</b>
10+2/ XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time*.	To provide Secretarial/ Stenographic assistance/ Typing or any other official work assigned by the Competent Authority.

\*One dictation for 10 minutes in English or Hindi (as opted by the candidates in the application form) at the speed of 80 w.p.m. in shorthand with transcription of 50 minutes in English or 65 minutes in Hindi

**Posts identified suitable for Persons with Benchmark Disabilities (PwBDs) :**

<b>Designation</b>	<b>Functional Requirement</b>	<b>Suitable Category of Benchmark Disability</b>
Junior Secretariat Assistant (Gen/F&A/S&P)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological / limb dysfunction d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above

Designation	Functional Requirement	Suitable Category of Benchmark Disability
Junior Stenographer	S, ST, W, L, MF, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without neurological / limb dysfunction d) ASD (M), SLD, MI e) MD involving (a) to (d) above

**Functional Requirement Abbreviations Used:**

S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, MF=Manipulation by Fingers, H=Hearing, RW=Reading & Writing, SE=Seeing, C=Communication

**Category Abbreviations Used:**

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, SD=Spinal Deformity, SI=Spinal Injury, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

**GENERAL INFORMATION AND CONDITIONS:-**

**1. Benefits under Council Service:**

- a. 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 entitled to accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.
- b. In addition to the emoluments indicated against each category of posts, 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
- c. The selected candidates will be governed by the 'National Pension System' or Extant Pension System based on defined contributions as adopted by CSIR for its employees.
- d. CSIR provides career advancement under the provisions of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.
- e. 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.

**2. Other Conditions:**

- a) The applicant must be a citizen of India.
- b) All applicants must fulfill the essential qualification of the post and other conditions stipulated in the advertisement as on the last date of receipt of online application. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for post which is compulsory even if a candidate has some other higher qualifications. **Enquiries asking for advice as to eligibility will not be entertained.**

The prescribed essential qualifications are the minimum mentioned against the post. Mere possession of the same does not entitle candidates to be called for Written test/Proficiency test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore mention in the application all the qualifications supported with necessary documents and ensure that all details are full and accurate.

The prescribed educational qualifications should have been obtained from a University /Institution/Board etc. recognized by Govt. of India/approved by Govt. Regulatory Bodies and final results should have been declared on or before the last date of receipt of the online application. Completion of course will be reckoned from the date of issue of provisional certificate/notification.

- c) In respect of the 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 an 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 with regard to the equivalence of qualification(s) and recognition of Universities/Institutes shall be final and binding.
- d) Online Applications from candidate working in CSIR/Government Departments/ Autonomous bodies/ Universities/ Public Sector Undertakings and Government Funded Research Agencies must upload a "No Objection Certificate" (NOC) from their employer (as per the attached format) at the time of submitting the online application, failing which their candidature will NOT be considered.
- e) **The candidates must fill in their Name, Date of Birth, and father's name/mother's name in the online application strictly as given in the SSC/Matriculation/10<sup>th</sup> Standard/SSLC/HSC certificate.** In case, a candidate claims a change of his/her name after matriculation or marriage or remarriage or divorce etc. it also should be mentioned in the respective field in the online application and the Candidate claiming a change in name must submit a copy of Gazette Notification/Affidavit from the appropriate authority in support of change of name/mismatch in name/ variation in name of candidate/ parents (if applicable).
- f) 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 and no subsequent request for change will be considered /granted. 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.
- g) The candidature may be cancelled in case of incorrect/wrong information given in the online application and as evident in original documents.
- h) **The candidates should indicate their option for the taking the Examination / Typing test / Stenography test either in Hindi or English medium. Candidates will be allowed to take the Typing test / Stenography only in the medium they have opted for. The Choice of medium of Proficiency test (i.e. Typing test / Stenography test) given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained subsequently.**
- i) 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-CFTRI or CSIR or any other National Labs/ Institutes/ Units of the CSIR.
- j) 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/Universities/Institutes. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.
- k) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or notary is to be submitted.



- l) Persons with Benchmark disabilities (PwBD/DIVYANGJAN) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- m) The date for determining the upper age limit, qualification shall be the closing date prescribed for submission of online applications i.e. **07<sup>th</sup> May, 2025**.
- n) **Applications not duly filled or uploaded without required certificates / documents will be summarily rejected.**
- o) 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.
- p) The selected candidates will not be permitted to apply for appointment elsewhere or in this Laboratory during the probationary period and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Laboratory.
- q) The selected persons should be ready to serve under the administrative control of the Director, CSIR-CFTRI viz. at the **Headquarters in Mysuru or its Resource Centres located at Lucknow, Hyderabad, Mumbai** and they can be transferred to any of the Labs/Institutes of CSIR anywhere in India as and when need arises.
- r) The recruitment for the above posts is governed by the **“CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020”** as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.
- s) Any discrepancy with regard to the information given in application and as evidenced from the supporting/original documents submitted will be rejected as invalid application. If in case, it was detected at any stage of the screening/selection process will make the candidate ineligible for appearing in Typing test/Written test/Shorthand test.
- t) The screening of the candidates will be done prima facie on the basis of documents and information furnished by the candidates in the online application. If at any subsequent date/stage it is discovered that the candidates do not fulfill the eligibility criteria or has submitted incorrect or false information in the application form or willfully suppressed any material information their candidature will be cancelled without assigning any reason whatsoever. If it is detected even after selection, he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority. CSIR-CFTRI/CSIR will not be responsible for any consequences resulting from the submission of such false/inaccurate information. Therefore, the candidates must ensure that all information provided in the online application are accurate and correct.
- u) Notifications regarding selection, details of screened/short listed candidates to be called for Typing/Written/Shorthand examination along with criteria adopted and any updates shall be displayed only on CFTRI official website: <https://www.cftri.res.in> from time to time.
- v) Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the recruitment portal on account of heavy load on the website during the closing days. 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.
- w) In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT Act.

- x) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** The **Helpdesk** contact mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.
- y) The decision of the CSIR-CFTRI/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Typing/Written/Shorthand examination as per CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.
- z) The Director, CSIR-CFTRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of final selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.
- aa) The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement in the interest of CSIR-CFTRI. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.
- bb) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.

### **3. RESERVATION RULES & RELAXATIONS:**

- a) The age of the applicant should not be below 18 years as on the last date of submission of the online application.
- b) **Age relaxation for SC/ST/OBC(NCL):**

The upper age limit shall be relaxed by 05 [five] years for Scheduled Caste [SC]/Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [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** [copy of the certificate to be enclosed to the application, as required].

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 in respect of such posts in accordance with DoPT OM No.36011/1/98-Estt. (Res), dated 01-07-1988 and they are treated on par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC/ST candidates in such cases.

**The candidates belonging to the reserved category of SC/ST/OBC(NCL) must upload a scanned copy of their certificate along with their applications which should be in the prescribed form issued by the Competent Authority Empowered to issue such Certificates (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders.** 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 State Government criteria, are to be met.

The OBC (Non-creamy layer) certificate should be the latest. For information and compliance, the prescribed forms for producing the OBC(NCL)/SC/ST certificate thereof referred to above are uploaded on the website of CSIR-CFTRI under the link for "Forms" in respect of Advertisement No. Rec.02/2025. The OBC certificates should be in the format **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 and their Sub-caste must match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved categories and will be treated as Unreserved (UR), if otherwise eligible. **The OBC candidates who belong to the "Creamy layer" are not entitled to concession admissible to the OBC category, and such candidates have to indicate their category as General/ Unreserved.**

The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years. The SC/ST/OBC certificates should be only in the prescribed Government of India formats/ certificates. The certificates in any other format will not be acceptable. Candidate seeking reservation as SC/ST/OBC(NCL) in the prescribed proforma from the competent authority should indicate clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/ town the candidate is ordinarily a resident of.

c) **For EWS (Economically Weaker Section):**

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 EWSs 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 (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. Failing in 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 General (Unreserved) category, will be considered as General (UR) only.

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. Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for receipt of application for the post. Income & Asset Certificates issued subsequent to the crucial/cut-off date and for the later Financial Year shall not be accepted.

**Further, Family Gross Annual Income shall be computed for the financial year prior to the year of last date of submission of online application. For example, if the closing date for receipt of application for a post is April, 2025, the financial year for computing gross annual income of the family shall be 2024-2025 and the certificate shall be valid for 2025-2026.**

Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog. The Post shall be filled by the candidate of UR Category.

d) **Age relaxation for CSIR Departmental Candidates:**

There is no age limit for CSIR departmental candidates (regular CSIR employees) provided they possess the prescribed qualifications. CSIR departmental candidates means the permanent CSIR employees only and not the temporary/contractual/project staff etc.,

Temporary/contractual employees working in CSIR laboratories/Institutes, Government departments, Autonomous Bodies and Public Sector Undertakings should mention "NO" in the Government Employee Status.



e) **Age relaxation for Government employees:**

There is **no** provision for relaxation of age limit for the regular employees working in Central/State Government Departments/ Autonomous bodies and Public sector undertakings etc.

f) **Age relaxation to Persons with Benchmark Disability (PwBD):**

Age relaxation of 10 (Ten) years for Unreserved [total 15 years for SC/ST and 13 years for OBC candidates] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:

- (i) Category A - blindness and low vision;
- (ii) Category B - deaf and hard of hearing;
- (iii) Category C - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (iv) Category D - autism, intellectual disability, specific learning disability and mental illness;
- (v) 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 concession 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 disability.**

The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/ reservation in posts who suffer from not **less than 40% of relevant benchmark disability and required to produce a valid certificate in prescribed pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more.** Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation will have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Form V, VI & VII** (as the case may be) for the revised formats as per Ministry of Social Justice & Empowerment Gazette notification dated 15.06.2017. 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.

No Application Fee is payable by them. All other relaxations/concessions will be as per the Government of India orders. PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC/GEN/EWS and also produce Certificate of the concerned Caste/Community, as this is a horizontal reservation. Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities. 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.

g) **Guidelines for Persons with Disabilities including use of Scribe**

1. The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their own cost during the examination, with prior approval of CSIR-CFTRI. In all such cases where a scribe is allowed, the following rules will apply:
  - i. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is allowed, if desired by the candidate (Annexure-I).
  - ii. In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate 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. Accordingly, all the candidates who

require the facility of Scribe will be allowed on production of certificate as per proforma at Annexure-I & Annexure-II.

- iii. The facility of scribe will also be allowed to PwBD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be allowed on production of certificate as per Annexure-III and Annexure- IV.
2. **The facility of scribe/ passage reader will be allowed to a PwBD candidate only if he/she has opted for the same in the online application form.** The candidate will have to arrange his/her own scribe at his/her own cost. The scribe arranged by the candidate should not be a candidate for the same examination and the qualification of the scribe should be one step below the qualification of the candidate taking the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. **Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.**
3. A person acting as a scribe for one candidate cannot be a scribe for another candidate and the scribe may be from any academic stream.
4. The candidates with benchmark disabilities (PwBD) allowed for own scribe shall be required to upload the details of the own scribe in the online portal, before the examination as per Annexure-I, Annexure- II, Annexure- III and Annexure- IV, as applicable and detailed at above and submit the originals on the day of examination. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with relevant Annexures mentioned above. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.
5. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case 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.
6. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the invigilator/test personnel that the scribe independently answered the questions. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
7. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. In case the duration of the examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. The candidates with Benchmark Disabilities who are eligible for availing the facility of scribe at preceding sub paras in g i.e. (ii) and (iii), but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
8. One eyed candidates and 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.
9. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

It is informed that all the eligible PwBD applicant who are authorized for scribe as per the applicable notifications of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), Government of India are **requested to bring their own scribe for the examination as Institute is not in position to provide scribe.**

h) **Age relaxation for Ex-Servicemen (EXS) candidates:**

Upper age limit is relaxable by 03 years for EXS candidates, after deduction of the military service rendered from the actual age 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 116 (E) issued vide No. 36034/1/2019-Estt (Res) dated 13.02.2020, as amended from time to time.

Ex-servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category and fee concession.

Candidates who are released/ retired from Armed Forces are required to upload a certificate as per Form-A and/or also have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last/presently held (substantive as well as acting).

Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should upload Form-B from the Competent Authority showing his/her date of completion of a specific period of engagement (SPE) along with the declaration in Form-C that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules.

i) **Age relaxation to Widows, divorced women and women judicially separated from their husbands and who are not re-married:**

As per GOI provisions, in respect of widows, divorced women and women judicially separated from their husbands and who are not re-married, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Caste/Scheduled Tribe candidates in respect of the posts reserved for them) but no relaxation of educational qualification or method of recruitment. 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 that they have not remarried since.
- j) Any other Age relaxation shall be applicable as per extant GoI/ CSIR Recruitment Rules and all the Age relaxations indicated above are not exhaustive. For detailed information on age relaxations, please refer to the orders of the Government of India/CSIR amended from time to time.

**N.B:** Candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD/Ex-Servicemen etc., are required to upload the certificate(s) in the prescribed format as the case may be signed by the specified authority valid for appointment to posts under the Central Government. For information and compliance, the prescribed formats for producing SC/ST/OBC/EWS/ESM/PwBD/Exs Certificate referred to above are enclosed as Proformas in this advertisement. The concerned candidates are also required to produce the applicable certificate in Original at the time of test/examination/document verification (as and when asked for).

Candidates belonging to **SC/ST/EWS/OBC/PwBD/ESM** may note in respect of the above that their candidature will **remain provisional** till the Certificate of their falling under SC/ST/EWS/OBC/PwBD/ESM is verified/confirmed by the Appointing Authority from the Certificate issuing Authority and 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 belongs to the SC/ST/OBC/EWS/PwBD/ExS is false OR it reveals that the claim of the candidate belongs to the creamy layer is false, his/her services 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 Indian Penal Code for production of a false certificate.

#### 4. Selection Procedure:

##### i) For the post of Junior Secretariat Assistant (Gen/F&A/S&P):

- The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee duly constituted by the Director, CSIR-CFTRI, will be invited for an open competitive written examination and Proficiency in typing test on computers (Qualifying in nature).
- There will be two papers (Paper-I and Paper-II) in the open competitive written examination. The Second paper (Paper-II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I)
- The proficiency in computer typing speed and in using computer will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination in Paper-II. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

##### a) Scheme/Syllabus of Open Competitive Written Examination:

For these posts, there will be two papers (Paper-I and Paper-II). The Second paper (Paper-II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper I).

Mode of examination	OMR Based or Computer Based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English language.
Standard of Exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

##### **Paper-I (Time Allotted- 90 minutes)**

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

\* Mental Ability Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.

##### **Paper-II (Time Allotted- 1 hour)**

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



**b) Scheme of Typing Test / Skill test norms on Computer:**

Time Allowed: 10 minutes
Typing Test (English) in Computer: 35 words per minute (w.p.m.) [35 w.p.m correspond to 10500 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]
Typing Test (Hindi) in Computer: 30 words per minute (w.p.m.) [30 w.p.m correspond to 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]

Note: There will be English Typing Test/Hindi Typing Test for those candidates who opt for English/Hindi as their medium of typing test respectively. The choice of medium of Proficiency test given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained.

**c) Criteria for evaluation of type-scripts of Proficiency test in Hindi/English:**

The methodology for calculating the accurate typing speed and relaxation to reserved category candidates is enclosed as **Annexure-I** to this advertisement. Any other new instructions issued prior to the conduct of the proficiency test shall be applicable.

**d) Preparation of Merit List:**

- There will be two papers (Paper-I and Paper-II) in the open competitive written examination. Paper-I is qualifying in nature.
- The Second paper (Paper-II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I).
- The proficiency in Computer typing speed and in using computer will only be qualifying in nature.
- The merit list will be comprising of those candidates who will qualify the proficiency test in computer typing and the final Merit list will be prepared based on marks obtained in Paper-II.

Note: The minimum threshold marks (Cut off Marks) in Paper-I, decided by the Selection Committee for each category of posts as advertised will be notified in the website of CSIR-CFTRI for information of all concerned before the written exam.

**ii) For the post of Junior Stenographer:**

- The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee duly constituted by the Director, CSIR-CFTRI, will be invited for competitive written examination and Proficiency Test in Stenography.
- The proficiency test in stenography will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified for the proficiency test in stenography.

a) **Scheme of Competitive Written Examination:**

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

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

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

b) **Proficiency Test in Stenography**

The proficiency in stenography will only be qualifying in nature. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online application form) at the speed of 80 w.p.m. The transcription time is as follows: -

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

c) **Evaluation of Transcripts of Stenography Tests - Nature of Mistakes**

The methodology for evaluation of transcripts of Stenography tests, calculation of mistakes and the percentage of ignorable mistakes allowed for proficiency test in stenography is enclosed as **Annexure-II** to this advertisement. Any other new instructions issued prior to the conduct of the proficiency test shall be applicable.

d) **Preparation of Merit List**

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

**Methodology for Resolution of Tie Cases for the post of Junior Secretariat Assistant (Gen/F&A/S&P) and Junior Stenographer:**

In the event of tie in scores where two or more candidates secure equal aggregate marks in the written examination (other than qualifying paper), merit will be decided by applying the following criteria, as

notified by CSIR vide its Circular Letter No. 5-1(211)/2014-PD dated 30.05.2023, in the order of precedence given below, till tie is resolved:

#### Order of Preference

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

#### **N.B:** For the posts of Junior Secretariat Assistant (Gen/F&A/S&P) and Junior Stenographer

- A common written Examination will be conducted for the posts of Junior Secretariat Assistant (Gen), Junior Secretariat Assistant (F&A) & Junior Secretariat Assistant (S&P).
- The actual sequence/order of conducting the Proficiency Test (for post codes JSA & STEN) followed by Competitive Written Examination or vice versa will be decided by the Selection Committee of CSIR-CFTRI and the same will be notified through the CSIR-CFTRI Website for information of all the concerned.
- There shall be no provision for re-evaluation/ re-checking of the scores at any stage of the examination. No correspondence in this regard shall be entertained.

#### **5. How to Apply:**

- a) Eligible and interested candidates are required to apply ONLINE only through our website <https://cftri.res.in> or <https://recruitment.cftri.res.in> . No other mode of application will be considered.
- b) If the candidate does not have a valid email id, he/she should create a new valid email id before applying online and should be kept active during the entire recruitment process.
- c) Candidates are advised to go through the instructions for online filling of the application carefully. For online application process please refer “How-to-apply online” instructions, “Fee Payment Procedure’ available on the above-mentioned website. The application is to be submitted in three distinct steps within prescribed timeline, as below: - i) Registration [online] ii) Fee Submission [online], if applicable iii) Online application submission
- d) **Online Application will be available on <https://recruitment.cftri.res.in> or <https://cftri.res.in> The deadlines for the above-mentioned stages of application are mentioned in the first page of this advertisement.**

Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of Application and payment details will not be available after **11:59 p.m. on 07.05.2025. THERE IS NO NEED TO SEND THE HARD COPY OF ONLINE APPLICATION.**

- e) A non-refundable application fee of **Rs.500/-** (Five Hundred Rupees) only wherever applicable may be deposited through the link to pay online which will be available on this website <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=299364> and downloaded copy of e-receipt of the same must be uploaded in the portal for successful submission of online application.

**The candidates belonging to SC/ST/PwBD/Women/Ex-Servicemen are exempted from payment of application fee, subject to uploading of the relevant document of their claim.**

**Applications without the prescribed fee will not be considered and summarily rejected in the non-exempted categories. No representation against such rejection would be entertained.**

- f) Candidate is required to upload his/her recent passport size scanned colour photograph (max size 50 KB), signature (max size 50 KB) and also relevant certificates (max size 1 MB each) at the specified places in the online application.
- g) 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 Boards/Universities/Institutes to be uploaded in the online application.
- h) Applications submitted cannot be withdrawn and Fee once paid, will not be refunded under any circumstances, nor can it be held in reserve for any other recruitment or selection process.
- i) Only a single application will be entertained from each candidate for each postcode. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POSTCODE WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED. Candidates should retain a copy of the application print-out and any payment details for their records, as these will not be available after the application deadline.
- k) **A candidate can apply for multiple postcodes subject to fulfilling all eligibility criterion attached to each individual post code.** However, candidate needs to fill the application (except primary/registration details) with the requisite application fee separately for each post code.
- l) The candidate must register with their name, email-id and mobile number. After successful registration, the candidate has to login using the credentials and apply through the Online Application Portal. After filling-up the application form, the candidate can upload all relevant supporting documents and verify or edit the application to ensure that the application is accurate and complete in all aspects. After finalizing the application, the candidate has to finally 'Submit' the Draft application and update the payment details, if applicable, in the Portal to successfully submit the application form. Once the application is submitted, no further modifications or amendments or any request for change or correction in the application form will be permitted. It is important to keep a printout of the completed application form. **Candidates should NOT send a hard copy of the application after submission. They will be requested to submit a hard copy at the appropriate time.**
- m) Candidates currently working in CSIR/Government Organisations/Autonomous Bodies/Statutory Bodies/Universities/PSU etc., as regular employee, must upload a 'No Objection Certificate' (NOC) from their employer, along with their online application. Failure to do so will rendered the application as incomplete.

**Note: CSIR-CFTRI is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. The validation rules and design of the online application are based on the requirements outlined in the advertisement and no representation in this regard will be entertained. Candidates should carefully read the advertisement and refer to the "Instructions" section on the application portal. Submission of an online application does not guarantee that the candidate meets all eligibility criteria stated in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if ineligibility is discovered at later stages.**

Frivolous representation/ clarification made through any correspondence without reading the instruction given in the advertisement thoroughly will not be entertained. Therefore, candidates are advised to take the assistance of the Help Desk if required.

Candidate is cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/PwBD/Ex-Servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, CSIR-CFTRI reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.



**6. Following documents must be uploaded along with online application form:**

- a. Proof for remittance of application fee of Rs. 500/- paid through SBI collect (E-receipt/Transaction reference), wherever applicable.
- b. Recent Passport size Colour photograph uploaded at appropriate place.
- c. Signature of the candidate uploaded at appropriate place.
- d. Copy of Matriculation / 10th Standard or equivalent marksheet/certificate indicating date of birth or School leaving certificate indicating Date of Birth in support of Name and Date of Birth.
- e. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/ mismatch in name/ variation in name of candidate (if applicable).
- f. Copies of educational certificate(s) and/or mark sheet(s) supporting the essential qualifications and any higher qualifications.
- g. Conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc. into percentage, issued by the University, if applicable.
- h. Copy of full Discharge book & valid Ex-Servicemen certificate, if any.
- i. Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Economically Weaker Section / PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- j. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- k. Copies of experience certificates, if any.
- l. No Objection Certificate (NOC)/Proper channel Application, wherever applicable.
- m. PwBD certificate, in the prescribed Government of India (GoI) format signed by the specified authority, if applicable.
- n. Any other relevant document/certificates in support of the claim made(s) in the application, as applicable.

**Note 1: The documents/ certificates uploaded must be legible.**

**Note 2: Applications without the required document(s) as mentioned above will be considered as incomplete and will be summarily rejected.**

**Note 3: The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ Proficiency test will be final and binding on the candidates.**

## **DISCLAIMER**

**Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the CSIR, regarding process for recruitment shall be final and binding.**

**N.B.** Candidate are advised to check the official CSIR-CFTRI website regularly. No separate individual information/intimation shall be sent to the candidates pertaining to the recruitment process. Therefore, candidates are advised to keep visiting this website <https://cftri.res.in> regularly for addendum/corrigendum and updated information regarding this advertisement/recruitment process.

No separate call letters/Admit cards or information will be mailed to candidates. Provision for downloading the admit cards of subsequent stages will only be available at <https://recruitment.cftri.res.in> or <https://cftri.res.in>

**CSIR-CFTRI will not be held responsible in any manner, for any missed update/information on the candidate's part throughout the whole recruitment process.**

**By applying to this advertisement and appearing for the examination(s), if eligible, the candidate is bound by the advertisement conditions and any subsequent notifications issued by CSIR-CFTRI pertaining to this recruitment process.**

In case of discrepancies between the English version of this abridged Advertisement and its Hindi Translation, the English version shall prevail.

In case of any difficulty while submitting online registration/application please do write email at [recruitment@cftri.res.in](mailto:recruitment@cftri.res.in) . To avoid last minute rush, candidates are advised to pay the online fee (if applicable) and apply online at the earliest. All further announcements/details pertaining to this process/updates/corrigendum/addendum etc. will be published/provided only on CFTRI official website <https://cftri.res.in> from time to time.

**NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** The **Helpdesk** contact (0821-2514433) mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.

Sd/-  
Controller of Administration  
CSIR-Central Food Technological Research Institute  
Mysuru

## **LIST OF FORMATS FOR CERTIFICATES**

<b>Proforma</b>	<b>Particulars of the Proforma</b>	<b>Page No.</b>
<b>PROFORMA-I</b>	Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.	<b>21</b>
<b>PROFORMA-I-A</b>	Form of Declaration to be submitted by OBC CANDIDATES (in addition to the community certificate).	<b>22</b>
<b>PROFORMA-II</b>	Form of Certificate to be produced by SCHEDULED CASTES and SCHEDULED TRIBES candidates applying for appointment to posts under the Government of India.	<b>23-24</b>
<b>PROFORMA-III</b>	Income & Asset Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate	<b>25</b>
<b>PROFORMA-IV</b>	Disability Certificate (In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)	<b>26-27</b>
<b>PROFORMA-V</b>	Disability Certificate (In cases of multiple disabilities)	<b>28-30</b>
<b>PROFORMA-VI</b>	Disability Certificate (In cases other than those mentioned in FORM V and VI)	<b>31-33</b>
<b>PROFORMA-VII</b>	Format of 'NO OBJECTION CERTIFICATE' from the employer of a candidate currently working as a regular employee in CSIR/ Government Organisations /Autonomous Bodies /Statutory Bodies/ Universities/ Public Sector Undertakings etc.	<b>34</b>
<b>PROFORMA-VIII</b>	Form of Certificate to be produced by CSIR Departmental candidates for claiming age concession.	<b>35</b>
<b>PROFORMA-IX</b>	Format of Certificate applicable for Released/Retired Personnel	<b>36</b>
<b>PROFORMA-X</b>	Form of Certificate for Serving Personnel (Applicable for Serving Personnel who are due to be released within One Year)	<b>37</b>
<b>PROFORMA-XI</b>	Undertaking to be given by Serving Armed Force Personnel who are due to be released within One Year	<b>38</b>
<b>PROFORMA-XII</b>	Letter of Undertaking for Using Own Scribe	<b>39</b>
<b>PROFORMA-XIII</b>	Certificate regarding physical limitation of an Examinee to Write	<b>40</b>
<b>PROFORMA-XIV</b>	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.	<b>41</b>
<b>PROFORMA-XV</b>	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.	<b>42</b>

## **LIST OF ANNEXURES**

<b>Annexure</b>	<b>Particulars of the Annexure</b>	<b>Page No.</b>
<b>ANNEXURE-I</b>	The criteria of evaluation of type-scripts of Proficiency test i.e. Typewriting test in Hindi/English	<b>43</b>
<b>ANNEXURE-II</b>	Methodology for evaluation of transcripts of Stenography tests, calculation of mistakes	<b>44-48</b>
<b>ANNEXURE-III</b>	General instructions to the candidates relating to the Open Competitive Written Examination	<b>49-50</b>
<b>ANNEXURE-IV</b>	Instructions to the candidates relating to the OMR sheet	<b>51</b>
<b>ANNEXURE-V</b>	Instructions for Typing Test	<b>52-54</b>
<b>ANNEXURE-VI</b>	Instructions for Stenography (Shorthand + Transcription) Test	<b>55</b>
<b>ANNEXURE-VII</b>	General Instructions for the Proficiency Test	<b>56-57</b>
<b>ANNEXURE-VIII</b>	Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test	<b>58</b>
<b>ANNEXURE-IX</b>	Undertaking by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test	<b>59</b>



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

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

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

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993, 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\*\*.

**Date** \_\_\_\_\_

**District Magistrate/Deputy Commissioner etc.**

**Seal of Office –**

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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 candidate is mentioned as OBC.

\*\* - As amended from time to time

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.

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List of authorities competent to issue Caste Certificates are indicated below:-

- (i) District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar: and
- (iv) Sub-Divisional Officers of the area where the Candidate and or his family normally resides.

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC 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/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 9<sup>th</sup>  
March, 2004, O.M. No. 36033/3/2004-Estt. (Res.) dated 14<sup>th</sup> October, 2008, OM No.  
36033/1/2013-Estt. (Res.), dated: 27<sup>th</sup> May, 2013 and OM No. 36033/1/2013-Estt. (Res.),  
dated: 13<sup>th</sup> Nov, 2017 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: \_\_\_\_\_

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

1. This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ Son/Daughter\* of \_\_\_\_\_ Village/Town\* \_\_\_\_\_ 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) (Part C States) Order, 1951

@ The Constitution (Scheduled Tribes) (Union Territories) (Part C States) 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 and the Scheduled Castes and Scheduled Tribes Orders (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 Orders, 1956.

@ The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

@ The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.

@ The Constitution (Dadra 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) Orders (Amendment) Act, 1990.

@ The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

@ The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (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 Castes) Order (Amendment) Act, 2007

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

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\* issued by the \_\_\_\_\_ dated \_\_\_\_\_ .

%3. Shri/Shrimati/Kumari\* \_\_\_\_\_ and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_ .

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*Designation \_\_\_\_\_

(With seal of Office)

State/Union Territory \_\_\_\_\_

---

\*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 People Act, 1950

---

**\*\* List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates :**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.(not below the rank of 1st Class Stipendary Magistrate)
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator / Secretary to Administrator/Development Officer (Lakshadweep Islands).

---

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

**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 \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income\* of his/her 'family\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_ His / her family does not own or possess any of the following assets\*\*\*;

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above 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)**

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

Recent PP 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/YYYY)

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 \_\_\_\_\_

(1) 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 certificate is issued.

**FORM-VI**  
Certificate of Disability  
**(In cases of multiple disabilities)**

**(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: \_\_\_\_\_

1. This is to certify that we have carefully examined Shri/Smt/Kum  
\_\_\_\_\_ son/ wife/ daughter of Shri \_\_\_\_\_ Date  
of Birth \_\_\_\_\_ (DD/MM/YYYY) Age \_\_\_\_\_ Years, Male/Female \_\_\_\_\_  
Registration No. \_\_\_\_\_ Permanent Resident of House No.  
\_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ PostOffice \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ whose photograph is affixed above,  
and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/  
disability has been evaluated as per guidelines ( \_\_\_\_\_ number and date  
of issue of the guidelines to be specified) for the disabilities ticked below, and shown against  
the relevant disability in the table below:

<b>S. 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			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures:- .\_\_\_\_\_percent

In words:- .\_\_\_\_\_percent

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

3. Reassessment of disability is :

(i) not necessary,

Or

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

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. 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.

<b>Name and seal of Member</b>	<b>Name and seal of Member</b>	<b>Name and seal of the Chairperson</b>

Signature/Thumb impression of the person in whose favour certificate of disability certificate 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)**

Recent PP Size  
Attested  
Photograph  
(Showing face  
only) of the  
Person with  
disability

Certificate No.: \_\_\_\_\_

Date: \_\_\_\_\_

1. This is to certify that I have carefully examined Shri/Smt/Kum  
\_\_\_\_\_ son/ wife/ daughter of Shri \_\_\_\_\_ Date  
of Birth \_\_\_\_\_ (DD/MM/YYYY) Age \_\_\_\_\_ Years, Male/Female \_\_\_\_\_  
Registration No. \_\_\_\_\_ Permanent Resident of House No.  
\_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ PostOffice \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ whose photograph is affixed above,  
and are satisfied that he/she is a case of \_\_\_\_\_ Disability. His/her  
extent of percentage physical impairment/disability has been evaluated as per guidelines  
(to be specified) and is shown against the relevant disability in the table below:

<b>S. 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)

@ - e.g. Left/right/both arms/legs

# - e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

(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.

**Note:**

The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

**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:** [DD/MM/YYYY]

**No Objection Certificate for Applying to Advertisement No. [Advertisement Number]**

This is to certify that Dr./Mr./Ms. [Full Name of Employee], [Designation], is a permanent/regular employee of this department/organization and has been serving in the capacity of [Current Position] since [Joining Date].

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. [Advertisement Number] dated [Advertisement Date] for the position of [Post Code/Position]. This department/organization has no objection to Dr./Mr./Ms. [Employee's Name] participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. [Full Name of Employee] is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. [Full Name of Employee] 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]

[Official Seal/Stamp]

[Contact Information]

[Department/Organization Address]

**THE FORM OF CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATES  
EMPLOYEES FOR CLAIMING AGE CONCESSION**

**(Letter Head of the Institution/Issuing Authority)**

**No. ....**

**Date: [DD/MM/YYYY]**

**CERTIFICATE FOR CLAIMING AGE CONCESSION FOR APPLYING AGAINST ADVERTISEMENT  
NUMBER**

This is to certify that Dr./Mr./Ms. ....S/o/D/o/W/o Shri.....  
is a regularly appointed employee of ..... (Name of the Institute) and duties  
performed by him/her during the period(s) are as under:

- (i) .....
- (ii) .....
- (iii) .....

Certified that:

\* (a) Dr./Mr./Ms. ....holds substantively a permanent  
post of .....in the..... (Name of the Institute) with effect  
from .....to .....

OR

\* (b) Dr./Mr./Ms..... has been continuously in temporary service on a regular  
basis in the post of ..... at ..... (Name of the Institute) with  
effect from ..... to .....

*\* Strike out which is not applicable.*

**Place: .....**

**For [Name of the Institute],**

[Signature of Issuing Authority]  
[Name of Issuing Authority]  
[Designation of Issuing Authority]  
[Official Seal/Stamp]



**FORM - A**

**Form of Certificate applicable for Released/Retired Personnel  
(Prescribed proforma subject to amendment from time to time)**

1. It is certified that No. .... 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, 2020 as amended from time to time

Place:

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

Date:

SEAL

# Delete the paragraph which is not applicable.

**FORM - B**

**Form of Certificate for Serving Personnel**

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

**(Prescribed proforma subject to amendment from time to time)**

1. 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 or before .....

3. No disciplinary case is pending against him.

Place: Signature, Name and Designation of the Competent Authority\*\*

Date:

SEAL

**FORM – C**

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

**(Prescribed proforma subject to amendment from time to time)**

(1) I understand that if selected on the basis of the recruitment/Test 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-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Service and Posts) Rules, 2020, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman with regard to this recruitment, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing the concession of reservation of vacancies admissible to Ex-serviceman.

Place:

Signature and Name of the candidate

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 in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/Sate) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent  
of a Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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



**PROFORMA-XIV**

**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.**

1. 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 \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of the disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/UT). My Educational 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)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
 अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001  
**Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001**



स./No. 5-1(116)/2011-PD

दिनांक/Date: 13.07.2015

प्रेषक / From :

संयुक्त सचिव (प्रशासन)  
 Joint Secretary (Admn.)

सेवा में / To :

The Directors/Heads of all  
 National Labs./Instts. of CSIR  
 Hqrs./Complex/Centres/Units

**विषय/Sub : Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr.III - clarification reg.**

संदर्भ/ Ref : **CSIR-SERC letter No.A1(614)88-Rct. Dated 12.05.2015**

महोदय/Sir,

In continuation of CSIR letter No.7-4(3)/2006-R&A dated 12<sup>th</sup> March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes may be ignored for UR/OBC /SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates.

For example:- For a typing test of 10 minutes:-

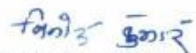
5% mistakes of total words typed are ignored.

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

**As per formula :** **No.of words (-) Number of Mistakes**  
**10**  
 = (320/10) – 3  
 = 32-3  
 = **29 w.p.m**

For computing the typing speed for skill test on computer for the post of Asstt. Gr.- III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(116)/2011-PD dated 23.04.2014.

भवदीय/Yours faithfully

  
 (विनोद कुमार /Vinod Kumar)  
 अवर सचिव (नीति) / US(PD)

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
 अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली.110 001  
 Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



No. : 5-1(211)/2014-PD

Dated 01.11.2023

**From :** Joint Secretary (Admn.)

**To :** The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

**Sub.:** Percentage of Ignorable Mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Steno. - reg.

**Ref.:** CSIR Letter of even number dated 21.12.2021

**Sir/Madam,**

With reference to the CSIR letter of even number dated 21.12.2021, I am directed to state that the percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under:

- (i) 7% - In case of Unreserved.
- (ii) 10% - In case of all reserved categories (EWS, SC, ST, OBC, ESM, PWD etc)

2. The above clarification will be effective from the date of its notification, therefore, in cases where the result of the Proficiency Test in Stenography has not been notified shall allow ignorable mistakes as above. However, where the result of the Proficiency Test in Stenography has already been notified need not be re-opened.

3. This issues with the approval of DG, CSIR.

Yours faithfully,

*M Arun Manikanda Bharathi* 01 Nov 2023

(M Arun Manikanda Bharathi)  
 Under Secretary (PD)

Encl. : As above

Copy to:

1. CSIR Website
2. Office copy.





सां/No. : 5-1(211)/2014-PD

Dated 21.12.2021

प्रेषक/From: संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में/To: सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख  
The Directors/Heads of all National Labs./Instts./Units of CSIR

विषय/Sub.: **Scheme of Competitive Written Examination and Proficiency Test in Stenography for post of Jr. Stenographer - reg**

महोदय/Sir / महोदया/Madam,

I am directed to invite your kind attention to CSIR Administrative Services (Recruitment and Promotion) Rules, 2020 and subsequent amendment to CSIR ASRP Rules, 2020 vide letter of even No. dated 23.09.2021 and to state that the DG, CSIR has approved the Scheme of Competitive Written Examination and Proficiency Test in Stenography for post of Junior Stenographer, attached as **Annexure-A & B** for your information, guidance and compliance.

2. Further, it has been decided that recruitment through external agencies, if any, must be as per rules and through government authorised agencies only.

भवदीय/Yours faithfully,

*M. Arun Manikanda Bharathi* 21 Dec 2021

(एम. अरुण मणिकण्ड भारति / M Arun Manikanda Bharathi)  
अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

1. प्रमुख, आईटी डिवीजन - इस सर्कुलर पत्र को वेबसाइट और नीति रिपोजिटरी पर उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
2. कार्यालय प्रति / Office copy

1/4

**A. Scheme of Competitive Written Examination for Junior Stenographer**

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

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

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

**B. Proficiency Test in Stenography**

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

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

**C. Evaluation of Transcripts of Stenography Tests- Nature of Mistakes**

The methodology of evaluation of Stenography Test, calculation of mistakes, etc. is enclosed as Annexure-B.

**D. Preparation of Merit List**

As per Rule 6 of Section II of Part III of CSIR ASRP Rules, 2020:

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

**E. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in Stenography**

The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by the Selection Committee of CSIR and its Labs./Instts..

\*\*\*\*\*

*[Handwritten Signature]*

2/4

**EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS - NATURE OF MISTAKES**

**1. FULL MISTAKES: The following mistakes are treated as full mistakes:-**

- a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

**2. HALF MISTAKES: The following are treated as half mistakes:-**

- a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

**NOTE**

- a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. - all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.

*Mishra*

*3/4*



- 2 -

## e) Method of calculation of mistakes in Stenography Skill Test:-

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

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

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4/4

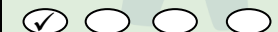



**GENERAL INSTRUCTIONS TO THE CANDIDATES RELATING TO THE OPEN COMPETITIVE WRITTEN EXAMINATION**

1. Candidates are also advised to read carefully the conditions of CSIR-CFTRI Advt. No. Rec. 02/2025 & subsequent Web notifications regarding this advertisement before they plan to appear for the Written Exam.
2. The candidate must bring the Admit Card along with any one of the original valid photo identity proof i.e. Passport/Voter Id Card with Photograph/Aadhar Card/E-Aadhar Card/Driving License/ PAN Card or any photo ID card issued by any Government Agency / Authority for verification. The candidates coming without Admit card & photo identity proof will not be permitted to appear for the Examination.
3. Candidates are advised to make their own arrangements for accommodation since CSIR-CFTRI does not provide accommodation to candidates.
4. Candidates are required to reach the Examination Centre/Venue at the scheduled reporting time as indicated in their Admit Card. The entry gates of Examination Centre will be closed 30 minutes before the Exam commencement time. NO LATE ENTRY WILL BE ALLOWED. Any request for a change of date/session/centre/venue will not be entertained under any circumstances. Candidates, in their own interest, may ensure the location of their centre/venue one day before the date of the Written Exam and make necessary arrangements to reach the Examination Centre well in advance before the date of Examination for their convenience.
5. Candidates in their own interest should be present at the Examination centre half an hour before the reporting time of the Scheduled date of the Written Exam.
6. The seating arrangements of the candidates shall be displayed on the notice board at the entrance of the Examination Centre. Candidates will find their roll numbers written against the seats allotted to them at the Examination hall/room. They should occupy their allotted seats only.
7. Candidates will have to bring only black/blue Ball point pen. Candidates should not carry any rough paper or any other stationery inside the Examination Hall.
8. The candidate is required to affix his/her recent passport size colour photograph on the space given in the counterfoil of the Admit Card. Candidates are required to sign in the respective space provided on the counterfoil of the Admit Card in the presence of the invigilator during the Written Examination and return the same to the invigilator before leaving the examination hall. The candidate should retain the Candidate Foil of their Admit Card carefully for future record and reference.
9. Every candidate will be required to sign on the photo-bearing attendance sheet against his/her Roll No. before the beginning of the Written Exam.
10. On completion of the Test, the Candidates shall remain seated at their desks and wait until the OMR Sheets are collected and accounted for. No candidate shall be permitted to leave the Examination Hall before completion of the Examination.
11. On receipt of Question Booklet, Candidates should ensure that all the pages of the Question Booklet are intact and not mutilated / torn or damaged. In case of discrepancy the same should be brought to the notice of the Invigilator on duty or Supervisory Staff.
12. No candidate shall leave the Examination Hall without proper permission of the Supervisor/Invigilator and without handing over the OMR Sheets to the Invigilator. Candidates failing to deposit the same shall be disqualified and may be liable to suitable action as per rules.
13. Silence must be observed in the Examination Hall and candidates are required to maintain discipline and decorum for smooth conduct of the Written Exam.

14. Candidates may please note that the issue of Admit Card/Attending the Written Exam does not constitute any right for appointment to the posts for which they applied/offer of employment in CSIR-CFTRI/CSIR.
15. Candidates are advised in their own interest not to bring any valuables/costly items to the venue as arrangements for safe keeping cannot be assured, and this Institute will not be responsible for any loss in this regard.
16. Candidates are strictly instructed not to carry any communication device like Mobile Phones, Bluetooth, Earphones, Microphone, Health Band etc., and any other item which could be used for unfair means for hiding communication devices like cameras, blue tooth devices etc. at the time of Written Exam. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the Written Exam including giving/receiving help to/from any Candidate during the Written Exam will be disqualified.
17. Candidates shall not seek/ask for any clarification/ interpretation/ advice on any question(s)/question paper/Answer(s) from the Centre Invigilators/Supervisors on duty during the currency of Examination. Provisional Answer Keys will be hosted on the CFTRI website and Candidate(s) can make a separate representation against Provisional Answer Key(s) to this Institute for the specified period by using Challenge Management of Written Examination hosted on the recruitment portal. Institute may not consider the representations received after the specified period.
18. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information there in whole or Part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied during the Written Exam are found to be unauthorized possession of test content will be debarred or disqualified from the test and suitable legal action will be taken on the candidate.
19. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers. CFTRI would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. In this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, CFTRI reserves right to cancel the candidature of the concerned candidates without any notice.
20. Need to be there, the Coordinator/Invigilator of the centre, the invigilating staff or any other examination team may carry out such physical search of the candidate before they enter the examination venue or anytime during the course of the examination as may be required to ensure that the candidates do not have any unauthorized material in their possession.
21. The possibility of occurrence of some problem in conducting of the Written Exam cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem which may include movement of candidates, delay in Written Exam and conduct of a re-examination is at the absolute discretion of the CSIR-CFTRI. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
22. Candidates should strictly comply with the directions given by the authorities of CSIR-CFTRI at the time of Written Exam. Any unruly behaviour / disturbance at the venue will be viewed seriously and may entail expulsion from the Test or disciplinary/legal action against the concerned candidates. In case of any disputes, the decision of The Director, CSIR-CFTRI is final and binding on all the candidates.
23. Canvassing in any form by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
24. The decision of the Competent Authority, CSIR-CFTRI, is final and binding for all candidates on any points not mentioned in the preceding instructions.
25. Candidates are advised to visit CSIR-CFTRI official Website regularly for updates on CSIR-CFTRI Advt.No.Rec.02/2025.

**INSTRUCTIONS TO THE CANDIDATES RELATING TO THE OMR SHEET**

1. Candidates are advised to go through the instructions given on Question Booklet and OMR Sheet before answering the questions.
2. Candidates must correctly write their 6-digit Roll Number as allotted to him/her and printed in the Admit Card on OMR Answer Sheet inside the boxes and darken the appropriate circles provided with blue or black ball point pen only and nowhere else in the OMR Answer Sheet. Candidates should note that any omission/mistake/discrepancy in filling details in the OMR Sheet/Answer Booklet, especially with regards to Roll Number will render the OMR Sheet/Answer Booklet liable for rejection.
3. Roll numbers and other details such as Date of Birth, Candidate Name, Exam Date, Paper etc., should be written in neat & clean manner and cutting/ overwriting thereon shall be avoided. In case this information is filled wrongly, Institute will not take any responsibility for rectifying the mistake.
4. Fill up all fields of the OMR Answer sheet correctly. DO NOT fold, tear, wrinkle, tie, staple, do any rough work or make any stray marks on the OMR sheet, failing which the OMR sheet will be invalidated. Changing of OMR sheet is strictly not permitted.
5. Candidate should sign in the space provided and obtain the signature of the Invigilator in the space provided, failing which the OMR Sheet will be invalidated.
6. The OMR Answer Sheet contains the serial number of questions as given in the Question Paper Booklet. Against each question number, there are four circles marked as A, B, C, and D which correspond to the four answer options out of which one is to be darkened as their answer to such Question on the OMR Answer Sheet only. No marking should be done on the Question Paper Booklet.
7. Use Blue/Black Ball Point Pen only to fill the circles for answers. Use of pencil is prohibited for darkening the circle. The method of shading the circle is given below and these must be strictly followed.

Wrong Method	Wrong Method	Wrong Method	Correct Method
			

8. Mark answer only in the space provided. Darken ONLY ONE circle for each answer. If you darken more than one circle or any stray mark is found on more than one circle, your answer will be treated as Wrong Answer. For question(s) not answered i.e. blanks, no marks will be given or deducted.
9. **Candidate has no option to change/alter/erase the answer once he/she has answered the question by darkening the circle. Therefore, before darkening the circle corresponding to the question number he/she is advised to ensure the correctness /authenticity of the answer. Using the Whitener/Blade/Eraser or any kind of tampering to change the answers on OMR answer sheet will lead to invalidation. The Question Paper Booklet Code as darkened by the candidate will be final and the result will be processed on the basis of the circle darkened by him/ her.**
10. The encoding or bubbling on the original OMR sheet will be final. A copy of the OMR sheet will be provided to the candidate.
11. The script will not be valued if the candidate:
  - i. Writes the Roll No. in any other place of OMR sheet, except in the space provided for the purpose
  - ii. Writes irrelevant matter, including the religious symbols, words, prayers or any communication whatsoever, in any place of the OMR answer sheet.
  - iii. Forget to bubble the Roll no., Date of Birth, Booklet Code.
  - iv. Tampering the OMR sheet.
12. Any violation of these instructions will be tantamount to the adoption of unfair means and will attract punishment, which may include debarring from appearing in the Examination.

**INSTRUCTIONS FOR TYPING TEST**

1. The typing test (proficiency test) in English/Hindi will be held in computers, which is qualifying in nature only. Merely qualifying for the Proficiency test in computer typing will not confer any right to claim for appointment to the post. The final selection will be made purely based on merit, i.e., Paper-II.
2. Printed copy of a trial passage of a minimum five minutes duration will be given to all the candidates for practice in computer typing before the commencement of the actual examination, and candidates should ensure that the keyboard and system are working properly and are in order.
3. CSIR-CFTRI shall provide Computer & Keyboard for Typing test. Candidates who are comfortable in typing on a particular brand of Keyboard, may bring their own keyboard for the proficiency test. After typing the trial passage, the candidates must sign a declaration that the keyboard and system are working properly & are in order and also they are abiding by the instructions given to them in their Admit Cards and earlier CSIR-CFTRI web notifications regarding this test.
4. The proficiency test (i.e. typing test in computer) shall be of 10 minutes duration. The Medium/Language opted for the Typing test will be as opted by the candidates in their online application form. The candidates should type their Roll No. before starting the typing passage.
5. If the computer goes out of order, the candidate should not disturb others but should remain seated quietly and inform the invigilator.
6. Each candidate will be given a sheet/ question Paper containing the typing passage. The candidate has to start typing the passage given in the question Paper after the 'Start' signal by the invigilator. The duration of the typing test is 10 minutes and on completion of the 10 minutes, the candidate will be given a 'Stop' signal.
7. The candidate should start typing the test passage in the question paper from beginning to end i.e. the candidate must complete the whole paper in the given time duration of 10 minutes and if any candidate is able to complete all the test passage in the Question paper before the expiry of 10 minutes of time, he/she may start typing again from the beginning of the first passage and continue to type till the end of 10 minutes time.
8. After the conclusion of the test, a printout of the script/matter typed by the candidates will be taken out for each candidate in their presence.
9. At the end of the typed answer sheet/type script, the candidate must sign just after the last word on the typed sheet and hand over the same to the invigilator. Candidates who fail to submit the signed typed script will be disqualified.
10. The computer has been provided with pre-set Margins. No change in pre-set Margins, line spacing and Fonts is to be made. Editing tools/functional keys such as Ctrl + F4, Ctrl + F10, Ctrl + Esc, Ctrl + C, Ctrl + V, Ctrl + Alt + Delete, Alt + F4, Alt + Tab, Alt + Space, Alt + Esc, Shift + F7, Shift + F10, Windows key + Function key(s), Right click of mouse, Delete, Backspace, Auto-correct/spell check shall not be provided on the computer. Therefore, candidates are advised to type the test passages with extra caution.
11. Candidates should not tear any sheet given to them. After the examination, Candidates must return the question paper along with their typed scripts to the invigilator. They should not take either the question paper or script or any blank typing paper out of the Examination Hall.
12. Candidates shall not be permitted to leave the Examination Hall until the Expiry of the test.
13. On completion of the test, they shall remain seated at their desks and wait until the scripts are collected and accounted for.
14. Silence must be observed in the Examination Hall.



15. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/Supervisor and must maintain silence and are forbidden from talking to/or consulting with other candidates. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Director, CSIR-CFTRI may deem fit.

### **Guidelines for Persons with Benchmark Disabilities**

1. The instructions for PwBD candidates regarding Proficiency test shall be as per GoI/CSIR guidelines.
2. In case of Persons with benchmark disabilities (PwBD) in the category of Visually impaired (blindness), cerebral palsy, orthopedically handicapped (both arm affected), orthopedically handicapped candidates who has a locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent authority, submitted by the candidate) will be allowed compensatory time of 05 minutes. For availing this compensatory time, the candidate should provide original PwBD Certificate from notified Medical Authority as per this advertisement Proforma-IV (Form V) to Proforma-VI (Form VII), whichever is applicable. If the candidate fails to produce the required certificate (in original) on the date of Proficiency test, he/she is not eligible for compensatory time.
3. Guidelines for Persons with Disabilities, including the use of Scribe and the required formats to be produced, are already mentioned above in this advertisement.
4. Visually impaired (VI) Candidates are eligible for scribe/passage dictator. The Scribe/ Passage dictator is identified by the candidates at their own cost and as per their own choice. Passage will not be provided in Braille for the VI candidates. The scribe/Passage dictator will read out the passage to VI candidates only within the allotted time.
5. A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe /Passage dictator for another candidate and the scribe/Passage dictator arranged by the candidate should not be a candidate for the same examination.
6. The candidate shall be responsible for any misconduct on the part of the scribe/Passage dictator brought by him during the Proficiency test. Candidate as well as the scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe.
7. Candidates with Benchmark Disabilities who claim to be permanently unfit to take the Computer Typing Test because of a physical disability may seek exemption from typing test which shall be governed by the guidelines laid down by Govt. of India/CSIR.
8. All such candidates are required to produce original Medical Certificate for claiming exemption from typing test or facility of scribe as per rules at the time of reporting for typing test in the prescribed format (Annexure-VIII) from the competent Medical Authority i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. However, a candidate who submits Medical Certificate from Civil/Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance to verify the same. In addition, such candidates are required to take prior approval from the Competent Authority, CSIR-CFTRI as and when required by this office (Clear instructions regarding the same will be informed at the stage of Proficiency test) mentioning their particulars such as name, father's name, Roll No., application No., Post Applied, Post Code, date of birth, category, PwBD with details of disability, Undertaking (as per Annexure-IX) failing which they will not be allowed for any exemption. No further request in this regard will be entertained under any circumstances.

9. Only those candidates who submit proper medical certificate for exemption from typing test will specifically be permitted for exemption of typing, but they have to physically remain present in the typing test center and affix his/her signature in the attendance sheet.
10. Absence from Proficiency test without obtaining/seeking exemption from the CSIR-CFTRI will disqualify the candidate, though he/she may be entitled to such exemption.
11. The PwBD candidates who have availed of the facility of scribe/passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification conducted by CSIR-CFTRI. Failure to produce such supporting documents will lead to cancellation of their candidature for the proficiency test.

Also, it is pertinent to mention that the candidates who will submit the said request will also be required to carry the original Certificate/Annexures on the date of the Proficiency test for the purpose of verification. In case, the candidate fails to produce the required documents (in original) on the date of examination, he/she shall not be allowed to avail the above exemption from appearing in the proficiency test.



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**Instructions for Stenography (Shorthand + Transcription) Test**

The shorthand skill test shall be conducted on computer. The Institute shall provide computer and shorthand notebook. The candidates are to bring their own ballpoint pen, pencil, eraser.

- a. The candidate should write their Roll Number in the shorthand notebook at the top left corner before the commencement of the Stenography test.
- b. The Scheme of the shorthand test will begin with a trial passage of 2 minutes duration, which shall not be transcribed. Thereafter, the actual passage shall be dictated. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by all the candidates in their online application form) at the speed of 80 w.p.m. and transcription will be done on the computer within the stipulated time.
- c. The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor. The candidates will have to complete their transcription including comparison, correction etc., within the stipulated time.
- d. Candidates should not tear any sheet given to them. When the printout of the transcript typed by him/her is given to him/her, he/she must write his roll no. on each page, sign and handover the same to the invigilator along with the Shorthand Note book after duly signing and on each page. Candidates should not take either script or any blank typing paper out of the Examination Hall.
- e. Candidates shall not write/type after the allotted time is over. They should remain in their seats till shorthand manuscript and transcript papers are collected. Candidates should not leave the examination hall without prior permission.
- f. Candidates are informed that the Shorthand Notebook will be scrutinized before the finalization of the result of the Proficiency Test.

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**General Instructions for the Proficiency Test**

1. Candidates are required to reach the Examination Centre/Test Venue at the scheduled reporting time as indicated in their Admit Card. **NO LATE ENTRY WILL BE ALLOWED.** Any request for a change of date/session/centre/venue will not be entertained under any circumstances. Candidates, in their own interest, may ensure the location of their centre/venue one day before the date of the Proficiency test and make necessary arrangements to reach the Examination Centre/Test Venue well in advance for their convenience.
2. Candidates in their own interest should be present at the Examination Centre/Test Venue half an hour before the reporting time of the Scheduled date of the Proficiency Test.
3. Candidates will have to bring only black/blue Ball point pen. Candidates should not carry any rough paper or any other stationery (except pencil & eraser) inside the Examination Hall.
4. The candidate is required to affix his/her recent passport size colour photograph on the space given in the counterfoil of the Admit Card. Candidates are required to sign in the respective space provided on the counterfoil of the Admit Card in the presence of the invigilator before actual start of the Proficiency test and return the same to the invigilator before leaving the examination hall. The candidate should retain the Candidate Foil of the Admit Card carefully for future record and reference.
5. Every candidate will be required to sign on the photo-bearing attendance sheet against his/her Roll No. before the beginning of the Proficiency test.
6. Candidates are advised in their own interest not to bring any valuables/costly items to the venue as arrangements for safekeeping cannot be assured, and this Institute will not be responsible for any loss in this regard.
7. Candidates are strictly instructed not to carry any communication device like Mobile Phones, Bluetooth, Earphones, Microphone, Health Band etc., and any other item which could be used for unfair means at the time of Proficiency Test. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the Proficiency test, including giving/receiving help to/from any Candidate during the Proficiency test, will be disqualified.
8. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information there in whole or Part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied during the Proficiency test are found to be unauthorized possession of test content will be debarred or disqualified from the test and suitable legal action will be taken on the candidate.
9. The instructions for PwBD candidates regarding the Proficiency test shall be as per GoI/CSIR guidelines.
10. Need to be there, the Coordinator/Invigilator of the centre, the invigilating staff or any other examination team may carry out such physical search of the candidate before they enter the examination venue or anytime during the course of the test as may be required to ensure that the candidates do not have any unauthorized material in their possession.
11. The possibility of occurrence of some problem in conducting of the Proficiency test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem which may include movement of candidates, delay in the test is at the absolute discretion of the CSIR-CFTRI. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

12. Candidates should strictly comply with the directions given by the authorities of CSIR-CFTRI at the time of Proficiency Test. Any unruly behaviour / disturbance at the venue will be viewed seriously and may entail expulsion from the Test or disciplinary/legal action against the concerned candidates. In case of any disputes, the decision of The Director, CSIR-CFTRI is final and binding on all the candidates.
13. Canvassing in any form by or on behalf of the candidates or bringing political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
14. Candidates are advised to visit CSIR-CFTRI official Website regularly for updates on CSIR-CFTRI Advt.No.Rec.02/2025.

**N.B:**

**The above instructions of written examination/Typing Test/ Stenography test are not exhaustive and are indicative only. Instruction on the subjects, as in vogue at the time of actual written examination/Typing Test/ Stenography test shall be followed. The decision of the Competent Authority, CSIR-CFTRI, is final and binding for all candidates on any points not mentioned in the preceding instructions.**



*Giving Food a Future*

**Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test**

This is to certify that, Sh/Smt/Kum \_\_\_\_\_ S/o, D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/Sate) suffering from \_\_\_\_\_.

Clinical diagnosis as a result of which he/ she has the following disabilities.

(Brief description of his/ her disabilities)

\_\_\_\_\_

\_\_\_\_\_

This is a permanent disability and the extent of his/ her disability works to \_\_\_\_\_ % of disability.

This disability is likely to interfere with Typewriting (specify):

\_\_\_\_\_

\_\_\_\_\_

Signature

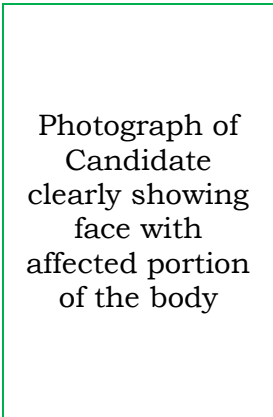
Chief Medical Officer / Civil Surgeon / Medical Superintendent of Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_



Photograph of Candidate clearly showing face with affected portion of the body

Signature of candidate:

Name:

Roll Number:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment- Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

**Undertaking by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test**

I, \_\_\_\_\_ Roll No. \_\_\_\_\_ am a PwBD candidate of Advertisement No. Rec. 02/2025 and would like to avail exemption from appearing in the Typing Test in accordance with the Notification of Proficiency test as I am permanently unfit to take the typing test because of physical disability.

I am attaching a copy of each of the following documents:

- (i) Medical Certificate from the competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institution as per Annexure-II of the Notification of Proficiency test.
- (ii) PwBD Certificate from notified Medical Authority as per Proforma-IV (Form V) to Proforma-VI (Form VII), whichever is applicable, as per the advertisement.

I also undertake that I will produce all these documents in original during document verification. If I fail to produce the same, CSIR-CFTRI may cancel my candidature for exemption from appearing in the Typewriting Test, and I will have no claim against the decision of CSIR-CFTRI.

Signature.....

Name of the Candidate .....

Roll Number .....

Date.....