सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
(Council of Scientific and Industrial Research)
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
सीएसआईआर रोड CSIR Road, तरमणी Taramani, चेन्नै Chennai 600 113
विज्ञापन संख्या/Advertisement No. SE-1/2026, दिनांक/Date: 20.11.2026

"CSIR strives to have a workforce which reflects gender balance and women candidates are encouraged to apply"

Date of commencement of online application:	20.11.2026 (10:00 Hrs. IST)
Last date for closing of online application:	21.12.2026 (17:00 Hrs. IST)

CSIR-Structural Engineering Research Centre (CSIR-SERC) 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. CSIR-SERC is looking for sincere, enthusiastic and dedicated individuals and invites applications from Indian Nationals to fill up the following isolated post at CSIR-SERC, Chennai:

A. DETAILS OF THE VACANCY POSITION, ESSENTIAL QUALIFICATION, EXPERIENCE etc.:

Name of the Post & Post Code	No. of Post, reservation status	Pay Level	Gross Emoluments (as per 7th CPC)	Upper Age Limit not exceeding [as on closing date of online application]
Security Assistant SESA-26	No. of Post: 01 – UR	Pay Matrix Level – 6 (Rs. 35,400 – 1,12,400)	Rs. 63,570/- * (approximately)	28 years#

* - Total Emoluments means approximate total emoluments on minimum of Pay Level inclusive of Basic Pay, Dearness Allowance (DA), Transport Allowance (TA) etc. in Class 'X' City.
# - Upper age limit is relaxable as per CSIR rules.

Essential Qualification	Desirable Qualification
Ex-servicemen, JCO in Army or equivalent in other Paramilitary Forces with five years experience in the work of security.	Good verbal communication in Hindi & English and written communication skill with knowledge of computer, modern fire-fighting, watch and ward security monitoring systems.

Job/Role description:

- To be responsible for day-to-day security of the Office premises, Guest House, Essential Staff Accommodation Quarters, Establishment etc. of CSIR-SERC [Tower Testing and Research Station (TTRS) – Tirusulam] Campus
- Handling 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 TTRS Office Campus including Guest House and Essential Staff Accommodation etc.
- Liaison with local Police & other authorities, audit, security contract, supervising and controlling the regular/outsourced security personnel who will be deployed for security duty, maintenance of records etc.
- To conduct investigation into the serious cases such as theft, pilferage, accident, sabotage or subversive activities etc. Hence the candidate should be conversant with fire-fighting SOPs/Rules, Security Rules/ Regulations and procedures to deal with local authority of law & order as and when required. Knowledge of local language will be an added advantage.
- Maintenance of CCTV cameras in the premises, Overall monitoring of Security arrangements during the visit of VIPs
- Besides any other work as and when assigned by the Competent Authority

B. AGE LIMITS (AS ON CLOSING DATE OF ONLINE APPLICATION)

Not more than 28 years as on closing date of online application.

RELAXATIONS:

i. Relaxation in age limit for 'Ex-servicemen' is defined under Rule 2(c) of Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules 1979, as amended from time to time only. It is not applicable to serving personnel of Armed Forces (except those serving persons who are being relieved by the employer after earning his or her pension) and Paramilitary forces. Ex- Servicemen personnel should upload Discharge Book while submission of online application.

   a. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.

   b. As per GoI provisions, 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 person claiming age relaxation under this sub-para would be required to produce the following documentary evidence: -

      i. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

      ii. In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced women that they have not remarried since.

ii. SC/ST/OBC/EWS candidates (if applicable) are required to produce a copy of the certificate in the prescribed GoI 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. The crucial date for submitting certificate by the candidate shall be the closing date for submission of online application.

C. MODE OF SELECTION:

i. The candidates fulfilling essential qualification / experience and other necessary criteria as per advertisement and as recommended by Screening Committee will be invited for a Skill / Physical Test and Personality Assessment Test (as per Annexure-I) which will be qualifying in nature.

ii. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates in the application. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever. Therefore, candidates are advised to apply only and only if they fulfil the eligibility conditions. Else, their candidature is liable to be rejected at any stage of recruitment, even after joining the post.

iii. Those candidates who qualify the Skill / Physical and Personality Assessment Test will be called for Competitive Written Exam (as per Annexure-I).

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

v. In the event of receipt of large number of applications for the post, CSIR-SERC may adopt short listing criteria to restrict the number of candidates to be called for Skill/Physical Test/Personality Assessment Test.

vi. All the tests/examination will be conducted in Chennai. However, it can be conducted in any city or cities as may be decided by CSIR-SERC, Chennai and no representation regarding change of center will be entertained.

vii. Details of shortlisted candidates to be called for Skill/Physical Test & Personality Assessment Test will be notified in CSIR–SERC website. Therefore, the candidates are advised to visit the website https://www.serc.res.in for the latest updates.

D. RESOLUTION OF TIE:

If there is a tie in the merit list between/amongst the candidates, then tie will be resolved as per CSIR Letter No. 5-1(211)/2014-PD Dt. 30.05.2023.

E. BENEFITS AND CONDITIONS UNDER COUNCIL SERVICE:

i. The post carries usual allowances i.e. Dearness Allowance (DA), Transport Allowance (TA) etc. as admissible to the Council Servants and as made applicable to CSIR.

ii. **The incumbent is required to stay in Essential Staff Accommodation Quarters located in the CSIR-TTRS campus. In this case, HRA will not be admissible.**

iii. In addition to the emoluments indicated against each category of post, benefits such as applicability of National Pension System (NPS) 2004, reimbursements of Medical Expenses, Leave Travel Concession and House Building Advance are available to council servants as per CSIR/GOI rules.

iv. The post is categorized as an isolated post and the promotion for the incumbent in this regard shall be governed as per CSIR extant rules/regulations.

F. GENERAL INFORMATION AND CONDITIONS:

i. The applicant must be a citizen of India.

ii. **Divyangjan/ Persons with Benchmark Disabilities (PwBD) are not eligible for the post of Security Assistant as the job is not suitable for Divyangjan/ PwBD candidates**.

iii. All applicants must fulfill the essential requirements i.e. age, essential qualification and experience of the post and other conditions stipulated in the advertisement as on the last date of submission of ONLINE application. Candidates are advised to satisfy themselves before applying that they possess the essential qualifications laid down for the post as on the last date of submission of online application.

iv. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for Skill/Physical Test, Personality Assessment Test & Competitive Written Examination or appointment. The duly constituted Screening Committee will adopt its own criteria for shortlisting the candidates to be called for Skill/Physical Test and Personality Assessment Test. 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.

v. 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 Competent Authority must be uploaded. The qualifications should have been obtained through recognized Universities/Institutions.

vi. 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 a 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.

vii. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same in English duly attested by a Gazetted Officer or Notary is to be uploaded.

viii. All matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.

ix. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualifications prescribed for that post.

x. The selected incumbent will be posted in CSIR-SERC (TTRS), Chennai but **this post carries All India Service Liability (AISL), so** he/she can be transferred anywhere in India to any of the Labs/Institutes of CSIR.

xi. The selected candidates will be on probation as per extant rules of CSIR 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.

xii. 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.

xiii. No TA will be reimbursed for attending Skill/Physical Test and Personality Assessment Test and Competitive Written Examination.

xiv. Any dispute arising out of or in connection with this advertisement shall be subject to the jurisdiction of courts at Chennai only.

G. FEE:

i. A non-refundable application fee of ₹500/- (Rupees Five Hundred only) as applicable is required to be paid by the candidates through SB Collect, CSIR-SERC.

ii. Candidates belonging to Scheduled Caste/Scheduled Tribe/Ex-servicemen/Women candidates and regular employees of CSIR need not pay any application fee.

iii. All other candidates including in-service candidates are required to pay online the application fee of ₹500/- (Rupees Five hundred only) through SB collect, CSIR-SERC.

iv. Those who are claiming fee exemption are required to upload relevant certificate for the same.

H. CENTRE FOR WRITTEN EXAMINATION:

i. The Skill/Physical/Personality Assessment Test and Competitive written examination will be held in Chennai. The date, time and venue of the written examination will be intimated well in advance to the candidates through CSIR-SERC website as well as through "candidates email ID" provided by them in their online application form.

ii. Candidate will have to bear the cost of their travel, boarding and lodging for appearing for skill/physical/personality assessment test/written examination.

I. HOW TO APPLY:

i. Eligible candidates are required to apply online through CSIR-SERC website https://www.serc.res.in. No other mode of application will be accepted.

ii. The link for online application will be available at CSIR-SERC website from 20.11.2026 (10:00 Hrs.) to 21.12.2026 (17:00 Hrs.).

iii. The candidate belonging to UR/OBC/EWS category are required to remit application fee of Rs.500/- (Rupees Five hundred only) (wherever applicable) through SB Collect link provided in the online application form and fill up the transaction details in the prescribed columns of online application. Application fee paid through any other mode will not be accepted and such applications will be treated as without application fee and will be rejected.

iv. Application fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.

v. **Applications from candidates working in Government Departments, Autonomous Bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if 'No Objection Certificate with Vigilance Clearance' issued by the current employer is uploaded in the online application as per Annexure-III, along with other documents.**

vi. The candidates are required to verify all the fields in the application form to ensure that the application is complete and correct in all respects before submitting the same. It must be ensured that the photo and signature are appended in the respective fields of online application.

vii. **After submission of ONLINE application, applicants are requested to download a copy of the application and payment details and preserve the same for future purpose as the facility of downloading of application will not be available after the last date. Candidates should NOT send the hard copy of online application to CSIR-SERC.**

viii. 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.

ix. The candidature is provisional and subject to verification of original documents 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 Bharatiya Nyaya Sanhita (BNS), 2023 for production of false certificates.

x. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post and necessary action will be taken as per Public Examinations (Prevention of Unfair Means) Act and Rules, 2024 as amended from time to time.

xi. **For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.**

xii. The decision of the Director, CSIR-SERC, Chennai in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of skill/personality assessment test/competitive written examination venue for Test/Examination and not to fill up the post will be final and binding on candidates and no representation in this regard will be entertained.

xiii. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

xiv. Any further information regarding this advertisement like date, time and venue of tests, addendum/ corrigendum or any variation in number of post/ cancellation of post etc., will ONLY be made available through CSIR-SERC website https://www.serc.res.in. Therefore, candidates are advised to keep visiting regularly the website of the Institute https://www.serc.res.in.

xv. Applications not duly filled or uploaded without required certificates / documents will be summarily rejected.

xvi. For technical issues relating to online submission of the application, candidates may contact the helpdesk on working days between [10:00 AM and 5:30 PM] at e-mail admoff.serc@csir.res.in /Tel. No. 044-22549231.

ADMINISTRATIVE OFFICER

CANDIDATES ARE REQUIRED TO UPLOAD THE FOLLOWING ORIGINAL documents in PDF format while filling up of online application form:

i. 10th/SSC Certificate as DoB proof. (Mandatory)

ii. Ex-Servicemen Certificate and Full Discharge Book - Mandatory for those who are claiming as Ex-Servicemen

iii. Experience/Service Certificate(s) mentioning the details of post held, period of service and Pay Level (Mandatory)

iv. Valid document for Proof of Identity (Aadhaar Card/PAN Card/ Voter ID Card/ Driving License, etc.) (Mandatory)

v. No objection certificate along with vigilance clearance certificate from present employer, wherever applicable, in the prescribed Annexure (Annexure– III)

vi. SB Collect Receipt of ₹ 500/- as application fee, non-refundable, wherever applicable.

vii. Educational Qualification Certificate & all Mark sheets

viii. Valid Caste/Community certificate, in the prescribed Govt. of India format signed by the specified authority, if applicable.

ix. Any other relevant certificate/documents.

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अनुलग्नक-I/ANNEXURE – I

SKILL/PHYSICAL AND PERSONALITY ASSESSMENT TEST AND SCHEME OF COMPETITIVE WRITTEN EXAMINATION FOR THE POST OF SECURITY ASSISTANT

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, 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 (as determined by the Selection Committee) in Competitive Written Examination. However, minimum threshold marks shall not be less than 35% in any case.

अनुलग्नक-II/ANNEXURE – II

Equivalence of Designations and Corresponding Pay Levels of Para-Military Forces/CAPF's Personnel vis-à-vis Ranks and Corresponding Pay Levels in Armed Forces

EQUIVALENCY IN THE RANK WITH REGARD TO ARMED FORCES VIS-À-VIS PARAMILITARY FORCES:

S.No.	Army	Pay Scale	BSF/ITBP	Pay Scale
1.	Naib Subedar	Rs. 35400/- (Pay Matrix Level 6)	Sub Inspector	Rs. 35400/- (Pay Matrix Level 6)
2.	Subedar	Rs. 44900/- (Pay Matrix Level 7)	Inspector	Rs. 44900/- (Pay Matrix Level 7)
3.	Subedar Major	Rs. 47600/- (Pay Matrix Level 8)	Subedar Major	Rs. 47600/- (Pay Matrix Level 8)

(i) Para-Military Force personnel holding a post of Sub Inspector in Pay Level 6 in Pay Matrix shall be treated equivalent to Naib Subedar in Army;

(ii) Para-Military Force personnel holding a post of Inspector in Pay Level 7 in Pay Matrix shall be treated equivalent to Subedar in Army;

Note: Person shall draw the Pay in the Level 6 or 7, as the case may be, on the post substantively held by him and not granted under Financial Upgradation like MACPS, Etc.

ANNEXURE-III

FORMAT OF "NO OBJECTION CERTIFICATE & VIGILANCE 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-IV

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

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

* The Constitution (Scheduled Castes) Order, 1950
* The Constitution (Scheduled Tribes) Order, 1950
* The Constitution (Scheduled Castes) Union Territories 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 Re-organisation Act, 1960; the Punjab Re-organisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Re-organisation) 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...

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.

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

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

1. 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.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administration/Development Officer (Lakshadweep)

Note:

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

ANNEXURE-V

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

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

* and/or his family ordinarily reside(s) in the ..... District/Division of the ..... State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8.9.1993 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

ANNEXURE – VI

FORM OF DECLARATION TO BE SUBMITTED BY THE 'OTHER BACKWARD CLASS' CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)

I .....Son/daughter of Shri..... resident of village/town/city ..... district.....State ..... hereby declare that I belong to the ..... Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-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 8-9-1983, O.M. No.36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended from 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– VII

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

A. 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

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

1. 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