



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY
भुवनेश्वर /BHUBANESWAR – 751013



विज्ञापन संख्या /Advertisement No.02/2026 दिनांक /Date: 23.03.2026

Date of commencement of online application	:	23.03.2026 (11:00 A.M.)
Last date of receipt of online application	:	21.04.2026 (05:00 P.M.)

OPPORTUNITIES FOR AN EXCITING CAREER IN ADMINISTRATIVE SUPPORT SERVICES

CSIR-Institute of Minerals & Materials Technology (CSIR-IMMT), Bhubaneswar, a premier National Institute of the Council of Scientific and Industrial Research (CSIR) engaged in multidisciplinary R&D for sustainable development of mineral and material resources, invites **ONLY ONLINE** application from bonafide eligible Indian citizens having motivation, aptitude, domain knowledge for the following position: -

Post Code	Name of Post	No. of Post & Reservation status	Age Limit #	Pay Level & Pay Matrix	Essential Qualification	Desirable Qualification
MTS	Multi-Tasking Staff	07-Posts * [UR-04, ST-02 EWS-01]	18-25 years	Level-1 [₹18000-56900] of Pay Matrix as per 7 th CPC	Matriculation or equivalent pass	Intermediate (12th Class) Pass

“ONLY ONLINE APPLICATION IS INVITED FROM ELIGIBLE CANDIDATES. HARD COPY OF APPLICATION SHALL NOT BE SENT TO THE OFFICE”

*** Out of the above, one post is horizontally reserved for Ex-Servicemen category candidates.**

Age relaxation as admissible under the rules will be applicable to certain categories of candidates, wherever the posts are reserved for respective categories.

JOB REQUIREMENT: Office Maintenance Work: Opening & Closing the Sections/Departments, over all cleaning of furniture & equipment's, Receiving Dak, Diary, distribution and dispatch of Dak, Physical Maintenance of records, files, registers in General Administration/Finance and Accounts/Stores & Purchase, etc. The works relate to General Cleanliness/upkeep of equipment, records, carrying of files & documents to other Sections/Departments, Photocopying, Delivering Dak inside and outside the Institute, maintenance of vouchers, receiving materials & stock entry, Stores, Inventory, serving Tea/Coffee to the visitors/officials/guests/meetings, etc. Hospitality-- attending to duty in the Guest House inventory, managing guests, Check-in & Check-out, preparation and serving Tea/Coffee/meals to the guests, hygiene in the Guest House, watch & ward, attend to shift duty, maintenance of inventory & records, locking and unlocking of labs, keeping & maintaining log book, managing vehicle requisition, key keeping and any other works assigned by the Competent Authority from time to time.

The cut-off date for determining the upper age limit, qualification and/or experience shall be the closing date prescribed for submission of ONLINE application. (The last date for submission of online application including remote areas is 21.04.2026).

(1) AGE LIMITS (AS ON LAST DATE OF ONLINE APPLICATION):

The age limit for above post is 18-25 years i.e. candidates born not before 22-04-2001 and not later than 21-04-2008 are eligible to apply. The date of determining the upper age limit shall be the closing date prescribed for submission of Online Application i.e. 21-04-2026.

RELAXATIONS:

1.	Scheduled Tribe (ST)	05 Years
2.	PwBD (Degree of physical disability is 40% or more)	10 years
3.	PwBD (ST) (Degree of physical disability is 40% or more)	15 years
4.	Ex-Servicemen	03 years after deduction of the actual military service rendered from the actual age as on the closing date
5.	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age
6.	Widows/ Divorced Women/ Women judicially separated and who are not remarried (ST).	Up to 40 years of age
7.	Any other Category	No age relaxation

- a. The crucial date for determining the age-limit, essential qualification and other eligibility criteria shall be the last date of submission of online application.**
- b. There is no age relaxation for departmental candidates (CSIR employees) or candidates employed under Central Govt./State Govt./Autonomous Bodies. Age relaxation for other categories of applicants will be regulated as per CSIR guidelines.
- c. The persons claiming age relaxation under Sl No. 05 & 06 would be required to produce following documentary evidence:
- In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - 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 judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- d. SC/ST/OBC/EWS/PwBD candidates are required to produce a copy of the valid certificate in the prescribed format issued recently by the specified authority at the time of **document verification**. candidates should ensure to produce valid certificates for appointment to posts under the Central Government.
- e. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce valid certificate on Income and Asset in the prescribed format issued by a Competent Authority. The crucial date for submitting income & asset certificate by the candidate shall be the closing date for receipt of online application(s).
- f. **Age relaxation is admissible to SC/ST/OBC, wherever the posts are reserved for respective categories, on production of relevant valid certificate in the prescribed format signed by the specified authority.**
- g. Persons claiming any type of relaxation viz. age relaxation, exemption of payment of application fee etc. are required to produce valid certificates claiming their relaxation, failing which their candidature shall be cancelled and no representation in this regard shall be entertained.**
- h. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate/ Birth certificate issued by Appropriate Authority will be accepted for determining the age and no subsequent request for change will be considered or granted. Mismatch of date of birth will be a ground for rejection of candidature.

(2) MODE OF SELECTION:

- a. **Mode of Selection: In accordance with CSIR guidelines and will be notified in due course of time.**
- b. **Syllabus of written examination is attached at Annexure-A and it may be changed/revised/modified in accordance with CSIR guidelines as amended from time to time.**
- c. The prescribed essential qualifications are the minimum and mere fulfillment of educational qualifications and advertised criteria does not entitle a candidate to be called for **skill test/preliminary test/trade test/ written test, as applicable**. CSIR-IMMT, Bhubaneswar may adopt its own criteria for short-listing the applicants and only those candidates who, in the opinion of the Institute, suit the Institutional requirement, will be called for **skill test/preliminary test/trade test/ written test**, as applicable. The candidate should, therefore, mention in the application all the qualifications, **division, full marks, marks secured, % age marks without extra-optional beginning from 10th / SSC onwards** and experience, in the relevant area over and above the minimum prescribed qualifications, supported with documents.
- d. In the event of number of applications being large, CSIR-IMMT may adopt short listing criteria to restrict the number of candidates to be called for **skill test/preliminary test/trade test/ written test** to a reasonable number by any or more of the following methods:
 - I. On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.
 - II. On the basis of marks obtained in the academic qualification.
 - III. On the basis of preliminary written test/skill test/trade test.
 - IV. Any other methodology as deemed fit by CSIR-IMMT.
- e. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. Therefore, candidates are required to provide accurate and correct information in the application. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, or provided false/incorrect information, their candidature shall be cancelled without assigning any reason whatsoever.
- f. **In accordance with CSIR guidelines, the mode of selection will be notified in due course of time and the decision of Competent Authority in this regard shall be final and binding upon all the candidates and no representation in this regard will be entertained.**
- g. All the tests will be conducted in Bhubaneswar or as may be decided by the Competent Authority. No representation for change of center and date of test will be entertained.

(3) METHODOLOGY FOR RESOLUTION OF TIE:

If there will be a tie in the merit list between/amongst the candidates, then tie will be resolved in the following order of precedence (ascending order), till tie is resolved:

- a) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
- b) Date of Birth, with older candidate placed higher,
- c) Candidate acquiring Essential degree earlier placed higher,
- d) Alphabetical order in which first names of the candidates appear.

(4) GENERAL INFORMATION AND CONDITIONS:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements i.e. age limit not exceeding 25 years as on the last date of submission of online application, essential qualification and other conditions stipulated in the advertisement as on the last date of submission of **ONLINE** application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of submission of online application. **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 **test** or **appointment**. 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.
- d. Online Application along with scanned copies of all certificates, mark-sheets, experience certificates and testimonials in support of relevant educational qualification and relevant experience etc., issued by the degree awarding institutions and organizations must be uploaded. The prescribed qualifications should have been obtained through recognized Universities/Institutions.
- e. Appointments for reserved positions will be provisional, pending verification of caste certificate through appropriate channels. If verification reveals that a candidate's claim to SC/ST/OBC/EWS/PwBD status is false or incorrect, their employment will be terminated immediately without assigning any reasons and without prejudice to further legal action as deemed fit.
- f. In respect of 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 attach copy of order/letter in this regard and upload the same while applying for the post, indicating the Authority (with number and date) under which it has been so treated, otherwise application is liable to be rejected.
- g. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be uploaded.
- h. Candidate must ensure that he/she possesses the **essential educational qualification** as required for the post, for which he/she is applying, on the last date of submission of ONLINE application, failing which their candidature shall be cancelled.
- i. All the candidates should possess the minimum essential educational qualifications and experience as per advertisement should invariably mention those higher qualifications in the application.
- j. **A non-refundable application fee of ₹500/- (Rupees Five hundred only), as applicable, is required to be paid by the candidates through SB Collect. Candidates belonging to Scheduled Caste/Scheduled Tribe/ Ex-servicemen/PwBD and Women candidates need not pay any application fee. All other candidates including CSIR employees, if any and other in-service candidates are required to pay the application fee through SB collect, failing which their candidature shall be cancelled.**
- k. Persons with **Benchmark** disabilities (PwBD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. Eligible PwBD candidates seeking compensatory time or assistance of scribe are to apply with supporting certificates/documents.
- l. The suitability of posts for various benchmark disabilities as per the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 4.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified for specific posts, is as detailed below:

Designation	Functional Requirement	Suitable Categories of Benchmark Disability
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, d) ASD (M), SLD, MI e) MD involving (a) to (d) above

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

B=Blind, LV=Low Vision, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Legs, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD (M)=Autism Spectrum Disorder (Mild), SLD=Specific Learning Disability, D=Deaf, BA=Both Arms, Dw=Dwarfism, Mdy=Muscular Dystrophy, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories.

- m. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E.II dated 23.12.2003 / No. 5-1(49)/2008-PD dated 18.08.2022 or as amended from time to time and other instructions issued on the subject.
- n. Any discrepancy found between the information given in application and as evident in original documents at the time of verification of documents, will make the candidate ineligible for the post.
- o. Recruitment for the posts of Multi-Tasking Staff is governed by the **“Recruitment Rules for Multi-Tasking Staff” in CSIR** as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.
- p. The number of vacancies indicated against the Post is provisional and may increase or decrease at the time of selection. The Competent Authority may or may not fill up any or all the posts or cancel the Advertisement in part or full due to any unforeseen/unavoidable reasons. No representation in this regard shall be entertained.
- q. It may also be noted that if at any stage of the examination a sufficient number of candidates are not found for any post(s), the further test/examination will be cancelled.
- r. The selected incumbents will be posted in CSIR-IMMT, Bhubaneswar. But they can be transferred to any of the Labs/Institutes/centers/field stations of CSIR-IMMT or other CSIR labs anywhere in India in public interest. The decision of the Director, CSIR-IMMT, Bhubaneswar in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ trade test/written test, as applicable, venue of test, not to fill up all or any of the posts will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- s. Candidates selected for the post 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 as per rules.
- t. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

(5) BENEFITS UNDER COUNCIL SERVICE:

- a) The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending upon availability in which case HRA will not be admissible.
- b) In addition to the emoluments, benefits such as applicability of New Pension Scheme 2004, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as applicable to Council employees.

(6) HOW TO APPLY:

- a. Eligible candidates are required to apply **ONLINE through the website www.immt.res.in** (NO OTHER MODE OF APPLICATION WILL BE CONSIDERED). The link for ONLINE APPLICATION will be available on the website of CSIR-IMMT as per schedule mentioned.
- b. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. Application once made will not be allowed to be withdrawn and application fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- c. Candidates are required to submit only one online application for the above post. They should avoid applying multiple applications. However, in case of multiple applications, the last application will be treated as valid application and it will be accepted if eligible scrutiny of application will be done only on the basis of last submitted application. No request to consider any other application will be entertained.
- d. Candidates are required to upload his/her recent passport size **scanned photograph and signature (Only JPG/JPEG with size less than 50 KB)** at the specified place in the online application and preserve 08 identical copies of color photograph for submission at this office as and when asked.
- e. **PROCEDURE FOR ONLINE PAYMENT OF APPLICATION FEES:**

Women/SC/ST/PwBD/Ex-Servicemen	NIL
All other categories	₹500/-

Payment through Net Banking: Candidates may pay their application fee through Net banking to the below mentioned Account No. After successful payment attach a copy of printed e-receipt/challan indicating payment details, must be enclosed while uploading the documents at the time of online submission of Application.

ACCOUNT NAME : INDUSTRIAL RESEARCH FUND ACCOUNT FOR INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

ACCOUNT TYPE : SAVINGS

ACCOUNT NO : 30267734773

IFSC CODE : SBIN0007499

OR

- f. Candidates are required to log on to the State Bank (SB) Collect web page (<https://www.onlinesbi.sbi/sbcollect>) then click-

Type of Corporate / Institution : Govt. Department
State of Corporate / Institution : Odisha
Govt. Department Name : I M M T
Purpose of Payment : Application Fee
Related Department : Administration
Budget head : R90807
Remarks : Mention Post Code

- g. Candidates are to furnish the Transaction ID/No, Date, E-receipt of SB Collect Reference No. _____, date _____ amount **₹500/-** while filling the online application form after successful e-payment through SB Collect/Net Banking, failing which application will be rejected. However, application fee exempted applicants belonging to (SC/ST/PwBD/Women/Ex-Servicemen) are required to mention 00 application fee at the space provided while submission.

- h. After submission of ONLINE application, candidates are requested to download the application and keep the Hard Copy application with them as the facility of downloading of application will not be available after the last date. **Candidates should mandatorily preserve hard copy of the application along with proof of application fee, its enclosures, if any, for their record and they should produce it as and when asked for submission by authorities of CSIR-IMMT. Candidates are requested not to send or post the hard copy of the application to CSIR-IMMT but keep the same with them.**
- i. **Candidates are required to bring the hard copy of application along with its enclosures, a color passport size photograph and proof of payment of application fee with them at the time of Test/Document verification/whenever asked for, failing which their candidature will be rejected.**
- j. Applicants should indicate their marks in percentage. However, in case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute & upload the conversion formula certificate from the appropriate authority from the Institute/University in this regard.
- k. 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.
- l. Applicants must provide detailed information at the appropriate place in the online application regarding his/her relative, if any, working in CSIR, like name, designation, name of the CSIR-Lab, where posted, relationship with the candidate.
- m. Applications from employees of Government Departments will be considered only if they have uploaded No Objection Certificate from the employer failing which they will not be allowed to take any test.
- n. Call letters for test will be sent through e-mail or the applicants are required to download it from IMMT website www.immt.res.in, as and when notified. In case of downloading of call letters, no hardcopy call letter will be dispatched by post. Therefore, all candidates should have a valid email ID which they have to mention in the application form and maintain throughout the recruitment process.
- o. The details of screened/scrutinized candidates to be called for test, date of test, change of date of test, venue, selection, result, cancellation post, or advertising extension of the last date for receipt of applications etc. will be notified on CSIR-IMMT website. Therefore, candidates are advised to visit the website www.immt.res.in for latest updates.
- p. No inquiry regarding schedule of test, venue, issue of call letter, change of threshold marks, change of exam center and date, change of exam pattern etc. through e-mail/telephone or any other mode will not be entertained/considered.
- q. The candidature is provisional and subject to verification of original documents, payment of application fee where applicable and if the verification reveals any false information, candidature will be summarily rejected forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
- r. The Director, CSIR-IMMT, Bhubaneswar reserves to itself the right to relax any of the above provisions, if required or the right not to fill up any or all the posts. **The decision of the Director, CSIR-IMMT, Bhubaneswar in all matters will be final and binding on candidates** and no representation in this regard will be entertained.
- s. Candidates submitting incomplete application, application without application fee, educational documents (Matriculation or its equivalent pass certificate), proof of Date of Birth will be summarily rejected. If any candidate is found not eligible at any stage, then his/her candidature will be rejected forthwith and no representation in this regard will be entertained.
- t. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

(7) Candidates are required to upload the following documents in a merged single PDF file (less than 05 MB) in the following chronological order while filling up of online application form, failing which his/her candidature will be cancelled:

- (a) The copy of screen-shot/e-receipt for payment through SB Collect e-receipt with Transaction ID / reference towards payment of application fee of ₹500/-(wherever applicable).
- (b) Recent passport size colour photograph uploaded at appropriate place. (Preserve at least 08 identical copies of passport size photograph for future use)
- (c) Signature of the candidate uploaded at appropriate place.
- (d) Copy of Matriculation/10th Standard or equivalent mark-sheet and certificate indicating date of birth or School leaving certificate indicating Date of Birth in support of Name, Date of Birth and Essential qualification of the above post.
- (e) 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).
- (f) Copy of educational certificate(s) and/or mark-sheet(s) supporting the essential qualifications and any higher qualifications.
- (g) Copy of valid Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Economically Weaker Section/ PwBD/Ex-Serviceman certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable. **(Mandatory for candidates claiming any type of relaxation viz. age relaxation, fee exemption etc. wherever applicable, failing which candidature will be cancelled).**
- (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 'No Objection Certificate' (NOC) from the employer for candidates currently working as regular employee in CSIR /Government Organizations /Autonomous Bodies /Statutory Bodies / Universities /PSUs etc.
- (j) Any other relevant certificate/documents.

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

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

Note 3: Candidates will be asked to bring the documents in original along with the 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, mode of selection, and conduct of examination/ test will be final and binding on the candidates.

DISCLAIMER

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

“Hard Copy of Application shall not be sent to the Office”

Sd/-

प्रशासन नियंत्रक/Controller of Administration

सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान/CSIR-IMMT, भुवनेश्वर/Bhubaneswar



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY
भुवनेश्वर /BHUBANESWAR – 751013

SYLLABUS OF WRITTEN TEST

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set in English, Hindi and Odia except the questions on English Language.
Standard of exam.	Class X
Total No. of Questions	150
Total Time Allotted	2 hours

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

FORMATS FOR CERTIFICATES:

1. Format of 'NO OBJECTION CERTIFICATE' from the employer of candidate currently working as regular employee in CSIR/ Government Organizations /Autonomous Bodies /Statutory Bodies/Universities/ Public Sector Undertakings etc.
2. The Form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.
3. Income & Asset Certificate to be produced by ECONOMICALLY WEAKER SECTION (EWS) candidate.

ANNEXURE-I

**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]

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

This is to certify that Shri/Shrimati/ Kumari*..... Son/daughter* ofof 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 Re-organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Re-organization) 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 (Re-organization) 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) Schedule Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and 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 recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the..... dated.....

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.

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.....

Recent
passport size
attested
photograph of
the applicant

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

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

***Note 3 : The property held by a 'Family' in different locations or different places/cities have been

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