



**CSIR–Central Electrochemical Research Institute**  
**(Council of Scientific and Industrial Research)**  
**Karaikudi–630 003, Tamil Nadu, India**

**Advertisement No.01/2022**

Date of commencement of online applications : 14.01.2022 (from 09.00 A.M)

Last date for submission of online applications : 14.02.2022 (upto 11.59 P.M)

Last date for receipt of hardcopy of applications : 25.02.2022 (upto 05.00 P.M)

Applications are invited from Indian Nationals for the under mentioned posts in the CSIR - Central Electrochemical Research Institute, Karaikudi, Tamilnadu on direct recruitment basis. These posts recruited on local/regional basis.

Post Code	Designation	No. of Posts & Reservation	Pay Matrix & Gross emoluments	Essential Qualification	Upper Age Limit not exceeding (as on 14.02.2022)
JSAG-UR	<b>JUNIOR SECRETARIAT ASSISTANT (GEN)</b>	<b>05 Posts</b> [UR-3, SC-1, EWS-1]	Rs.19900-63200 Level-2 Gross ₹.28,415/-	10+2/XII or its equivalent and proficiency in computer type speed and in using computer @ 35 wpm in English (on computer correspond to 10500 KDPH on an average of 5 key depressions for each word). {Time allowed 10 mts}	28 Years for UR
JSAG-SC					33 Years for SC
JSAG-EW					28 Years for EWS
JSAF-OBC	<b>JUNIOR SECRETARIAT ASSISTANT (F&amp;A)</b>	<b>02 Posts</b> [OBC-1, SC-1]	Rs.19900-63200 Level-2 Gross ₹.28,415/-	10+2/XII or its equivalent with <b>Accountancy</b> as one of the subjects and proficiency in computer type speed and in using computer @ 35 wpm in English (on computer correspond to 10500 KDPH on an average of 5 key depressions for each word). {Time allowed 10 mts}	31 Years for OBC
JSAF-SC					33 Years for SC
JSAF-UR	<b>JUNIOR SECRETARIAT ASSISTANT (S&amp;P)</b>	<b>02 Posts</b> [UR-1, OBC-1]	Rs.19900-63200 Level-2 Gross ₹.28,415/-	10+2/XII or its equivalent and proficiency in computer type speed and in using computer @ 35 wpm in English (on computer correspond to 10500 KDPH on an average of 5 key depressions for each word). {Time allowed 10 mts}	28 Years for UR
JSAF-OBC					31 Years for OBC
JST-UR	<b>JUNIOR STENOGRAPHER</b>	<b>04 Posts</b> [UR-3, OBC-1]	Rs.25500-81100 Level-4 Gross ₹.37,239/-	10+2/XII or its equivalent and speed of 80 w.p.m in shorthand in English. {Dictation:10 mts and Transcription:50 mts}	27 Years for UR
JST-OBC					30 Years for OBC
RE-AD	<b>RECEPTIONIST</b>	<b>01 Post</b> [UR]	Rs.35400-112400 Level-6 Gross ₹.50,802/-	Graduate with two years relevant experience as Receptionist in a Govt./Autonomous Body/ Public Undertaking.	28 Years for UR

\* Total Emoluments means the approximate total amount on minimum basic pay of the level including dearness allowance as on date and House Rent Allowance (HRA) in Class 'Z' City.

\*\*Please refer Age limit & Relaxation (Sl.No.3)

**(SC: Scheduled Caste; OBC: Other Backward Class; UR: Unreserved; EWS: Economically Weaker Section)**

## **Job Requirement/ Nature of Job:**

- i) **Junior Secretariat Assistant (Gen/F&A/S&P):** The incumbent is required to provide assistance in the functions of General Administration / Finance & Accounts / Stores & purchase besides any other official work as and when assigned by Competent Authority from time to time.
- ii) **Junior Stenographer:** To provide Secretarial Stenographic assistance/ typing or any other official work in Administration assigned by the Competent Authority from time to time.
- iii) **Receptionist:** The incumbent has to inter-alia receive visitors, issue visitor pass and direct visitors to the Scientists / Officers / Staff / Division / Section concerned besides any other official work as and when assigned by Competent Authority from time to time.

## **1) Benefits**

- a These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR allotment rules depending upon the availability in which case HRA will not be admissible.
- b In addition to the emoluments indicated against each category of posts, benefits such as applicability of reimbursement of Medical Expenses, Leave Travel Concession (LTC), Conveyance Advance and House Building Advance are available as per CSIR rules.
- c The post 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 No.17/68/2001-E.II dated 23.12.2003 and other instructions issued on the subject.
- d CSIR provides excellent opportunities to deserving candidates for career advancement under Administrative Services (Recruitment & Promotion) Rules, 2020 and Isolated category post amended from time to time.

## **2) General Information & conditions:**

- a. The number of vacancies indicated against each category is provisional. The Director, CSIR-CECRI has discretion to increase or decrease the number of posts or cancel the recruitment process at any stage.
- b. The applicant must be a citizen of India.
- c. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the on-line applications. They are advised to satisfy themselves before applying that they possess atleast the essential qualifications laid down for various posts as on the last date of receipt of the on-line applications. No interim enquiry asking for advice as to eligibility will be entertained.
- d. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the candidates to be called for typing test on computer /stenography test/written examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with necessary documents.
- e. The application should be accompanied by self-attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete applications/applications received without the required certificates / documents are liable to be rejected.
- f. In respect of equivalent clause in Essential Educational Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.
- g. 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.

- h. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of on-line applications.
- i. 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 Grade.
- j. Any discrepancy found between the information given in the application and as evident in original documents will make the candidate ineligible for appearing in written examination.
- k. The decision of the Director, CSIR-CECRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct examination will be final and binding on the candidates.
- l. Canvassing in any form and / or bringing any political influence or otherwise will be treated as a disqualification for the post.
- m. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

### **3) Age limit & Relaxation:**

- a. The upper age limit is relaxable upto 5 years for SC and 3 years for OBC as per Government orders in force only in those cases where the posts are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority.
- b. The Certificate for Backward Caste must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt(SCT) dated 8/9/93 as amended from time to time. The OBC certificate should be in the format **FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA** with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR, if otherwise eligible. **The OBC candidates who belong to "Creamy layer" are not entitled to concession admissible to OBC category and such candidates have to indicate their category as General.**
- c. The Benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per DoPT O.M. No.36039/1/2019-Estt(Res) dated 31<sup>st</sup> January 2019. The income and Asset Certificate issued by specified authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
- d. Upper age limit is relaxable upto 5 years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector undertakings only for Receptionist post. There will be no age restriction in the case of Departmental Candidates for the post of Junior Secretariat Assistants and Junior Stenographer.
- e. 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 (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them). The persons 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 judgement/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.

- f. Age relaxation of 10 years for Unreserved [total 15 years for SC and 13 years for OBC candidates] in upper age limit shall be allowed to Persons with Benchmark Disability (PwBD).
- g. Relaxation in case of ex–servicemen will also be applicable as per provisions.
- h. Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the state of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 subject to production of relevant certificate from the concerned authority.
- i. Appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate belong to the SC/ST/OBC/EWS is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
- j. All the Age relaxations indicated above are not exhaustive. For detailed information of age relaxations, please refer the orders of Government of India/CSIR.

**(Proforma for SC/OBC/EWS etc., Certificate is provided in Annexure III)**

#### **4) Mode of selection:**

1. **Selection for the post of JSA (GEN/F&A/S&P):** The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee will be invited for open competitive written examination and typewriting test on computer. The written exam will consist of two papers (Paper-I & Paper-II). Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I). The proficiency in computer typing speed and in using computer will only be qualifying in nature. The final merit list will be prepared on the basis of the performance in the competitive written examination in Paper-II, who have qualified the proficiency in computer typing. Syllabus for the examination is attached herewith as **Annexure-I**
2. **Selection for the post of Junior Stenographer:** The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee will be invited for open competitive written examination and stenography. The proficiency in stenography will only be qualifying in nature; the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will comprise of those candidates who have qualified the proficiency test in stenography. Syllabus for the Examination/Test is attached herewith as **Annexure-II**
3. **Selection for the post of Receptionist:**  
The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee will be invited for open competitive written examination and personality assessment test.  
**The detailed selection procedure will be notified separately on the Institute website.**

#### **5) How to apply:**

- a. Eligible candidates are required to apply ONLINE through our website <http://www.cecri.res.in>
- b. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
- c. Online application will be available in CSIR–CECRI website <http://www.cecri.res.in> from 09:00 a.m. on **14.01.2022 (Friday)** to 11.59 p.m. on **14.02.2022(Monday)**.
- d. The **last date for submitting online application** and remittance of application fee is **14.02.2022**.

- e. The candidate has to remit an application fee of Rs.500/- through Net Banking only (**Payment of fee through Mobile Banking should be avoided as it does not match with the banker's transaction reference number**) to the following account and fill up the transaction details in the prescribed columns of online application:

Name of Account Holder: Director, CSIR–CECRI, Karaikudi  
Account Number: 737253625  
Bank Name: Indian Bank, A.C. Campus Branch, Karaikudi  
IFS Code: IDIB000A008  
MICR No.: 630019203  
SWIFT Code: IDIBINBBMDN

- f. The candidates belonging to SC/ST/PwBD/Women/CSIR Employees are exempted from payment of application fee. The candidates staying abroad are required to remit the bank commission charges along with the application fee.
- g. (i) To apply online, the candidate has to register with his/her name and email id.  
(ii) The candidate has to login using the credentials and apply through the electronic application form.
- h. After filling-up the electronic application form, the candidate can verify/edit the application to ensure that the application is complete and correct in all aspects. After finalizing, the candidate can print the application.
- i. This system generated application (Print-out) duly signed and accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with E-receipt/Transaction reference for remittance of application fee (if applicable) should be sent in an envelope superscribed “APPLICATION FOR THE POST OF \_\_\_\_\_ (Post Code \_\_\_\_\_)” so as to reach **The Controller of Administration, CSIR–Central Electrochemical Research Institute, Karaikudi–630003, Tamil Nadu on or before 25.02.2022.**
- j. Candidates applying for more **than one post must submit separate application for each post** and make separate online payment towards the application fee for each post indicating the Code No. of the post.
- k. Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- l. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment order. Vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date otherwise the application will be rejected. Applications routed through proper channel should reach **The Controller of Administration, CSIR–CECRI, Karaikudi–630003** at the earliest.
- m. Candidates should specifically note that the applications/any other enclosures received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR–CECRI.
- n. Incomplete applications (i.e. unsigned, unfilled, without photograph and application fee, applicable testimonials etc.) will not be considered and will be summarily rejected.
- o. Details of screened/short-listed candidates to be called for typing test/ stenography test/written examination/personality assessment test will be notified in CSIR–CECRI website only. Therefore the candidates are advised to visit the website **www.cecricri.res.in** for the latest updates.

**6) Following documents must be attached along with the application form sent by post:**

- a. Proof for remittance of application fee through net banking (E-receipt/Transaction reference), wherever applicable.
- b. Colour photograph pasted on the application form and signed across in full.
- c. Self-attested photocopy of Date of Birth Certificate.
- d. Self-attested photocopies of educational qualification certificates.
- e. Self-attested photocopy of community certificate, EWS certificate, PwD certificate and other applicable certificates in prescribed Government of India format signed by the specified authority, if applicable.
- f. Self-attested photocopies of experience certificates, if any.
- g. No Objection Certificate (NOC)/ proper channel application, if applicable.
- h. Any other document in support of the claim made in the application, as applicable.



**Controller of Administration**  
CSIR–Central Electrochemical Research Institute  
Karaikudi–630003, Tamil Nadu

**Junior Secretariat Assistant [GEN/F&A/S&P]**

There will be two papers (Paper-I and Paper-II). The Paper-II will be evaluated only for those candidates who secure the minimum threshold marks in Paper-I. Final merit list will be drawn based on marks obtained in Paper-II.

<b>Mode of Examination</b>	OMR based or Computer based objective Type Multiple choice examination.
<b>Standard of exam</b>	Class XII
<b>Total No. of Questions</b>	200
<b>Total time Allotted</b>	2 hours 30 minutes

**PAPER – I (Time Allotted – 1 hour 30 Minutes)**

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

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

**PAPER – II (Time Allotted – 1 hour)**

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

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

<b>Mode of Examination</b>	OMR based or Computer based objective Type Multiple choice examination.
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except the Questions on English Language.
<b>Standard of exam</b>	10+2/XII
<b>Total No. of Questions</b>	200
<b>Time Allotted</b>	Total 2 hours (2 hours and 40 minutes for the candidates for scribe)

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

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

**B. Proficiency Test in Stenographer**

The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

<b>Language of Skill Test</b>	<b>Time Duration (in minutes)</b>	<b>Time Duration (in minutes) for the candidates eligible for scribe</b>
English	50	70

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**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

1. This is to certify that Sri / Smt / Kum\* \_\_\_\_\_ 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 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
- 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, 1991 ;
- The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- 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) Order (Second Amendment) Act, 2002].

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 / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / Kumari\* \_\_\_\_\_ of village / town \_\_\_\_\_ 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 \_\_\_\_\_ [Name of the authority] vide their order No. \_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place:

[With seal of Office]

Date :

State/Union Territory

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

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\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

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.

**Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**

**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 Sri / Smt. / Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/Town \_\_\_\_\_ District/Division  
\_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community which is recognized as a backward class under the Government of

India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.

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

certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993\*\*.

Dated:

District Magistrate  
Deputy Commissioner etc.

Seal:

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

\*\* - As amended from time to time.

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

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendry Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive magistrate/Extra Assistant Commissioner (not below the rank of 1<sup>st</sup> class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

Government of .....  
(Name & Address of the authority issuing the certificate)

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

Certificate No. ....

Date : .....

**VALID FOR THE YEAR .....**

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

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above 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 clubbed while applying the land or property holding test to determine EWS status.

**NOTE :-**

**The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS : -**

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