



CSIR- INDIAN INSTITUTE OF PETROLEUM

(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)

P.O. I.I.P., MOHKAMPUR, HARIDWAR ROAD

DEHRADUN – 248005 (UTTARAKHAND)



Draft Advertisement No. 02/2025

Date of Commencement of online Application: 14.04.2025 (09.30 am)

Last Date for Receipt of online application: 05.05.2025 (5:00 pm)

Last date of receipt of Hard Copy of Application Form: 15.05.2025 (5:30 pm)

A unique opportunity for research careers in Science & Technology

CSIR-Indian Institute of Petroleum, Dehradun, a premier Institute under the Council of Scientific and Industrial Research (CSIR), is involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. CSIR-IIP has a rich legacy of being a pioneer in the area of Petroleum & Hydrocarbon Industry and is presently engaged in the development of sophisticated green technologies to cater to the energy needs of the modern world and for reducing the carbon footprint.

CSIR-IIP has developed and transferred technologies to Industries in the area of Petroleum Refining, Natural Gas, Petrochemicals, chemicals and utilisation of petroleum products, provided technical services and imparted world class training to the Human Resource of Oil and Refining industry. CSIR-IIP has strong collaborations with industries and academia both in India & abroad and has outstanding scientists working in the multidisciplinary areas of R&D in the hydrocarbon and related industry.

Applications are invited from enthusiastic, young Indian researchers having excellent academic record and proven scientific achievements along with requisite experience and a high degree of motivation and desire to take up research as a career in the fields of **Tribology, Aromatic Extraction, Lube & Wax, Distillate & Heavy Oil Processing, Automotive Fuel & Lubricant Applications and Biofuels** as per the details given below:

Designation	No. of Posts with reservation	Entry Pay	Emoluments (in Rs.)	Upper Age Limit not exceeding (as on 05.05.2025)
Scientist	09 (UR-04; EWS-01; SC-01; ST-01, OBC-02) 01 post of SC is backlog vacancy	Pay Level-11 (67700-208700)	122629/-	32 Years**

UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, EWS-Economic Weaker Sections

* Total Emoluments means approximate total emoluments as on 01.07.2024 on minimum of pay including House Rent Allowance in Class 'Y' City, Dearness Allowance, Transport Allowance etc.

** Please see age relaxation under the Relaxation column.

S. No.	Post Code	Designation of Post & No. of Posts with reservation	Area	Minimum Essential qualifications	Desirable qualifications	Job requirements
1	TRI-01	Scientist 01-Post (Reserved for OBC)	Tribology	M.E/M.Tech or equivalent in the area of Mechanical Engg/Tribology OR Ph.D. Submitted in the area of Mechanical Engg/Tribology	B.E/B.Tech in the area of Mechanical/Production/design engineering with M.E./M.Tech. Experience in Technology Innovation, applied Technology, translational Research in the areas of Tribology, design lubricants, failure analysis, surface characterization and contact mechanics.	To carry out research, development and demonstration and consultancy projects for failure investigation, industrial failures, break down, lubricant testing, nano-tribology, simulation of mechanical systems etc.
2	DHO-1	Scientist 01-Post (Reserved for SC)	Distillate & Heavy Oil Processing	Ph.D. Submitted in the area of Chemistry/Chemical sciences	R&D activity related to the development of new materials for hydrocracking of residues, additive for delayed coking, also having hands on experience on catalysts/materials synthesis, characterization of materials and of different petroleum fractions, reaction kinetics and writing research papers/patents	To carry out cutting edge R&D in the area of delayed coking and hydrocracking of residues. The work would involve development of new catalysts/materials, their characterizations, designing of pilot plants, data analysis and modelling and simulation of reactor. To conceive and execute research projects in this and related areas.
3	SPD-1	Scientist 01 Post (UR)	Separation Process (Lube & Wax)	M.E/M.Tech in the area of Chemical Engineering/Petroleum Engineering/ Petrochemical Engineering/Oil & Gas Engineering)	Research experience in the area of petroleum derived lube base oils and waxes with publication in peer reviewed SCI journals	To carry out R & D in the area of lube base oils & waxes and in the field of solvent extraction/lube extraction/solvent dewaxing-deoiling processes used in petroleum refineries. To initiate new research projects in the areas of lube base oils and waxes and to establish networks with R&D groups.

S. No.	Post Code	Designation of Post & No. of Posts with reservation	Area	Minimum Essential qualifications	Desirable qualifications	Job requirements
4	BFD-1	Scientist 01 Post (Reserved for OBC)	Bio Fuels (Biofuels Esterification Area)	Ph. D. Submitted in the area of Chemistry/Chemical Sciences	Research experience in organic synthesis from biomaterial/natural products with special emphasis on designing of experiments and analytical techniques like GC-MS, LC-MS, HPLC, NMR, SEM, TEM etc.	To carry out research in the area of multifunctional additives for fuels and lubricants. The incumbent will be expected to formulate/ conceive/initiate own research projects while interfacing with petroleum industry and R&D groups working in this institute
5	SPD-2	Scientist 01 Post (Reserved for ST)	Separation Process (Aromatic Extraction)	Ph. D. Submitted in the area of Chemistry/Chemical Sciences	Experience in the field of solvent extraction, handling of analytical instruments like GC-MS, UV-VIS, XRF)	To carry out cutting edge R&D in the area of solvent extraction. The candidate is expected to conceive new ideas and initiate new research projects in the area of solvent extraction, extractive distillation. scientific writing such as research papers, scientific reports and patents etc. is also expected from the candidate
6	SPD-3	Scientist 01 Post (UR)	Separation Process (Simulation and Modelling)	M.E/M.Tech in the area of Chemical Engineering/ Petroleum Engineering/ Petrochemical Engineering /oil & fats Engineering OR Ph.D. Submitted in the area of Chemical Engineering/ Petroleum Engineering/ Petrochemical Engineering/Oil & Fats Engineering)	Experience in process package development and computational fluid dynamics	To carry out cutting edge R&D in the area of computational fluid dynamics of separation and reactive processes. Process modelling and simulation, P&ID development, Piping sizing and scheduling, techno-economic analysis.

S. No.	Post Code	Designation of Post & No. of Posts with reservation	Area	Minimum Essential qualifications	Desirable qualifications	Job requirements
7	AFL-01	Scientist 01 Post (UR)	Automotive Fuels & Lubricants (Mechanical)	M.E/M.Tech in the area of Mechanical Engineering/ Automotive Technology/ Automotive Engineering	Research experience in the area of IC engine performance and emissions, data analysis and interpretation with latest techniques. Experience in the area of electrical vehicles and/or components such as motor and controller	To carry out R&D in the area of IC engines, alternate fuels. Emissions, EV and its components etc. The candidate will be expected to conceive and initiate research projects. Scientific writing such as research papers, scientific reports and patents etc. are also expected from the candidate.
8	AFL-02	Scientist 01 Post (Reserved for EWS)	Automotive Fuels & Lubricants (Electrical)	M.E/M.Tech in the area of Electrical Engineering	Experience in handling LT/HT system, maintenance of power sets, AC & DC cabling, operation of SCADA, transformers, maintenance, instrumentation and experience in handling solar power panels, distribution and control systems, experience of NIT preparation as per government procedures, maintenance and execution of works, knowledge of electrical motors	To carry out R&D in the area of electric vehicles and execution of electrical works related to power distribution.
9	DHO-2	Scientist 01 Post (UR)	Distillate & Heavy Oil Processing Area	Ph. D. Submitted in the area of Chemistry/Chemical Sciences	Experience in Synthesis and characterization of zeolite based DCC/FCC catalysts	To undertake research projects for the development of DCC/FCC catalysts for opportunity feeds

Apart from the qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated at par with that qualification.

Due weightage will be given to the candidates involved in Product Development/Technology Innovation/Applied Technology/Translational Research etc.

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. Council employees are also eligible for accommodation of their entitled type as per the CSIR Resident allotment rules depending on availability in which case, HRA will not be admissible.
- b. In addition to the emoluments indicated against each category of posts, benefits such as reimbursements of Medical Expenses, Leave Travel Concession, Children's Education Allowance, Conveyance advance and House Building Advance are available as per CSIR rules.
- c. The Selected candidates will be governed by the 'National Pension Scheme' or Extant Pension System based on defined contribution as adopted by CSIR for its employees.
- d. Scientists in CSIR are also permitted to undertake consultancy and sponsored R&D project activity. Opportunities also arise for foreign deputations for training/presentation of papers/specific assignments, advance studies etc.
- e. CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion scheme for Scientists, as per rules as amended from time to time.
- f. Deserving candidates may be considered for advance increments based on recommendations of the Selection Committee, subject to acceptance by the Competent Authority, in accordance with the provisions outlined in the CSIR Recruitment and Promotion Rules.
- g. In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.
- h. All the posts carry All India Service Liability (AISL) i.e. the candidate on selection may be asked to serve anywhere in the country.

2. Other conditions

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of the online applications. No enquiry asking for advice as to eligibility will be entertained.
- c. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. The duly constituted Screening Committee shall adopt its own criteria for short-listing the candidates for interview. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. Candidates applying for the position with a Ph.D. (submitted) are advised to include valid documentary proof of their thesis submission with date, issued by the appropriate authority of their University/Institution. Completion of Ph.D./Masters Degree will be reckoned from the date of issue of Provisional Certificate/Notification of Result/Awarded Date, as the case may be. The candidates are required to upload one page Synopsis/ Abstract of Ph. D thesis/ M.Tech dissertation, wherever applicable.

- d. The application should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. Incomplete application/applications received or not accompanied with the required certificates / documents are liable to be rejected.
- e. Applicants currently working in CSIR/Government Organizations/Autonomous Bodies/Statutory Bodies/Universities/PSUs etc., as regular employee must inform their department or office and submit a “No Objection Certificate (NOC)” from their employer at the time of submitting the application (**as per attached format**), failing which their candidature will NOT be considered
- f. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- g. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for shortlisting the candidates for interview.
- h. If any document/certificate furnished 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.
- i. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for receipt of online applications.
- j. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that Grade.
- k. Persons with Benchmark disabilities (PWBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for the Persons with Benchmark Disabilities.
- l. **In case a candidate is staying abroad, his/her candidature may be considered *in absentia* by the Selection Committee on his/her written request and acceptance by the Competent Authority.**
- m. Only outstation candidates called and found eligible for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Dehradun on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- n. The decision of the IIP/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
- o. Notifications about the date of the interview, the recommendations of the Screening/Selection Committees, and any further updates, notices, addendum or corrigendum related to this advertisement will be posted solely on the CSIR-IIP official website <https://www.iip.res.in>. No individual notifications will be sent to candidates, thus the candidates are advised to check the official website regularly.
- p. The selected candidates will be on probation for a specific period 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.

- q. Where a specific area or discipline is required as eligibility criteria for the post and if the same is not evident from the candidate's marks sheet and/or degree certificate from the concerned university, the candidates must provide valid document(s) to substantiate their claims, else, the decision of the Screening Committee regarding the acceptance or rejection of such claims will be final and binding on the candidates.
- r. 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-IIP or any other National Labs/Institutes/Hqrs./ Units of the CSIR.
- s. The Appointing Authority reserves the right to cancel the advertisement without providing any reason and may also decide not to fill any or all the positions, if necessary.
- t. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- u. NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.

3. Age Limit and Relaxations :

- a. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC (NCL) as per Government orders in force only in those cases where the post are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- b. SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be treated at par with general candidates in respect of their selection [Application Fee Exemption is, however, applicable for SC and ST candidates in such cases].
- c. SC/ST/OBC certificates should be in the prescribed formats for appointment to posts under the Government of India (GoI). The OBC (Non-Creamy Layer) certificates must also meet the Non-Creamy Layer criteria for appointment to posts under the GoI as laid down by the GoI and not for appointment in any of the States of Union bearing references to those State Govt. orders.
- d. Eligibility for OBC candidates will be based on castes listed in the Central List of the Government of India, and their sub-caste must match the entries in this list; otherwise, their candidature will not be considered under any reserved category and will be treated as Unreserved (UR), if otherwise eligible. OBC candidates in the "Creamy Layer" are not entitled to concessions available to the OBC category and must indicate their category as General.
- e. The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' (**Annexure- V**) supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial year.
- f. SC/ST/OBC (NCL)/PwBD/EWS etc. candidates are required to present the original certificate in the prescribed format (**Annexure-III & IV**), signed by the specified authority, as and when asked. Candidate must upload scanned copy of the requisite certificate along with online application. However, the claim of the candidate belonging to specific category will be regulated as per extant GoI guidelines on the subject
- g. Upper age limit is also relaxable up to five years for the regular employees working in CSIR laboratories/institutes, Government Departments, autonomous bodies and public sector undertakings (**Annexure-I**).

- h.** As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
- i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- i. Age relaxation to Persons with Benchmark Disabilities(PWBD):** Age relaxation of 10 years (total 15 years for SCs/STs and 13 years for OBCs in respect of the posts reserved for them) in upper age limit is allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy for appointment to Group 'A' posts/services subject to the condition that maximum age of the applicant on the closing date is not exceeding 56 years. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' posts to be filled by Direct Recruitment by Selection.
- j.** Relaxation in age, over and above the stipulated limit, educational qualification and/or experience may be considered in case of exceptionally meritorious candidates or if sufficient number of candidates possessing the requisite qualification and/or experience are not available to fill up the posts.

4. How to apply :

- (i) Eligible candidates are required to apply ONLINE through Institute's website <https://www.iip.res.in>
- (ii) If the candidate does not have a valid E-mail ID, he/she should create a new valid E-mail ID before applying online.
- (iii) Online Application will commence w.e.f. 14.04.2025 (9:30 am).
- (iv) Online Application will be available on Institute's website <https://www.iip.res.in> up to **05.05.2025 (5:30 PM)**.
- (v) Candidates belonging to General, OBC & EWS category are required to arrange to deposit fee of Rs.500/- (Rs. five hundred) through SB Collect". Procedure for submitting online fee is given as under:
 - a. Open site <https://www.onlinesbi.sbi>
 - b. Click on "SB Collect"
 - c. Click on "Govt. Department"
 - d. Search for "Director IIP" and click on it.
 - e. From payment category, choose "Application Fee"
 - f. Submit the fee of Rs. 500.

- (vi) No fee is payable by SC/ST/PwBD/Women/Ex-Servicemen/Candidates residing abroad subject to uploading of the relevant documents. Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.
- (vii) In case of Universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute and provide relevant conversion formula document.
- (viii) Successful online application is indicated by the page displayed after clicking **Submit Button** indicating the generated “APPLICATION NUMBER”. Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to re-print the Application.
- (ix) **This computer generated application (Print-out) duly manually signed and accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, re-prints of publications and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with Application Fee (if applicable) should be sent in an envelope superscribed “APPLICATION FOR THE POST OF _____ (Post Code _____)” by Registered/Speed Post to the address: Sr. Controller of Administration, CSIR-Indian Institute of Petroleum, P.O. IIP, Mohkampur, Haridwar Road, Dehradun-248005 (Uttarakhand). The last date for receipt of hard copy of application is 15.05.2025.**
- (x) Unsigned applications and application without duly signed passport size photograph are liable for rejection.
- (xi) Candidates applying for more than one post must submit separate application form for each post indicating the Post Code of the post. The hard copy(s) of each application must be accompanied by separate Application Fee.
- (xii) Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- (xiii) Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CSIR-IIP at the earliest.
- (xiv) Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-IIP.
- (xv) Incomplete applications (i.e. without photograph, unsigned and application fee, applicable testimonials etc.) will not be entertained and will be summarily rejected.
- (xvi) For any issue relating to online application form, candidates may write to recruitment@iip.res.in. No issues will be resolved if query received after 5:00 PM on 05.05.2025.

5. Following documents must be attached along with application form sent by post:

- a) The downloaded copy of e-receipt/Payment receipt for the application fee of ₹500/- (wherever applicable).
- b) Recent passport size colour photograph pasted at appropriate place (Photo is to be pasted even after uploading online and sign across).
- c) 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.
- d) Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/mismatch in name/variation in name of candidate/parents (if applicable).

- e) Copy of educational certificate(s) and/or marksheet(s) supporting the essential qualifications and any higher qualifications.
- f) Copy of Scheduled Caste/Scheduled Tribe/Other Backward Class/Economic Weaker Sections/PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable (**Annexure-III, IV, VI, VI, VIII, IX**).
- g) 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, along with the category certificate. (**Annexure-V**)
- h) Copy of the judgment/decreed from the appropriate court of law for widow, divorced, or judicially separated women, to verify the status of divorce or judicial separation, if applicable. Additionally, an affidavit confirming that such candidate has not remarried.
- i) Copy of the certificate issued by the competent authority in the prescribed format for Departmental candidates claiming age concession.
- j) Copy of experience certificate(s), if any.
- k) Copy of the 'No Objection Certificate' (NOC) from the employer for candidates currently working as regular employee in CSIR/Government Organisations/Autonomous Bodies/Statutory Bodies/ Universities/PSUs etc. (**Annexure-I**)
- l) One page Synopsis/Abstract of Ph.D thesis/M.Tech dissertation.
- m) List of research publications in SCI/Peer reviewed journals etc., if applicable.
- n) Any other relevant certificates in support of the claim(s) made in the application, as applicable.

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

Note-2: Candidates must upload all required documents on the online recruitment portal and also submit self-attested copies of these documents, along with a hard copy of the application form and one passport-sized photograph.

Note-3: Applications without the required document(s) will be considered as incomplete and will be summarily rejected.

Note-4: Candidates will be asked to bring the documents in original along with the self- attested photocopies at an appropriate time.

Note-5: The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/seminar/Interview/ 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 CSIR-IIP, regarding process for recruitment shall be final and binding

Sd/-

Sr. Controller of Administration

FORMATS FOR CERTIFICATES

1. 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.
2. The Form of Certificate to be produced by Departmental candidates for claiming age concession.
3. The Form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.
4. The Form of Certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.
5. Form of declaration to be submitted by the OTHER BACKWARD CLASSES (OBC) candidate (in addition to the community certificate).
6. Income & Asset Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate.
7. Form – V Certificate of Disability (In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)
8. Form - VI Certificate of Disability (In cases of multiple disabilities)
9. Form - VII Certificate of Disability (In cases other than those mentioned in Forms V and VI)

**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 ofin the.....(Name of the Institute) with effect fromto

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]

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

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

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

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

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @, The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act. 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ The Constitution (Scheduled Caste) Order (Amendment) Act 2007

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribe certificate issued to Shri/Shrimati*.....Father/ Mother of Shri/ Shrimati/ Kumari*..... of village/town*/Territory**..... in District/ Division*.....of the State/ Union Territory*..... who belong to the caste/tribe* which is 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 resides in village/town* of
District/Division* of the State/Union Territory*

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

(With Seal of Office) State/Union Territory*

Place:.....

Date:.....

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable

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

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

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

Note:

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

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

This is to certify that Shri/Smt./Kumari _____ son/daughter
of _____ village/town _____ in
District/Division belongs to the _____ community which is recognised as
a backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated
_____ * and/or his family ordinarily reside(s) in the
_____ District/Division of
the _____ State/Union Territory. This is also to certify that he/she does
not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated
8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res)
dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**

Signature _____
Designation _____ §

Dated:
Seal

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

** As amended from time to time.

§ List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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

**FORM OF DECLARATION TO BE SUBMITTED BY THE 'OTHER BACKWARD CLASS' 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 89-1993.
It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the
Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.)
dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as
amended time to time.

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

Signature _____

Full Name _____

Address _____

Place: _____

Date: _____

Government of

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari..... son/ daughter/ wife of permanent resident of, Village/ Street, Post Office, Territory.....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family**is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year.....His/her family does not own or possess any of the following assets**:

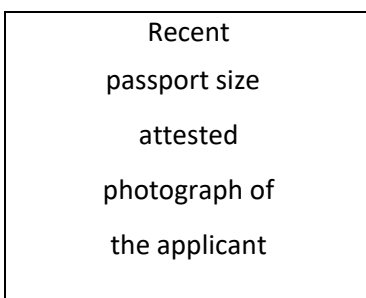
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above
- III. Residential plot of 100 Sq. Yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....



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

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

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

Form-V

Certificate of Disability

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

[See rule 18(1)]

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

Recent Passport Size Attested
Photograph (Showing face only) of
the person with disability

Certificate No.....

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

(A) he/she is a case of:

- Locomotor disability
- Dwarfism Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(A) He/she has..... % (in figure) percent (in words)
 permanent Locomotor Disability/dwarfism/blindness in relation to his/her (part of body)
 as per guidelines (.....number and date of issue of the guidelines to be
 specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(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)
[See rule 18(1)]

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

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

Certificate No.

Date:

This is to certify that we have carefully examined
Shri/Smt./Kum. _____ son/wife/daughter _____
_____ of Shri _____ Date _____ of
Birth(DD/MM/YY) _____ Age _____ years, male/female. Registr
ation No. _____ permanent resident of House
No. _____ Ward/Village/Street _____ Po
st Office _____ District _____ State, whose photograph is affixed
above, and am satisfied that:

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

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	€		
10.	Hard of Hearing	€		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific learning Disability			

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

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

3. Reassessment of disability is:

(i) not necessary

Or

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

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

- eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

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

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

Form-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

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

[See rule 18(1)]

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

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum
_____ son/Wife/daughter of Shri
_____ Date of Birth (DDD/MM/YY) _____
Age _____ years, male/female _____ Registration No. _____
permanent resident of House No. _____ Ward/Village/Street _____
Post Office _____ District _____ State _____,
whose photograph is affixed above, and am satisfied that he/she is a case of
_____ Disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (.....number and date of
issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected par of body	Diagnosis	Permanent physical impairment/ mental disability (in%)
1.	Locomotor disability			
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			

S. No.	Disability	Affected par of body	Diagnosis	Permanent physical impairment/ mental disability (in%)
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

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

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

3. Reassessment of disability is: (i) not necessary

Or

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

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

- eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned
 (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.