

Advertisement No. 02/PC/Non-Tech-2026

Date & Time of Commencement of Online Application	02nd Feb, 2026 from 10:00AM
Last Date & Time for submission of Online Application & Payment of Fees	23rd Feb, 2026 upto 05:00 PM
<p>Note: Candidates are advised in their own interest to submit online applications 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 CSIR-CRRI online recruitment portal on account of heavy load on the website during the closing days. CSIR-CRRI will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of CSIR-CRRI.</p>	
“Hard Copy of Application shall not to be sent to CSIR-CRRI”	

CSIR-Central Road Research Institute, New Delhi (CSIR-CRRI) is a premier research laboratory under the aegis of the Council of Scientific and Industrial Research (CSIR), which is an autonomous body under the Ministry of Science & Technology, Government of India. The major areas of R&D thrust of the institute include basic and applied research in various areas of roads and transportation engineering and technology to provide Science and Technology (S&T) based innovative solutions. These include traffic engineering and road safety, road safety auditing, transportation planning and environment, planning & engineering aspects of rural roads, sustainable transportation for smart cities, intelligent transport system, Environmental Impact Assessment (EIA) studies, bridge engineering and related structures, and highway instrumentation, pavement engineering and materials (rigid, flexible and composite pavements), pavement evaluation, road asset management and deterioration modelling, ground improvement, landslides management and hazard mitigation.

Online applications are invited from the Indian Nationals for filling up the following posts in CSIR-Central Road Research Institute, New Delhi as per the details given below on Direct Recruitment basis:-

Name of the Post (Post Code)	No. of Post(s) and Reservations Status	Pay Level (as per 7th CPC)	Maximum Age Limit on the last date of Submission of Online Application
Junior Hindi Translator (Post Code-A)	One (01) Post; Unreserved	Level-06 (₹35,400-1,12,400)	Not exceeding 30 Years*
Security Assistant / Watch & Ward Assistant (Post Code-B)	One (01) Post; Unreserved	Level-06 (₹35,400-1,12,400)	Not exceeding 28 Years*
Multi-Tasking Staff (Post Code-C)	Ten (10) Posts #; UR: 04, OBC-NCL: 04 & EWS: 02 # Out of these 10 Posts, 01 Post is reserved for ESM and 01 Post is reserved for PwBD (B, LV).	Level-01 (₹18,000 – 56,900)	Not exceeding 25 Years*

* Please see 'Relaxations' column for details regarding age relaxation.

Abbreviations: UR: Unreserved; OBC-NCL: Other Backward Class (Non-Creamy Layer); EWS: Economically Weaker Section; ESM- Ex-Serviceman, PwBD: Persons with Benchmark Disabilities; B: Blind; LV: Low Vision.

1. Essential Educational Qualifications, Experience etc.

Junior Hindi Translator (Post Code: A)

Essential Qualification & Experience

(1) Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;

AND

(2) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.

Desirable Qualification / Experience

(i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

(ii) Degree or Diploma in translation from Hindi to English and vice –versa from a recognized University.

Job Requirements

(i) To assist in the implementation of the Official Language policy of Government of India. (ii) To translate official correspondences / Scientific literatures / documents / records etc. from English to Hindi and vice-versa. (iii) To assist in preparation of / submit reports & returns. (iv) Any other work as may be assigned by Higher Authorities from time to time.

Security Assistant / Watch & Ward Assistant (Post Code: B)

Essential Qualification & Experience

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

Desirable Qualification / Experience

Good verbal communication in Hindi & English and communication skill with knowledge of computer, modern fire-fighting, watch and ward security monitoring systems.

Job Requirements

(i) Responsible for day-to-day security of the Office premises and Guest House, Staff Quarters etc. of CSIR-CRRI, Campus (ii) Handling other related tasks like intelligence, vigilance, fire-fighting and safety standards of estate & buildings, round the clock vigilance, regulation of movement of persons and goods to and from the Institute Campus, etc., (iii) liaison with local Police & other authorities, security contract, supervising and controlling the regular / outsourced security personnel who will be deployed for security duty, maintenance of records (iv) Besides any other work as and when assigned by the Competent Authority.

Multi-Tasking Staff (Post Code: C)

Essential Qualification & Experience

Matriculation or equivalent pass

Desirable Qualification / Experience

Intermediate (12th Class) Pass

Job Requirements

The incumbent shall be required to assist in the routine office work and non-clerical functions of respective Sections/Divisions, which may include the following: -

(i) Physical Maintenance of Records of a Sections/Divisions. (ii) General Cleanliness & Upkeep of the Sections/Divisions including cleaning of rooms of Institute, dusting of furniture etc, cleaning of building fixtures etc. (iii) Carrying of files & documents to other Sections/Divisions including delivering of physical/e-dak / documents /files (inside and outside the Institute). (iv) Photocopying & Scanning of documents, sending FAX (v) Assisting in routine office work like diary, dispatch including diarizing & dispatching the daks/receipt in e-office, basic operation of computer & internet etc. (vi) Other non-clerical work in the section/unit/division (vii) Watch and Wards duties including opening & closing the rooms of Sections/Divisions/Institute. (viii) Housekeeping & catering related work in Guest House & Canteen (ix) Horticulture & gardening related work including upkeep of parks, lawns, potted plants etc. (x) Any other official work as and when assigned by the Competent Authority from time to time.

Note: The above list of duties is only illustrative and not exhaustive. The Competent Authority may add to the list, duties of similar nature ordinarily performed by officials at this level.

2. Mode of Selection:

For Junior Hindi Translator (Post Code: A)

- (i) Selection to this position is to be made on the basis of open written competitive examination.
- (ii) There will be two papers i.e. **Paper – I** and **Paper – II**.
- (iii) **The Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I.**
- (iv) The Final merit list will be prepared only on the basis of the marks obtained by the candidates in **Paper-II**.
- (v) **Paper – I** will be OMR based or Computer based Objective Type Multiple Choice Examination, while **Paper-II** will be descriptive type.

Medium of Questions	The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi
Standard of exam	Graduation Level
Time Allotted	01 Hour for Paper-I (01 Hour 20 Minutes for candidates eligible for Scribe) & 02 Hours for Paper-II (02 Hours 40 Minutes for candidates eligible for Scribe)

Scheme for Paper – I (Time Allotted – 1 hour)

Subjects	No. of Questions	Maximum Marks	Negative Marks
General Intelligence	50	150 marks (Three marks for every correct answer)	One negative mark for every wrong answer
Quantitative Aptitude	25	75 marks (Three marks for every correct answer)	One negative mark for every wrong answer
General Awareness	25	75 marks (Three marks for every correct answer)	One negative mark for every wrong answer

Scheme for Paper – II (Time Allotted – 2 hours)

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

For Security Assistant / Watch & Ward Assistant (Post Code: B)

- (i) The candidates fulfilling essential qualification / experience and other necessary criteria as per advertisement and as recommended by Screening / Selection Committee / Competent Authority will be invited for a Skill / Physical Test and Personality Assessment Test (**as per Annexure-I**) which will be of qualifying in nature.
- (ii) Those candidates who will qualify the Skill / Physical and Personality Assessment Test will be called for Competitive Written Exam (**as per Annexure-I**). Further, the details of Skill / Physical and Personality Assessment Test & Competitive Written Exam are mentioned in **Annexure-I**
- (iii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

For Multi-Tasking Staff (Post Code: C)

- (i) The candidates fulfilling essential qualification and other necessary criteria as per advertisement and as recommended by Screening / Selection Committee / Competent Authority will be invited for a Trade Test which will be of qualifying in nature.
- (ii) Those candidates who will qualify the Trade Test will be called for a Written Test. The Scheme of Competitive Written Examination for Multi-Tasking Staff is as under:

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 10 th (Matriculation) Level
Total No. of Questions	150
Time Allotted	Two Hours (2 Hours 40 Minutes for candidates eligible for Scribe)

(iii) Competitive Written Examination for the post of Multi-Tasking Staff will consist of only one paper, with four (04) subjects as detailed below:

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

(iv) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

Note: In the event of tie in scores of candidates in Written Examinations for the above posts, merit will be decided as per CSIR Circular No. 5-1(211)/2014-PD dated 30.05.2023 (as per Annexure-X).

3.Age limit:

Post Code	Name of the Post	Age Limit as on last date of submission of online application
A	Junior Hindi Translator	Not less than 18 Years and not exceeding 30 Years*
B	Security Assistant / Watch & Ward Assistant	Not less than 18 Years and not exceeding 28 Years*
C	Multi-Tasking Staff	Not less than 18 Years and not exceeding 25 Years*

* Relaxation in upper age limit will be applicable as per GoI / CSIR instructions issued from time to time.

4. Relaxations

(i) Relaxations in upper age limit will be as under:

Sl. No.	Category	Age Relaxation permissible beyond upper age limit
01	Other Backward Classes (OBC-NCL)	03 Years for MTS post only
02	PwBD (Unreserved & EWS)	10 Years for MTS posts and JHT post only
03	PwBD (OBC)	13 Years for MTS post only
04	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date (for all the posts)
05	Widow / Divorced / Judicially Separated Women	As per Section 4(xvii) of this advertisement (for all the posts)
06	Regular Council/Government/ Autonomous Bodies/PSU employees	Upto 05 years for Junior Hindi Translator post only in accordance with the instructions and orders issued by Government of India / CSIR from time to time in this regard.
07	Any other age relaxations	As per extant GoI / DoPT/ CSIR Instructions

(ii) SC/ST/OBC(NCL) candidates applying against Unreserved (UR) post will not be eligible for any age relaxation.

(iii) Candidates belonging to the reserved categories of SC/ST/OBC(NCL)/EWS must upload a scanned copy of their certificate with their online applications. This certificate should be in the prescribed format and issued by the Competent Authority authorized to issue such certificates, such as the SDO, District Magistrate, or Deputy Commissioner, as specified by the Government of India. SC/ST/OBC(NCL)/EWS 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 States Govt. orders. Candidate belonging to OBC (NCL) must upload a scanned copy of Latest OBC (NCL) Certificate valid as on last date of submission of online application.

(iv) Eligibility for OBC(NCL) 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-NCL category and must indicate their category as General/Unreserved.

(v) The OBC (Non-Creamy Layer) are required to additionally furnish a ‘Form of Declaration’ (format is at **Annexure-IV** attached herewith) supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediately preceding three financial years.

(vi) SC/ST/OBC(NCL)/PwBD/EWS/ESM etc. candidates are required to present the original certificate in the prescribed format, 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.

(vii) 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 online 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 online 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.

(viii) 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 February, 2026, the financial year for computing gross annual income of the family shall be 2024-25 and the certificate shall be valid for 2025-2026.

(ix) Divyangjan / Persons with Benchmark Disabilities (PwBD) are not eligible for the post of Security Assistant / Watch & Ward Assistant (Post Code: B) as this job is not identified as suitable for Divyangjan/ PwBD candidates.

(x) The disability conditions falling under the category *“likely to improve” under temporary disability category*, are **not eligible** for reservation under PwBD category. The conditions i.e. *“progressive, non-progressive or not likely to improve”* are to be treated **eligible** for reservation under PwBD category as per Department of Empowerment of Persons with Disabilities (Divyangjan), MoSJ&E OM No. 18-25/2024-Policy dated 17.12.2025.

(xi) The post of Jr. Hindi Translator has been identified as suitable for persons with benchmark disabilities vide Notification No. 38-16/2020-DDIII dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment and as amended from time to time. As per said Notification dated 04.01.2021 the functional requirements and suitable categories of disabilities are given below:

Post Identified to be Reserved for Persons with Benchmark Disabilities		
Designation	*Functional Requirements	**Suitable categories Benchmarks Disabilities
Jr. Hindi Translator	S, ST, W, MF, RW, SE, H	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD(M), SLD, MI e) MD involving (a) to (d) above.

Abbreviations used:

***Functional Requirements:** S=Sitting, ST=Standing, W=Walking, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing.

****Suitable Category:** B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDy=Muscular Dystrophy, AAV=Acid Attack Victims, ASD=Autism Spectrum Disorder (M=Mild), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

(xii) The Post of Multi-Tasking Staff has been identified suitable for following benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No.38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice, Government of India:

Designation	*Functional Requirements	**Suitable categories Benchmarks Disabilities
Multi-Tasking Staff	S, ST, W, BN, RW, SE, H, C	(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) Multiple Disabilities involving (a) to (d) above.

Abbreviations Used:

***Functional Requirement:** S=Sitting, ST=Standing, W=Walking, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, BN=Bending

****Benchmark Disabilities:** B-Blind, LV-Low Vision, D-Deaf, HH-Hard of Hearing, OA-One Arm, BA-Both Arms, OL-One Leg, BL-Both Leg, OAL-One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SD-Spinal Deformity, SI-Spinal Injury, ASD (M, MoD)-Autism Spectrum Disorder (M-Mild, Mod-Moderate), Mdy-Muscular Dystrophy, ID- Intellectual Disability, SLD-Specific Learning Disability, MI-Mental Illness.

(xiii) Age relaxation to Persons with Benchmark Disabilities [PwBD]: Age relaxation of 10 years (13 years for OBC-NCL candidates wherever post is reserved for OBC-NCL) is allowed to persons suffering from **a.** blindness and low vision; **b.** deaf and hard of hearing; **c.** locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; **d.** autism, intellectual disability, specific learning disability and mental illness; **e.** multiple disabilities from amongst persons under clauses **[a] to [d]** including deaf-blindness. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed Govt. of India pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual posts to be filled by Direct Recruitment.

(xiv) The age concession to the persons with benchmark 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.

(xv) Persons with Benchmark Disability (PwBD) fulfilling the eligibility conditions prescribed under GOI/CSIR instructions & Women Candidates are encouraged to apply.

(xvi) Persons with Benchmark Disability is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a 'Persons with Benchmark Disability' or as a 'Central Government Employee' whichever may be more beneficial to him/her.

(xvii) As per GOI provisions, age relaxation for Widows, Divorced Women and women Judicially separated from husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years. The persons claiming age relaxation would be required to produce / upload following documentary evidence:

- (a) In case of Widow, Death Certificate of her husband together with an Affidavit that she has not remarried since.
- (b) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment / decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.

(xviii) All the Age relaxations indicated above are not exhaustive and will be governed by the orders of Government of India / CSIR from time to time for any post and /or category.

(xix) Provision of Compensatory Time and Assistance of scribe for PwBD / PwD:

- a. 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 for competitive written examination is provided, if so desired by the candidate.
- b. For the remaining persons with benchmark disabilities, the provision of scribe will be available on production of a certificate 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 as per **Annexure-VII** enclosed herewith.
- c. The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-II dated 10.08.2022 issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India. The facility will be provided on production of certificate as per **Annexure-VIIA**.
- d. 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 scribe arranged by the candidate should not be a candidate for the same 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.
- e. The candidate, who is eligible & wishes to use the facility of scribe, will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should not be more than the minimum qualification criteria of the examination / post applied for. However, the qualification of the scribe should always be matriculate or above.
- f. The candidates with benchmark disabilities (PwBD) eligible for scribe as per Para xix(a) & xix(b) above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-VIII**. The candidates with disabilities (PwD) eligible for the scribe as per Para xix(c) above and opting for own scribe, shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-VIII A**. 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 proforma at **Annexure-VIII / Annexure-VIII A**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

- g. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall. If a candidate is detected as assisting another PwBD / PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- h. The PwBD candidates who will avail 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. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.
- i. A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para xix(a), xix(b)& xix(c). The candidates referred at Para xix(a), xix(b) & xix(c) who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- j. 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 or indicate answers 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 must bring their own magnifying glass to the Examination Hall.

(xx) It may be noted that the appointments to these posts shall be provisional and subject to the verification of caste certificates & educational certificates through proper channels. If the verification reveals that any claim of the candidate is false OR it reveals that the claim of the candidate belonging to creamy layer / reservation category 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 provision of the Bharatiya Nyaya Sanhita (BNS) for production of false certificate.

5. General Information:

I. Benefits under Council Service

1. The post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to Central Government employees and as made applicable to CSIR employees. Council employees are also eligible for accommodation as per CSIR allotment rules depending on availability, in which case HRA will not be admissible.
2. In addition to the total emoluments of the Post, other benefits such as entitlement to CGHS facilities, Reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are also applicable as per rules of CSIR.
3. All New Entrants will be governed by the “National Pension System” based on defined Contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 2021, as per rules.
4. CSIR provides excellent opportunities to deserving candidates for career advancement under CSIR instructions as amended from time to time related to Rajbhasha Staff / Security Staff & MTS.
5. The appointment to the post shall be governed by the provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time and other service Rules to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final.

II. Other General Conditions

1. The applicant must be a citizen of India.
2. Name and Date of Birth filled by the candidate in the online application form should be exactly same as recorded in their Matriculation / Secondary Examination Certificate and the same will be only accepted for determining the age. No subsequent request for change will be considered / granted.
3. The prescribed educational / essential qualifications should have been obtained from recognized Board / Institutions / Universities.
4. The period of experience in a discipline / area of work, where prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification for that Post / Position. 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 (wherever applicable).
5. An Experience Certificate issued from the Competent Authority should have the name of the candidate, designation, pay drawn, period mentioning total tenure served (day, month & year), nature of Post, details of duty performed, under the signature and stamp of issuing authority on the letter head of the organization. **Appointment letters, office orders, resignation letters, pay certificates, service certificates, Identity card and the certificates attested by the candidates themselves or self-employment certificates will not be considered as proof of experience.**
6. In respect of equivalent clause in Essential Qualification, if a candidate is claiming a particular qualification / experience as equivalent qualification / experience as per the requirement of advertisement, then the candidate is required to attach the order / letter / notification 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 Director, CSIR-CRRI with regard to equivalence of qualification(s) and about recognition of Universities / Institutes shall be final and binding.
7. Wherever specific subjects i.e. English or Hindi, etc., have been prescribed as the essential eligibility criteria for the post of Junior Hindi Translator, the candidates must substantiate their claims in this regard with valid proof, and the same must be uploaded in the online application form. In case the required documentary proof is not uploaded in their online application or the subject has not been mentioned in a candidate's Marks Sheet and/or Degree/Diploma Certificate awarded by the concerned University/Institute, the decision of the Competent Authority of CSIR-CRRI regarding acceptance or rejection of such claims would be final and binding upon the candidates. No representation against such a decision would be entertained.
8. Candidate should ensure that he / she possesses minimum / essential qualification / experience, on the last date of submission of online application, in the relevant area as required for the advertised post, for which he / she is applying.
9. The decision of the Competent Authority of CSIR-CRRI in all matters relating to eligibility, acceptance or rejection of applications, conduct of written test etc. will be final and binding upon the candidates and no enquiry or correspondence shall be entertained in this regard from any individual.
10. The appointment will be in CSIR-Central Road Research Institute, New Delhi under the Council of Scientific & Industrial Research (CSIR) which is an Autonomous Body under the administrative control of DSIR, Ministry of Science & Technology, Govt. of India. The appointees are liable to be transferred / posted in any of the Laboratories / Institutes of CSIR situated anywhere in India, as and when required.

11. Employees working in CSIR, Government Departments, Public Sector Organizations, Autonomous Institutions and Government-funded research agencies shall be required to produce a 'No Objection Certificate' from their employer at the time of document verification / as and when required by CSIR-CRRI, failing which their candidature will NOT be considered. However, such candidates should intimate their employer about their application against the advertisement. Further they are also advised to upload original copy of NOC issued by their employer while filling up the online application along with other documents. NOC should contain a clear certificate that the applicant will be relieved within one month of the receipt of appointment order, if selected.

12. Mere fulfilling of minimum / essential qualification and experience will not vest any right on a candidate for being called for Written Test / Skill / Physical and Personality Assessment Test / Trade Test. A duly constituted Screening / Selection Committee shall screen the applications for short-listing the candidates to be called for Written Test / Skill / Physical and Personality Assessment Test / Trade Test. The candidates should therefore mention in their application, all the qualifications and experiences in the relevant field over and above the prescribed minimum / essential qualification, duly supported with self-attested certificates / documents. The Institute reserves the right to call only those candidates for Written Test / Skill / Physical and Personality Assessment Test / Trade Test, who in its opinion are likely to be suitable and no correspondence will be entertained in this regard.

13. The Director, CSIR-CRRI reserves the right to cancel the advertisement without assigning any reason thereof or / and reserves the right not to fill up the post, if required. The number of post(s) and reservation status indicated in the advertisement are provisional and these may vary at the time of actual selection or at any stage of recruitment. This advertisement does not necessarily tantamount to the selection 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. **The Competent Authority, CSIR-CRRI has a right to amend, delete and add terms and conditions to this advertisement.**

14. Any discrepancy found between the information given in the online application form and as evident in documents uploaded in the online application form and / or original documents will make the candidate ineligible for appearing in the Written Test or for the post.

15. **Applications will not be considered under the following conditions;**

- (i) If prescribed application fee wherever applicable is not paid and / or receipt of payment not uploaded;
- (ii) If online application does not have necessary information and / or prescribed supporting documents are not uploaded;
- (iii) If online application is not finally submitted, i.e. Draft Application before last date;
- (iv) If online application is not submitted as per instructions contained in the advertisement;
- (v) If relevant documents as per the checklist mentioned at Clause IV are not uploaded in online application;

16. Only a single online application will be entertained from each candidate for each post code. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR ANY POST CODE WITH DIFFERENT EMAIL IDs, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.

17. 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.

18. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any post in any other organization before joining, they have to intimate the details of such applications, immediately on joining CSIR-CRRI.

19. No TA will be reimbursed for to and fro journey for appearing in the Written Test / Skill / Physical and Personality Assessment Test / Trade Test.

20. Application once submitted will not be allowed to be withdrawn. Application fee once paid will neither be refunded on any count nor can it be held in reserve for any other recruitment or selection process.

21. Incomplete online applications (i.e. Draft Application, without uploading photograph and/or signature, without uploading scanned copies of certificates, marksheets etc., without application fees wherever applicable, without uploading applicable relevant testimonials in support of Date of Birth, Essential Qualification, essential experience, Caste/PwBD/ESM certificate, etc.) will not be entertained and will be summarily rejected.

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

23. Interim enquires related to this recruitment will not be attended to/entertained.

24. 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.

25. **Examination Centre:** Written Test / Skill / Physical and Personality Assessment Test / Trade Test for the advertised post codes will be held in **Delhi or Delhi NCR only**, which will be notified on CSIR-CRRI website in due course of time. Candidates are advised to visit **CSIR-CRRI website** (www.crridom.gov.in) regularly.

26. **Tentative Exam Date:** Written Examination for the post of Junior Hindi Translator is likely to be held during 01st or 2nd Week of March, 2026. Skill / Physical and Personality Assessment Test for the post of Security Assistant / Watch & Ward Assistant is likely to be held during the month of April-May, 2026, subsequently the date of Written Examination for Security Assistant / Watch & Ward Assistant will be notified on CSIR-CRRI website only. Trade Test for the post of Multi-Tasking Staff is likely to be held during the month of May-June 2026, subsequently the date of Written Examination for the post of MTS will be notified on CSIR-CRRI website only. The exact dates of Written / Skill / Physical and Personality Assessment Test / Trade Test (as the case may be) will be notified on CSIR-CRRI website only. The candidates are advised to visit CSIR-CRRI website regularly for all information regarding this recruitment process.

27. If, at any stage during or after the conduct of the Written Test / Skill / Physical and Personality Assessment Test / Trade Test, a candidate is found to have engaged in any malpractices, their candidature for this Examination shall be cancelled forthwith. In addition, such action as deemed appropriate under the law in force may be initiated against such candidates. Further, any stakeholder involved in such malpractices, including but not limited to candidates, examination officials, service providers, facilitators, or any other associated persons or agencies, shall be liable to prosecution under the provisions of the Public Examinations (Prevention of Unfair Means) Act, 2024.

28. Mere possession of Essential qualification / experience and / or additional qualification / experience beyond essential qualification / experience prescribed in the advertisement, shall not entitle for any additional benefits, whatsoever.

III. How to Apply

1. Eligible candidates are required to apply online through our website www.crridom.gov.in. Details of online application form will be available on the official website of **CSIR-CRRI** i.e. www.crridom.gov.in.

2. Online application will be available on our website www.crridom.gov.in w.e.f. 02nd Feb, 2026 from 10:00 AM to 23rd Feb, 2026 upto 05:00PM. URL for online application is available on official website of CSIR-CRRI i.e. <https://www.crridom.gov.in> for which the timelines are as under:

Date & Time of Commencement of Online Application	02 nd Feb, 2026 from 10:00AM
Last Date & Time for submission of Online Application& Payment of Fees	23 rd Feb, 2026 upto 05:00 PM
“Hard Copy of Application shall not to be sent to CSIR-CRRI”	

3. Candidates are advised in their own interest to submit online applications 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 CSIR-CRRI online recruitment portal on account of heavy load on the website during the closing days. CSIR-CRRI will not be responsible for the candidates not being able to submit their online applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of CSIR-CRRI.

4. Candidates are required to pay application fees of Rs. 500/-. The non-refundable application fees of Rs.500/- where applicable may be deposited through SBI Collect, the link to pay online which will be available on CSIR-CRRI website / online recruitment portal and scanned copy of e-receipt / challan must be uploaded with the online application. The candidates belonging to SC/ST/PwBD/Women/Ex-Servicemen category are exempted from submission of application fee. Applications without the prescribed fee (wherever applicable) would not be considered and summarily rejected.

5. The candidate has to register online for submitting application form with his / her email-id and password.

6. After successful registration, the candidate has to login using the credentials and fill up the primary registration details. After filling-up the primary details, the candidate can verify / edit the primary details to ensure that the application is complete and correct in all respect. Primary details once submitted cannot be changed further. After submitting the primary details, candidate can select the post code(s) and apply for the post(s) he/she is eligible for through the online application portal. After selecting the post, applicant can fill up the Educational & employment details and upload all the relevant certificates. The candidate can verify the online application before final submitting to ensure that the application is complete and correct in all respect. Payment of application fees (wherever applicable) should be made through the link provided and upload the proof of the same. After finalizing, candidate shall upload all the relevant supporting documents and submit the online application form.

7. Application form in Draft Mode i.e. Draft Online Application will not be considered and will be rejected. Therefore, candidates are advised to make sure that his / her online application has been successfully submitted and not in the Draft Mode.

8. When online application is successfully submitted, it will be accepted ‘Provisionally’ subject to scrutiny of the online application by the Competent Authority. Candidate should take printout of the application form for their own records. **Printout / Hardcopy of the online Application Form is not required to be sent to CSIR-CRRI.**

IV. Checklist of Documents which are compulsorily to be uploaded with the online Application: -

1. The e-receipt / challan for the application fee of Rs.500/- (wherever applicable).
2. Scanned recent Colour photograph & full Signature uploaded at appropriate place in the online Application Form.
3. Scanned copy of certificate(s) (10th/Matriculation/HS/HSSC/Birth Certificate) indicating Name and Date of Birth. Copy of Gazette Notification / Affidavit from appropriate authority in support of change of name / mismatch in name / variation in name of candidate / parents etc. (if applicable).

4. Scanned copies of all the required supporting documents / certificates including 10th (Marks Sheet and Passing Certificate), 12th (Marks Sheet and Passing Certificate), Bachelor's & Master's Degree (Semester wise Marks Sheets and Passing Certificate), Diploma (Semester wise Marks Sheets and Passing Certificate), Certificate indicating the medium of examination in Bachelor's / Master's degree etc. in support of required qualifications and any other higher qualifications.

5. Scanned copy of Caste Certificate / Community Certificate / Disability Certificate (for PwBD candidates), wherever applicable, in prescribed Govt. of India format. In case of widow / divorced women / judicially separated women, the relevant certificate / decree as per GoI format should be uploaded. In case of Ex-Serviceman, scanned copy of ESM Certificate / ESM Identity Card and / or Discharge Certificate / Release Order as per prescribed format should be uploaded. In case of OBC (NCL) candidates, a duly filled & signed declaration as per Annexure-IV.

6. Self-Attested photocopies of proper "Experience Certificates", wherever required.

7. In case of candidates already in government service, scanned copy of NOC (in original) issued from current employer.

8. Any other documents in support of the claim made in online application, as applicable.

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

Note 2: Applications without the required documents(s) will be considered incomplete and liable to be rejected.

Note 3: Candidates will be asked to bring the documents in original along with self-attested photocopies at an appropriate time.

Note 4: The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications to conduct Skill / Physical and Personality Assessment Test / Trade Test / Written Test will be final and binding on the candidates.

Note 5: Those candidates who claim SC/ST/OBC(NCL)/EWS/ESM/PwBD etc. should upload the relevant certificate without which their candidature will be considered as Unreserved provided they meet the required criteria applicable to Unreserved 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 of the Competent Authority, CSIR-CRRI, regarding process for recruitment shall be final and binding.

In the event of any inconsistency between Hindi and English version, the English version shall prevail.

HINDI VERSION FOLLOWS

**Sd/-
Senior Controller of Administration,
CSIR-CRRI, New Delhi**

SUMMARY OF ANNEXURES / FORMAT OF CERTIFICATES:

Annexure-I: Scheme for Skill / Physical and Personality Assessment Test and Competitive Written Examination for the post of Security Assistant / Watch & Ward Assistant.

Annexure-II: The Form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.

Annexure-III: The Form of Certificate to be produced by OTHER BACKWARD CLASSES-NCL (OBC-NCL) applying for appointment to posts under the Government of India.

Annexure-IV: Form of declaration to be submitted by the OTHER BACKWARD CLASSES-NCL (OBC-NCL) candidate (in addition to the community certificate).

Annexure-V: Income & Asset Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate.

Annexure-VI: Format of Disability Certificate(s) [Annexure-VI (A), (B), (C)] to be produced by PwBD applying for appointment to posts under the Government of India.

Annexure-VII: Format of Certificate regarding physical limitation of an examinee to write to be produced by PwBD applying for appointment to posts under the Government of India.

Annexure-VII A: Format of 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

Annexure-VIII: Format of Letter of Undertaking for Using Own Scribe to be produced by PwBD applying for appointment to posts under the Government of India.

Annexure-VIII A: Format of Letter of Undertaking for using scribe 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.

Annexure-IX: Format of Certificate to be produced by Ex-Serviceman applying for appointment to posts under the Government of India.

Annexure- X: Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks.

Scheme of Skill / Physical and Personality Assessment Test and Scheme of Competitive Written Examination for the post of Security Assistant/ Watch & Ward Assistant**(vide CSIR Letter No.5-1(315)/2015-PD dated 23/03/2023)****A. Stage-I: Skill/Physical and Personality Assessment Test:****a. Physical Standards**

Category	Minimum Height Requirement		Minimum Chest size requirement for Male	
	Male	Female	Exhaled	Expanded (inhaled)
General	167 cms	157 cms	80 cms	85 cms
Hilly Area#	165 cms	155 cms	80 cms	85 cms
ST category	162.5 cms	154 cms	77 cms	82 cms

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

b. Physical Test

Physical Events	Male	Female
Running	1600 m in 6 min 30 secs	800 m in 4 Min
Long Jump	3.65 m in 3 chances	2.70 m in 3 chances
Chin-Ups	Minimum 06	Not applicable
Push-Ups	Minimum 12	Not applicable
Sit-Ups	Minimum 10	Minimum 10

c. Personality Assessment Test:

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

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

contd../-

B. Stage-II: Competitive Written Examination

Those candidates who qualify in the Skill/Physical and Personality Assessment Test for the post of Security Assistant/ Watch & Ward Assistant will be invited for Written Test/Competitive Written Examination. The Competitive Written Examination will be subjective in nature.

Medium of Exam	The questions will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.		
Maximum Marks	100 Marks		
	(Comprehension	- 25 Marks	
	Report Writing	- 25 Marks	
	Security Regulations, Firefighting etc.	- 25 Marks	
	General Awareness	- 25 Marks)	
Standard of exam	Class XII		
Time Allotted	2 Hours		

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

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 theCaste/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 Orders, 1951
- * The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes lists (Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (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 (Reorganization) 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 (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 and Kashmir) Scheduled Tribes Order, 1989;
- * The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1990;
- * The Constitution (ST) Orders (Second Amendment) Act, 1991;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002
- * The Constitution (Scheduled Caste) Orders (Second Amendment) Act, 2002
- * The Constitution (Scheduled Caste) Orders (Amendment) Act, 2007

contd...

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% 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/ Kumari*.....Father /Mother* of Shri /Shrimati/ Kumari* of village / town*/Territory in District/Division*.....of the State/Union Territory*who belong to the..... Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the..... dated

% 3. Shri / Shrimati/ Kumari* and/or* his/her* family ordinarily reside(s) 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 have the same meaning as in Section 20 of the Representation will of the Peoples Act, 1950.

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

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

Note:

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

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

This is to certify that Shri/Smt./Kumari
son/daughter ofvillage / 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 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 case 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 (NCL)' CANDIDATE
(IN ADDITION TO THE COMMUNITY CERTIFICATE)**

I Son / daughter of Shri
..... resident of village/town/city District
..... State hereby declare that I belong to the
..... Community which is recognized as a backward class by the
Government of India for the purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt. (SCT) dated 8-
9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in
column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M.
No.36033/3/2004-Estt.(Res.) dated 9th March, 2004 O.M. No. 36033/3/2004-Estt. (Res.) dated 14th
October, 2008, OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013 and OM No. 36033/1/2013-
Estt. (Res.), dated: 13th 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:

Annexure - V

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./Kumarison/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 lakhs (Rupees Eight Lakh only) for the financial year 2024-2025. His/her family does not own or possess any of the following assets*** :

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

2. Shri/Smt./Kumari belongs to the caste which

is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office

Name

Designation

Recent Passport size
attested photograph
of the applicant

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

**Note 2: The term “Family” for this purpose includes 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.

Annexure – VI (A)**FORM-V CERTIFICATE OF DISABILITY**

(In cases of amputation or complete permanent paralysis of limbs 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 the person
with disability)

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum..... son/ wife/ daughter of
Shri..... Date of Birth (DD/ MM/ YY) Age.....years.
male/female..... Registration No. permanent resident of House No
Ward/Village/Street.....Post Office District.....
State.....

whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

ss (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 Authorized 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 Registration No. _____
_____ permanent resident of House No. _____ Ward / Village /
Street _____ Post Office _____ District _____ State, _____ whose
photograph is affixed above, and am satisfied that:

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

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			

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..... percentage

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)

@ - 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

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) [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 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
..... St
ate

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 (to be specified)
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	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.

CERTIFICATE REGARDING PHYSICAL LIMITATION OF AN EXAMINEE TO WRITE

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

**Signature Chief Medical Officer/ Civil Surgeon /
Medical Superintendent of a Government health care institution
Name & Designation**

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

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

**CERTIFICATE FOR PERSON WITH SPECIFIED DISABILITY COVERED UNDER THE
DEFINITION OF SECTION 2 (S) OF THE RPWD ACT, 2016 BUT NOT COVERED UNDER THE
DEFINITION OF SECTION 2(R) OF THE SAID ACT, I.E. PERSONS HAVING LESS THAN 40%
DISABILITY AND HAVING DIFFICULTY IN WRITING**

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged yrs, 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 the 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 FOR USING OWN SCRIBE TO BE PRODUCED BY PERSONS
WITH BENCHMARK DISABILITIES HAVING MORE THAN 40% DISABILITY**

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)

Encls: Copy of Govt. Photo Identity Card of the Scribe

Place:

Date:

**LETTER OF UNDERTAKING FOR USING SCRIBE 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 disability/condition)
appearing for the _____ (name of the examination) bearing Roll No.
_____ at _____ (name of the centre) in the District
_____, _____ (name of the State). My educational
qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of
scribe for the undersigned for taking the aforementioned examination.

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

(Signature of the candidate)

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

Encls: Copy of Govt. Photo Identity Card of the Scribe

Place:

Date:

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

Form of Certificate applicable for Released/Retired Personnel

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

2. He has been released from military services:
% a) on completion of assignment otherwise than

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

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

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

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

Place:

Date:

%. Delete the paragraph which is not applicable.

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

B. Form of Certificate for Serving Personnel

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

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

- 2. He is due for release retirement on completion of his specific period of assignment on
- 3. No disciplinary case is pending against him.

Place:

.....

Date:

.....

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

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

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

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

Place:

Date:

Signature and Name of Candidate

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

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

2. He has already completed his initial assignment of five years on and is
on extended assignment till
3. There is no objection to his applying for civil employment and he will be released on three months
notice on selection from the date of receipt of offer of appointment.

Place:

Date:

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

SEAL



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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



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

Dated 30.05.2023

From : Joint Secretary (Admn.)

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

Sub.: Methodology for resolution of Tie Cases wherever two or more candidates have secured equal aggregated marks – reg

Sir/Madam,

I am directed to state that references have been received regarding resolution of tie cases where two or more candidates secure equal aggregate marks in Written Test/Interview. The matter has been considered by the DG, CSIR and has accorded approval to the methodology for resolution of tie cases as under:

- a. Wherever two or more candidates have secured equal aggregated marks, the tie may be resolved as per **Annexure-I**.
- b. The methodology for resolution of tie cases (wherever two or more candidates have secured equal aggregated marks) shall mandatorily be incorporated in the advertisement.
2. Methodology for Resolution of Tie Cases where advertisement has been issued prior to these instructions:
 - a. Wherever advertisement has been issued and Written Test/Interview is yet to be conducted, the resolution of tie criteria shall be brought to the notice of candidates prior to Written Test/Interview.
 - b. In case Written Test/Interview has already been conducted prior to these instructions, if two or more candidates have secured equal aggregate marks, tie may be resolved in accordance with the order of preference given in below, till tie is resolved:
 - i. Date of Birth, with older candidates placed higher,
 - ii. Alphabetical order in which first names of the candidates appear.
 - c. In case the methodology for resolution of tie, if any, has been incorporated in the advertisement prior to issuance of these instructions, resolution of tie may be decided as per the provisions of the advertisement.

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3. The cases which have already been decided prior to the issue of these instructions need not be reopened.
4. These orders will come into force with immediate effect.

Yours faithfully,

 30⁰⁵/₂₀₂₃

(M Arun Manikanda Bharathi)
Under Secretary (PD)

Copy to:

1. Sr. COA/ CoA/AO of the CSIR Labs/Instts/Units
2. Sr. DS/DS/US of the CSIR Hqrs & its Units
3. Head, CSIR-RAB
4. CSIR Website
5. Office copy

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Annexure-I

(CSIR letter No. 5-1(211)/2014-PD dated 30.05.2023)

Wherever two or more candidates have secured equal aggregated marks, the tie may be resolved in accordance with the order of precedence given below (ascending order), till tie is resolved:

No.	Mode of Selection	Order of Preference
a	Direct recruitment by Selection through Interview only	i. Date of Birth, with older candidate placed higher, ii. Candidate acquiring Essential Degree earlier placed higher, (Note: 'date/year of completion of Internship' will be taken as step (ii), if posts belongs to 'Medical Category') iii. Alphabetical order in which first names of the candidates appear.
b	Direct recruitment by Selection through Written Test followed by Interview and merit is based on combined marks of Written Test and Interview	i. Candidate with higher marks in the papers (which have been considered for preparation of merit) of Written Test placed higher, ii. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher, iii. Date of Birth, with older candidate placed higher, iv. Candidate acquiring Essential Degree earlier placed higher, (Note: 'date/year of completion of Internship' will be taken as step (iv), if posts belongs to 'Medical Category') v. Alphabetical order in which first names of the candidates appear.
c	Direct Recruitment through Written Test only and Written Test consists specialized paper for concerned subject/trade	i. Candidate with higher marks in the papers of concerned subject/trade placed higher, ii. Candidate with lesser negative marks, if applicable, in the papers of concerned subject/trade of Written Test placed higher, iii. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher, iv. Date of Birth, with older candidate placed higher, v. Candidate acquiring Essential Degree earlier placed higher, (Note: 'date/year of completion of Internship' will be taken as step (v), if posts belongs to 'Medical Category') vi. Alphabetical order in which first names of the candidates appear.
d	Direct Recruitment through Written Test only (other than those mentioned in 'c' above)	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, (Note: 'date/year of completion of Internship' will be taken as step (iii), if posts belongs to 'Medical Category') iv. Alphabetical order in which first names of the candidates appear.
e	Limited Departmental Competitive Examination	i. Length of Service in the feeder Cadre, ii. Date of Joining CSIR (on regular service), iii. Date of Birth, with older candidate placed higher, iv. Alphabetical order in which first names of the candidates appear.



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