



एसआईआर-राष्ट्रीय भूभौतिकीय अनुसंधान संस्थान  
CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE  
उपपल रोड, हैदराबाद, तेलंगाना UPPAL ROAD, HYDERABAD -500 007, Telangana.

**Advertisement No. 04/2023 dated 20.12.2023**

The CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, is a premier R&D Institute under Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science and Technology, Government of India.

This Institute invites **ONLINE** applications along with **HARD COPY** of the same for recruitment to the posts of Junior Secretariat Assistant (General, Finance & Accounts and Stores & Purchase) as per the details given below:

**The CSIR-NGRI strives to have a work-force which reflects Gender balance and Woman candidates are encouraged to apply.**

**A) Important Dates:**

Opening date for On-line Applications	<b>27.12.2023 (Wednesday); 09.30 AM</b>
Last date for closing On-line submission of Applications	<b>26.01.2024 (Friday); 06.00 PM</b>
Last date for submitting Hard Copy of Applications	<b>09.02.2024 (Friday); 06:00 PM</b>

**Candidates are advised to apply well in time without waiting for the last date for submission of Online Applications and Hard Copy Instructions.**

**B) Details of Posts and Essential Qualification:**

Post Code	No. of posts and reservation status	Upper Age Limit (including age relaxation, wherever applicable)	Job Requirements	Pay Level / Pay Matrix	Essential Qualification
<b>Junior Secretariat Assistant (General)</b>					
JSA(Gen)	01 – UR*	28 years	The incumbent is required to provide assistance in the functions of General Administration besides any other official work assigned by the Competent Authority.	Level – 02 [₹ 19900-63200] of Pay Matrix as per VII CPC	10 + 2 / XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by the DoPT from time to time.
	01- OBC	31 Years			
	01 - EWS	28 Years			
<b>Junior Secretariat Assistant (Finance &amp; Accounts)</b>					
JSA(F&A)	01 – UR	28 years	The incumbent is required to provide assistance in the functions of Finance & Accounts besides any other official work assigned by the Competent Authority.	[Approximate total emoluments ~ ₹ 36425/- p.m.]	
	01- OBC	31 Years			
	01 – SC	33 years			
<b>Junior Secretariat Assistant (Stores &amp; Purchase)</b>					
JSA (S&P)	01 - UR	28 years	The incumbent is required to provide assistance in the functions of Stores & Purchase besides any other official work assigned by the Competent Authority.		
	01- OBC	31 Years			
	01 - SC	33 years			

**Abbreviations: UR – Un Reserved; OBC – Other Backward Classes; EWS: Economically Weaker Section; SC – Scheduled Caste.**

Out of above Nine posts across all cadres of Junior Secretariat Assistant (General, Finance & Accounts and Stores & Purchase) one post is for Ex-Servicemen [For details regarding eligibility, please see Annexure – I] and **\*UR post in General Cadre is reserved for PwBD** [for Reservation Category, Functional Requirements and suitability, please see Annexure – II]

**Typing Test for all the Post Codes:** Typing Test will be conducted in English or Hindi and candidates while applying for the test, will have to indicate his/her choice/option for medium of Skill Test in Type Writing in the Application Form. Typing Test will be of qualifying in nature. It will be administered on the Computer for a duration of 10 minutes. Candidates opting for English medium should have typing speed of 35 words per minute and those opting for Hindi medium should have typing speed of 30 words per minute.

### **1. 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 eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending on availability, in which case HRA will not be admissible.
- b) In addition to the emoluments indicated against each category of posts, other benefits are available as per CSIR rules. The selected candidates will be governed by the “National Pension System” based on defined contributions as adopted by CSIR for its employees. However, persons selected from Departmental/other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01-01-2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Revised) Pension Rules, 2021, as per rules.
- c) The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement. Which are binding and final.

### **2. Other Conditions:**

- a) The applicant must be a citizen of India.
- b) Applicant must possess the essential qualification of the post and fulfil other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for the post which is compulsory even if a candidate has some other higher qualifications. **Enquiries asking for advice as to eligibility will not be entertained.** The prescribed essential qualifications are the minimum mentioned against the post. Mere possession of the same does not entitle candidates to be called for Typing test/Written test.
- c) The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates who, in its opinion are suitable for the institutional requirement and will not entertain any correspondence in this regard. The candidate should therefore mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualifications, supported with documents and ensure that all details are full and accurate. Completion of course will be reckoned from the date of issue of provisional certificate/notification.
- d) **The hard copy (print-out) of the application generated after filling / submitting online application should be accompanied by self-attested copies of the relevant educational qualifications,**

**caste/community/PwBD/Ex-servicemen etc. Incomplete application or application not accompanied with the required self-attested certificates/documents if any, requisite application fee is liable to be rejected.**

- e) In respect of equivalence clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected. The decision of the CSIR with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- f) The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period (two years) and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Institute.
- 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, qualification shall be the closing date prescribed for submission of online applications i.e. 26.01.2024.**
- i) The prescribed qualifications should have been obtained through recognized Universities/Boards/Institutions etc.
- j) Persons with Benchmark disabilities (PwBD/DIVYANGJAN) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- k) Any discrepancy with regard to the information given in application and as evident in original documents will make the candidate ineligible for appearing in Typing test/Written test.
- l) The decision of the CSIR-NGRI/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Typing/Written examination as per CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 as amended from time to time will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.
- m) In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/Universities/Institutes. A copy of the conversion formula of CGPA/SGPA/OGPA/ DGPA/CPI grades etc into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.
- n) The Director, CSIR-NGRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.
- o) Applicants must disclose as to whether any of their close or blood relations are employees of CSIR-NGRI or CSIR or any other laboratory/institute of CSIR in the application form. Close relations would include wife/husband/brother/sister/brother's wife and those who could be termed as blood relations.
- p) Notifications regarding selection, details of screened/short listed candidates to be called for Typing/Written examination along with criteria adopted and any updates shall be displayed only on NGRI official website: <https://www.ngri.res.in> from time to time.

- q) The recruitment for the above posts is governed by the “CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020” as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.
- r) The screening of the candidates will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is discovered that the candidates do not fulfil the eligibility criteria; their candidature shall be cancelled without assigning any reason whatsoever. Therefore, candidates must ensure that given information is true.

### **3. RELAXATIONS:**

- a) The upper age limit is relaxable up to **05 [five] years for Scheduled Caste [SC]/Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [OBC] candidates**, as per Government of India orders in force, only where the posts are reserved for these respective categories [attested copies of the certificates to be enclosed to the application, as required]. SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DoPT OM No.36011/1/98- Estt. (Res), dated 01-07-1988 and they are treated on par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC and ST candidates in such cases.
- b) 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 Non-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. 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 SC/ST/OBC certificates should be in the prescribed Government of India formats / certificates. The certificates in any other format will not be acceptable. Candidate seeking reservation as SC/ ST/ OBC in the prescribed proforma from the competent authority should indicate clearly the candidate's Caste/Community, the Act/Order under which the Caste/Community is recognized as SC/ST/OBC and the village/ town the candidate is ordinarily a resident of.
- d) **EWS (Economically Weaker Section):**

Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, Schedule Tribes and Other Backward Classes and whose family has gross annual income below Rs. 8.00 Lakh (Rupees Eight Lakh only) are to be identified as EWS for benefit of reservation. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 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.

The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term “Family” for this purpose

will 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.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority, in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature /application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

- e) There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications.
- f) As per GOI provisions, in respect of widows, divorced women and women judicially separated from their husbands and who are not re-married, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Caste/Scheduled Tribe candidates) but no relaxation of educational qualification or in the method of recruitment. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
  - i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - ii) In case of divorced Women and Women judicially separated from their husband, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- g) Age relaxation to Persons with Benchmark Disability (PwBD/DIVYANGJAN):

**Age relaxation of 10 (Ten) years for Unreserved [total 15 years for SC/ST and 13 years for OBC candidates]** in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions.

**Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.**

The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/ reservation in posts who suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation will have to submit Certificate of Disability issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer Form V, VI & VII (as the case may be) for the revised formats as per Ministry of Social Justice & Empowerment Gazette notification dated 15.06.2017. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

No Application Fee is payable by PwBD Candidates. All other relaxations/concessions will be as per the Government of India orders. PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC/GEN/EWS and also produce Certificate of the concerned Caste/Community, as this is a horizontal reservation. Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities. A candidate under the category PwBD will be considered to be eligible for appointment only if he/she (after such physical examination as the appointing authority may prescribe) is found to satisfy the requirements of physical and medical standards for the above post.

- h) Age relaxation for Ex-Servicemen for appointment to Group C posts will be 03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application. Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/ Estt (SCT) dated 27th October, 1986 as amended from time to time. Ex-servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.
- i) It may please be noted that the appointments to the reserved posts will be provisional and subject to the verification of caste/community certificates through proper channels. If the verification reveals that the claim of the candidate belong to the SC/ST/OBC/EWS is false OR it reveals that the claim of the candidate belong to creamy layer is false, his/her services will be terminated forthwith and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

#### 4. **Mode of Selection:**

**In the event of number of applications being large, the CSIR -NGRI will adopt short listing criteria to restrict the number of candidates to be called for Written test / Skill 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
- ii. Any other methodology as deemed fit by Screening Committee.

<b>Selection process for Junior Secretariat Assistant (Gen, F&amp;A and S&amp;P)</b>	Written Exam + Proficiency in Computer type speed and in using computers as per DoPT Norms (Qualifying in nature)
<b>Proficiency Norms</b>	English Typing @ 35w.p.m. Or Hindi Typing @ 30 w.p.m. 35w.p.m. / 30w.p.m. correspond to 10500 KDPH / 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word.

#### *Scheme of Written Test for the Posts Junior Secretariat Assistant (General, F&A and S&P)*

Questions	OMR / Computer based objective type multiple choice.
Medium of Questions	English and Hindi except the questions in English Language.
Standard of exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

#### *Syllabus for Written Test*

##### **Paper – I (Time Allotted – 90 minutes)**

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

\*Mental Ability Test will 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

The Second Paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper. The final merit will be prepared only on the basis of the marks obtained by the Candidates in Paper – II.

**4. How to Apply:**

- a) Eligible and interested candidates are required to apply ONLINE only through our official website <https://www.ngri.res.in> No other mode of application will be considered.
- b) If the candidate does not have a valid email id, he/she should create a new valid email id before applying online and should be kept active during the entire recruitment process.
- c) Candidates are advised to go through the instructions for online filling of the application carefully and for easiness of the candidates an application replica is also provided separately.
- d) **Online Application will be available on CSIR-NGRI website <https://www.ngri.res.in> Open from 27.12.2023 (09:30 a.m. onwards) and Closes on 26.01.2024 (till 06:00 p.m.). It is mandatory to take the print out of the successfully submitted online application form by 06:00 p.m. on 09.02.2024, sign the same and attach the self-attested mandatory documents & photo. The print out of the application along with the relevant documents must reach CSIR-NGRI on or before 09.02.2024. Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of Application and payment details will not be available after 06.00 p.m. on 09.02.2024.**
- e) A non-refundable application fee of Rs. 100/- (one Hundred) only wherever applicable may be deposited through the link available in the online application and printed copy of e-receipt of the same must be enclosed with the application. The candidates belonging to **SC/ST/PwBD/Women/Permanent CSIR Employees are exempted from payment of application fee.** No other mode of payment is allowed like DD, Challan, Postal Orders etc.
- f) The Candidate is required to upload his/her recent passport size scanned colour photograph (max size 50 KB), signature (max size 50 KB) and also relevant certificates (max size 1 MB each) at the specified places in the online application.
- g) In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/University/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/ DGPA/CPI grades etc into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.
- h) Fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- i) **Candidates are required to choose their order of preference for the Cadre in the online application as per the eligibility criteria.**

- j) Only a single application will be entertained from each candidate. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POSTCODE WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.
- k) The printed hardcopy of the successfully submitted online Application must be duly signed by the candidate and accompanied by One recent Passport size Coloured photograph (same as uploaded in the online application form) , self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience certificate (if applicable), copy of full discharge book (if applicable), proof for possession of Ex-Servicemen certificate (If applicable), caste/community certificate (if applicable), certificate to be to be produced by EWS candidates (if applicable), PwBD certificate (If applicable), copy of E-RECEIPT of the Application fee paid (if applicable) should be sent in an envelope superscribed:

“APPLICATION FOR THE POST OF “ \_\_\_\_\_”, “Post Code \_\_\_\_\_\_ Advt. No. 04/2023”

**by speed post/registered post only so as to reach on or before 09.02.2024 to the address given below:**

**The Section Officer, Recruitment Section,  
CSIR-National Geophysical Research Institute (CSIR-NGRI),  
Uppal Road, Hyderabad, Telangana – 500 007.**

- l) Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-NGRI.
- m) **Incomplete applications (OR) Hardcopy of the application not accompanied by printout of the complete online application form, signatures wherever applicable, photograph and application fee (if applicable), all applicable documents with self-attestation, Caste Certificate, PwBD Certificate (if applicable), Proof of possession of a valid Ex-servicemen Certificate (if applicable), copy of Discharge book (if applicable), Experience certificate (if applicable) etc. will not be entertained and will be summarily rejected.**

**Note:** CSIR-NGRI is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/ clarification made through any correspondence without reading the instruction given in the advertisement thoroughly will not be entertained. Therefore, candidates are advised to take the assistance of the Help Desk if required.

Candidate is cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/PwBD/Ex-Servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, CSIR-NGRI reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.

**5. Printed Hardcopy of Full Online Application Form duly signed by the candidate along with following documents must be sent by Speed post/ Registered post only:**

- a) Proof for remittance of application fee paid through SBI collect (E-receipt/Transaction reference), wherever applicable.



- b) One recent Passport size Coloured photograph (same as uploaded with the online application form) to be pasted on the application form and signed across in full.
- c) Self- Attested photocopy of Matriculation or equivalent certificate for Age proof.
- d) Self- Attested photocopies of educational qualification certificates etc.
- e) Conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the University.
- f) Self-Attested photocopy of full Discharge book & valid Ex-Servicemen certificate, if any.
- g) Self-Attested photocopy of latest caste certificate/EWS certificate duly signed by the specified authority, if applicable in the prescribed format.
- h) Self-Attested photocopies of experience certificates, if any.
- i) No Objection Certificate (NOC)/Proper channel Application, wherever applicable.
- j) PwBD certificate, in the prescribed Government of India (GoI) format signed by the specified authority, if applicable.
- k) Any other document in support of the claim made in the application, as applicable.

**6. Documents to be uploaded not exceeding the size 1 MB) (Whichever is applicable)**

- a) 10<sup>th</sup> Class Mark Sheet
- b) 12<sup>th</sup> Class Mark Sheet
- c) Diploma Certificate / Graduation Certificate
- d) Proof of Date of Birth (i.e. Aadhar Card / Voter ID / School leaving Certificate / Driving licence / Passport etc.)
- e) Caste/Category certificate (wherever applicable) in the formats [[click here](#)] prescribed by the Govt. of India
- f) Experience Certificate(s) [[click here](#) for format]
- g) No Objection Certificate (NOC), wherever applicable [[click here](#) for format]
- h) Certificate related to PwBD (wherever applicable) in the prescribed format [[click here](#) for format]
- i) Others (If any)

**Any further information regarding this Advertisement like date, time and written test or otherwise, any addendum / corrigendum or any variation in number of posts / cancellations of skill test post(s) etc. will be made available through CSIR-NGRI website [www.ngri.res.in](http://www.ngri.res.in) only. Therefore, the candidates are advised to keep a regular watch accordingly.**

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

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

Sd/-  
Controller of Administration

1. Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.
2. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
3. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.
4. **Explanation:** An 'ex-serviceman' means a person:
  - 1.1 Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
    - i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
    - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
    - iii. who has been released from such service as a result of reduction in establishment;
  - or
  - 1.2 who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service;
  - or
  - 1.3 personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

**1.4** Personnel, who were on deputation in Army Postal Service for more than six months;

or

**1.5** Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

**1.6** Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

**2.** A matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

**PwBD Reservation category for Junior Secretariat Assistant (Gen):**

Category (B) - Clause (b): deaf and hard of hearing;

Or

Category (D) - Clause (d) or (e):

(d) autism, intellectual disability, specific learning disability and mental illness;

(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness,

**FUNCTIONAL REQUIREMENT:** S=Sitting, ST=Standing, W=Walking, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, C=Communication

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

[Functional Requirements: S, ST, W, MF, RW, SE, C

Suitability: B, LV, D, HH, OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy, ASD (M), SLD, MI]