

**CSIR- Central Road Research Institute  
(Council of Scientific and Industrial Research)  
Delhi-Mathura Road, New Delhi -110 025**

No. 1(688)/2019-PL

Dated: 20.03.2019

**NOTICE**

**Advertisement No.: 01/PC/Tech-2019 Dated: 07.03.2019**

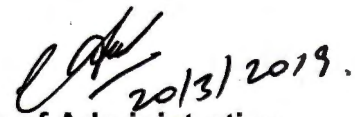
**Date of Commencement of Online Application: 15.03.2019**

**Last Date for Receipt of Online Application: 16.04.2019**

**Last Date for Receipt of Hard Copy of Online Application: 26.04.2019**

**(for the candidates residing in far flung areas viz. J&K, North Eastern regions etc.  
the last date for receipt of hard copy of online application is 03.05.2019)**

The computer generated application (print out) duly accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience and caste/EWS certificate, if applicable, along with one recent passport size self-signed photograph affixed, together with E-RECEIPT/CHALLAN of the Application fees, (if applicable) should be sent in an envelope superscripted "APPLICATION FOR THE POST OF \_\_\_\_\_ WITH POST CODE \_\_\_\_\_" 'Advertisement No. **01/PC/TECH-2019** ' to the **Controller of Administration, CSIR-Central Road Research Institute, Delhi-Mathura Road, PO CRRI, New Delhi -110 025 before the closing date for receipt of Hard Copy of online application by SPEED POST/REGISTERED POST/ORDINARY POST ONLY. APPLICATION BY HAND WILL NOT BE ACCEPTED.**

  
20/3/2019.  
Controller of Administration



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CSIR-Central Road Research Institute (CRRRI), a constituent laboratory of the Council of Scientific & Industrial Research (CSIR), New Delhi is involved in undertaking high quality research in the areas of roads and road transportation. It also provides S&T based innovative solutions related to Pavement Engineering and Materials, Pavement Evaluation, Road Asset Management, Ground Improvement, Landslides Management and Hazard Mitigation, Traffic Engineering and Road Safety, Transportation Planning and Environment, Rural Roads, Bridge Engineering and related Structures and Highway Instrumentation. CSIR-CRRRI also possesses and uses Sophisticated Equipment/Software in carrying out its research activities. In addition, CSIR-CRRRI imparts training to develop skills of professionals on latest technologies and its applications in planning, design, construction and asset management of road and transportation infrastructures.

The Institute is looking for dynamic and creative **Technicians** and **Technical Assistants** in various trades/specializations to work in R&D and related activities. **Online Applications** are invited from the eligible Indian Nationals for the following Posts on **Regular basis by Direct Recruitment**.

Designation	Number of Posts	Level and Pay Matrix	Total Emoluments (approx.)	Upper Age Limit** (as on last date of submission of Application)
Technician (1)	Total 26 Posts ( <b>UR- 16 posts</b> (out of 16 posts, 03 posts are reserved for <b>EWS</b> ), <b>OBC--07 posts</b> , <b>SC--03 posts</b> ) (Out of 26 posts, one Post is reserved for <b>PwD<sup>^</sup></b> - persons with disabilities#) ). <b>{Post Codes: T-01 to T-08}</b>	Level -02 (19900-63200)	Rs.28563/-pm	28 Years
Technical Assistant	Total 15 Posts ( <b>UR- 10 posts</b> (out of 10 posts, 02 posts are reserved for <b>EWS</b> ), <b>OBC--04 posts</b> , <b>SC--01 post</b> ). <b>{Post Codes: TA-01 to TA-07}</b>	Level -06 (35400-112400)	Rs.51006/-pm	28 Years

# The physical requirements of Technician (1) posts under PwD category are S (Seating, ST(Standing), W(Walking), RW (Reading & Writing), SE(Seeing), C(Communication) and the category of disabled suitable for the job are OA (One Arm), OL (One Leg), B (Blind), LV (Low Vision) and HH (Hearing impaired).

<sup>^</sup> for the purpose of this Advt. Persons with disabilities are identified as follows : -

- blindness and low vision;
- deaf and hard of hearing;
- locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- autism, intellectual disability, specific learning disability and mental illness;
- multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

The reservation for PwD is horizontal reservation and the candidate selected against the Quota for PwD will be placed in the roster in the appropriate category namely SC/ST/OBC/Gen/EWS depending upon the category to which he/she belongs.

\*\* Please see age relaxation under age relaxation column.

**(1) Name of the Post: Technician (1)**

Post Code & Area	Essential / Minimum Qualification-§	Job Description / Requirement <sup>@</sup>	Total No of Posts	Reservation Positions		
				UR	OBC	SC
T-01 Electronics	SSC/10th Standard with Science subjects with 55% marks plus ITI Certificate in Electronics Mechanic or National/State trade certificate in Electronics Mechanic or two years full time experience as an apprentice trainee from a recognized Institution in the aforesaid trade.	To provide assistance to Scientific & Technical Staff in procurement, operation, and maintenance of electronic R&D and other equipment. Data collection and analysis in various projects.	04	03 (01 EWS)	01	-
T-02 Instrumentation	SSC/10th Standard with Science subjects with 55% marks plus ITI Certificate in Instrument Mechanic or National/State trade certificate in Instrument Mechanic or two years full time experience as an apprentice trainee from a recognized Institution in the aforesaid trade.	To provide assistance to Scientific & Technical Staff in procurement, operation and maintenance of sophisticated R&D equipment. Data collection and analysis in various projects.	01	01	-	-
T-03 Mechanical	SSC/10th Standard with Science subjects with 55% marks plus ITI Certificate in Mechanic Industrial Electronics/Mechanic Machine Tools Maintenance or National/State trade certificate in Mechanic Industrial Electronics/Mechanic Machine Tools Maintenance or two years	To provide assistance to Scientific & Technical Staff in procurement, operation and maintenance of Heavy Duty R&D equipment. Data collection and analysis in various projects.	01	01 (EWS)	-	-

	full time experience as an apprentice trainee from a recognized Institution in the aforesaid trade.					
T-04 Electrical	SSC/10th Standard with Science subjects with 55% marks plus ITI Certificate in Electrician or National/State trade certificate in Electrician or two years full time experience as an apprentice trainee from a recognized Institution in the aforesaid trade.	To provide assistance to Scientific & Technical Staff in procurement, operation and maintenance related to electrical and other R&D instruments. Data collection and analysis in various projects.	01	-	01	-
T-05 Computer	SSC/10th Standard with Science subjects with 55% marks plus ITI Certificate in Computer Operator and Programming Assistant or National/State trade certificate in Computer Operator and Programming Assistant or two years full time experience as an apprentice trainee from a recognized Institution in the aforesaid trade.	To provide assistance to Scientific & Technical Staff in procurement, operation and maintenance of computers, networking and programming (coding etc). Data collection and analysis in various projects.	03	03	-	-
T-06 Carpenter	SSC/10th Standard with Science subjects with 55% marks plus ITI Certificate in Carpenter or National/State trade certificate in Carpenter or two years full time experience as an apprentice trainee from a recognized Institution in the aforesaid trade.	To undertake activities related to carpenter in the Institute and staff quarters. To assist the scientific and technical staff for planning, estimation and execution of all carpentry works.	02	01	01	-
T-07 Library and Information	SSC/10th Standard with Science subjects with 55% marks plus ITI Certificate	To provide assistance in procurement,	01	01	-	-

Science	in Library and Information Science or National/State trade certificate in Library and Information Science or two years full time experience as an apprentice trainee from a recognized Institution in the aforesaid trade i.e. Library and Information Science.	issuing and up keep of library books, journal and other related work (including documentation) assigned in the Documentation and Library section of the Institute.				
T-08 Civil	SSC/10th Standard with Science subjects with 55% marks plus ITI Certificate in Draftsmen (Civil)/Civil Engineering Assistant trade or National/State trade certificate in the aforesaid trade or two years full time experience as an apprentice trainee from a recognized Institution in aforesaid trades	To provide assistance to Scientific & Technical Staff in conducting laboratory tests, field tests/surveys, and preparation of charts/ reports drawings etc. towards implementation of R&D studies and Consultancy projects in the areas of roads, bridges and transportation engineering.	13	06 (01 EWS)	04	03

**(2) Name of the Post:** Technical Assistant

Post Code & Area	Essential / Minimum Qualification-§	Job Description / Requirement @	Total No of Posts	Reservation Positions		
				UR	OBC	SC
TA-01 Electronics	1 <sup>st</sup> class Diploma in Electronics Engineering /Tech. of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in	To assist and provide support to the Scientific and Technical staff on procurement, operation and maintenance of all types of electronic equipment/Survey Systems of the	01	01	-	-

	the relevant area/field.	Institute and associating in all technical aspects (data collection, analysis, , preparation of tables, charts and preparation of reports in implementation of R&D Studies & Consultancy projects etc.)				
TA-02 Mechanical	1 <sup>st</sup> class Diploma in Mechanical Engineering /Tech. of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area/field.	To assist and provide support to the Scientific and Technical staff on procurement, operation and maintenance of all types of mechanical equipment/Survey equipment, vehicles and instruments of the Institute and associating in all technical aspects (data collection, analysis, , preparation of tables, charts and preparation of reports in Implementation of R&D studies & Consultancy projects etc.)	02	02	-	-
TA-03 Electrical	1 <sup>st</sup> class Diploma in Electrical Engineering /Tech. of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its	To assist and provide support to the Scientific and Technical staff on procurement, operation and maintenance of all types of	01	-	01	-

	equivalent with experience of 2 years in the relevant area/field.	electrical/mechanical equipment, vehicles and instruments of the Institute and associating in all technical aspects (data collection, analysis, preparation of tables, charts and preparation of reports in Implementation of R&D studies & Consultancy projects etc.)				
TA-04 Computer	1 <sup>st</sup> class Diploma in Computer Engineering /Tech. of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area/field.	To assist and provide support to the Scientific and Technical staff on procurement, operation and maintenance of all types of computers/software, networking system, programming, development and operation of MIS, ERP etc.	03	02 (01 EWS)	01	-
TA-05 Hotel Management	1 <sup>st</sup> class Diploma in Hotel Management of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area/field.	Management and housekeeping of Guest houses, Hostels. Event management and arrangements during events, meetings, seminars and conferences undertaken by the Institute.	01	01	-	-
TA-06 Library Science	1 <sup>st</sup> class B.Sc (Sci.) with B.Lib. Sci.	To assist and provide support for documentation and library services.	01	01	-	-

		Procurement of books, journal, management of R&D documents, and related work.				
TA-07 Civil Engineering	1 <sup>st</sup> class Diploma in Civil Engineering of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area/field.	To assist and provide support to the Scientific and Technical staff on various technical aspects (Lab work, Field Data Collection and Data Analysis) towards implementation of R&D studies & Consultancy projects etc.	06	03 (01 EWS)	02	01

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

\*\*Upper Age Limit: not exceeding 28 years (as on last date of online application i.e. **16.04.2019**)

\*\*Please see Age Limit under Age Relaxation column.

@ Apart from the technical/trade related job requirements, a selected candidate will be posted to work in any Section/Division/Centre of the Institute. In addition, the selected candidate will also be required to assist in all interrelated activities of his/her duties (like preparation of proposal, estimation, tender, work execution, billing, coordination and liaising with other parties etc.)

**\$ Desirable – Candidates who have acquired higher qualifications after possessing the essential qualifications would be preferred.**

## **General Information**

### **I. Benefits under Council Service**

1. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to central government employees and as made applicable to CSIR employees stationed at Delhi. Council employees are also eligible for accommodation as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
2. In addition to the total emoluments of the Post, other benefits such as entitlement to CGHS facilities, Reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are also applicable as per rules of CSIR.
3. The service is pensionable based on defined contributions under **“New Pension Scheme”** and as made applicable to CSIR employees on or after 1-1-2004. However, persons selected from other Government Departments/ Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension



Scheme on GoI pattern and who are presently being governed by Old Pension Scheme will continue to be governed by the existing Pension Scheme, i.e. CCS (Pension) Rules, 1972.

4. CSIR/CRRRI provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for technical staff.

## **II. Age Relaxations**

1. The date of determining the upper age limit, qualifications and/or experience shall be the last date prescribed for receipt of Online Applications i.e. **16.04.2019**. The upper age limit is relaxed up to 05 years for SC/ST and 03 years for OBC as per Government orders only in those cases where the post is reserved for respective categories on production of relevant certificate in the prescribed format signed by the appropriate authority at the time of trade test/written test.
2. Upper age limit is also relaxable up to five years for the regular employees working in CSIR Laboratories/Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings.
3. As per GOI provisions, age relaxation for Widows, Divorced women and women Judicially separated from husbands, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Castes/Tribes and up to 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for Widows, Divorced Women and Women Judicially separated from their Husbands who are not remarried. 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 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 and they have not remarried since.

**AGE RELAXATION TO PERSON WITH DISABILITIES (PwD)**: Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates in respect of the post reserved for them) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) deaf and hard of hearing /hearing impairment and (c) locomotor disability including cerebral palsy ,leprosy cured ,dwarfism ,acid attack victims and muscular dystrophy (d) autism, intellectual disability, specific learning disability and mental illness (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness as per GOI instructions. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit by a duly Constituted Medical Board of a Government Hospital in accordance with the standards of medical fitness as prescribed by the Government.

4. SC/ST/OBC/PwD/EWS candidates are required to produce a copy of the certificate in the prescribed format signed by the appropriate authority at the time of Trade Test/ Written Test. The OBC/EWS candidate should produce the certificate valid for appointment of posts under the Central Government. The closing date for submission of online applications will be treated as the date of reckoning for OBC/EWS status. The OBC/EWS candidate should produce the certificate valid for appointment to the post under the Central Government (standard Govt. of India format). The OBC certificate should not have been issued three (03) years prior to the last date of receipt of application.

The OBC candidate should produce the non-creamy layer (NCL) certificate valid for appointment to posts under central Government.

5. Relaxation in the upper age limit of 5 years applicable for persons who had ordinarily been domiciled in the Kashmir division of the State of J&K during the period 01-01-1980 to 31-12-1989 subject to production of a certificate from the District Magistrate in Kashmir Division within whose jurisdiction he/she had ordinarily resided or from any other authority designated in this behalf by the Government of J&K to the effect that he/she had ordinarily been domiciled in the Kashmir Division of the State of J&K during the period from 01-01-1980 to 31-12-1989.
6. Relaxation in age, qualification and/or experience may be permitted by DG, CSIR, if the Director of the laboratory based on the recommendation of Screening Committee is of the opinion that sufficient number of candidates possessing the requisite qualification and/or experience are not likely to be available to fill up the posts.

### **III. OTHER CONDITIONS**

1. The applicant must be a citizen of India.
2. The period of experience in a discipline/area of work, where prescribed, shall be counted with effect from the date of acquiring the minimum prescribed educational qualification for that Post/Position.
3. Candidate should ensure that he/she possesses minimum/essential qualification/experience, on the last date of receipt of application, in the relevant trade/area as required for the particular post, for which he/she is applying.
4. The decision of the Director, CSIR-CRRI in all matters relating to eligibility, acceptance or rejection of applications and conduct of Trade Test/ Skill Test will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
5. The appointment will be in Central Road Research Institute, New Delhi under the Council of Scientific & Industrial Research (CSIR) which is an Autonomous Body under the administrative control of DSIR, Ministry of Science & Technology, Govt. of India. The appointees are liable to be transferred/posted in any of the Laboratories/ Institutes of CSIR situated anywhere in India, as and when required.
6. Applications from employees working in CSIR, Government Departments, Public Sector Organizations, Autonomous Institutions and Government-funded research agencies will be considered only if their applications are forwarded through proper channel **within 15 days from the closing date prescribed for receipt of hardcopy of online application**, and with a clear certificate that the applicant will be relieved within one month of the receipt of appointment order, if selected. However, candidates can send an advance copy along with necessary application fee (wherever applicable) before the last date of receipt of completed application form.
7. Mere fulfilling of minimum/ essential qualification and experience will not vest any right on a candidate for being called for Trade Test/ Skill Test/ Written Test. A duly constituted Screening/Selection Committee shall screen the applications received for different posts for short-listing the candidates to be called for Trade Test/ Skill Test/ Written Test. The candidate should therefore mention in his application, all the qualifications and experiences in the relevant field over and above the prescribed minimum/ essential qualification, duly supported with certificates/ documents. The Institute reserves the right to call only those candidates for Trade Test/ Skill Test/ Written Test, who in its opinion are likely to be suitable and no correspondence will be entertained in this regard.
8. CRRI reserves the right not to fill up any and/or all these posts, if it so desires. The numbers of posts and reservation status indicated in the advertisement are provisional and these may vary at the time of

actual selection or at any stage of recruitment. **Provision for 10% reservations for EWS among the General category as implemented by the Govt. of India and notified vide DoP&T Office Memoranda bearing No. 36039/1/2019-Estt(Res) dated 19.01.2019 and 31.01.2019 w.e.f. 01.02.2019, as and when endorsed/adopted by CSIR would also be applicable to posts notified through this advertisement.**

9. Candidates applying for more than one post code should submit separate Applications for each post code by indicating all the post codes in every application submitted by the candidate.
10. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Trade Test/ Skill Test/ Written Test.
11. Applications; (i) not accompanied with prescribed application fee, (ii) without the requisite information asked for in the Application Format; and (iii) received after the last date will not be considered. Incomplete applications will be out-rightly rejected.
12. In case of Universities/ Institutes/ Boards awarding Grades etc., candidates are required to convert the same into percentage based on the formula given by their University/ Institute/ Board, which is to be supported also by relevant documents. In the absence of any formula being available, it may be considered either as linear scale (Example: Grade of 8.65 = 86.5% and vice versa) or any other formula may be considered by CRRI to arrive at the percentage of marks. Institute's decision in this regard will be final and binding on the applicants.
- 13. No TA will be reimbursed for Trade/ Skill test / Written Examination.**
14. Applications once made will not be allowed to be withdrawn. Application fee once paid will neither be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
15. Incomplete applications (i.e. without self-attested photograph, without self-attested certificates, unsigned application print-outs and/or application print-outs not received or received after closing date of receipt of hard copy of online application i.e. 26.04.2019 (in case of far flung areas 03.05.2019), application fees wherever applicable, applicable relevant testimonials in support of Date of Birth, Qualification, Experience, Caste, EWS certificate etc.) will not be entertained and will be summarily rejected.
16. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post/s applied for.
17. Interim enquires related to this recruitment will not be attended to/entertained.
18. 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.
19. Mere possession of additional qualification beyond essential qualification prescribed in the advertisement, shall not be entitled you for any additional benefits, whatsoever.

#### **IV. Mode of Selection :**

Duly constituted Screening Committee will recommend the candidates to be called for Trade Test after rejecting unsigned/incomplete/over-age/applications and if needed, committee may fix/adopt screening criteria as deemed fit. The recommended candidates by the Screening Committee would be called for trade test in the relevant subjects. Those who qualify in the trade test will be invited for a competitive written examination. The Final Merit List will be prepared on the basis of the performance of the candidates in the competitive written examination.

The mode of examination and Syllabus for written test for the above posts will be uploaded in due course of time.

## V. How to Apply

1. Eligible candidates are required to apply online through our website [www.crridom.gov.in](http://www.crridom.gov.in).
2. Details of online application form will be available on the website [www.crridom.gov.in](http://www.crridom.gov.in).
3. Online application will be available on our website [www.crridom.gov.in](http://www.crridom.gov.in) w.e.f. **15.03.2019 to 16.04.2019 at 11:59 PM** URL for online application is <http://www.crridom.gov.in/rec/>.
4. The non-refundable application fee of Rs.100/- where applicable may be deposited through the link to pay online which will be available on our website and printed copy of **e-receipt/challan** must be enclosed with the application. The candidates belonging to SC/ST/PwD/Women/CSIR Employees category are exempted from submission of application fee.
5. The candidate has to register with his / her name, email-id and password.
6. After successful registration, the candidate has to login using the credentials and apply through the electronic application form. 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, candidate can print the application.
7. This computer generated application (print out) duly accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience and caste/EWS certificate, if applicable, along with one recent passport size self-signed photograph affixed, together with E-RECEIPT/CHALLAN of the Application fees, (if applicable) should be sent in an envelope superscripted "APPLICATION FOR THE POST OF \_\_\_\_\_ WITH POST CODE \_\_\_\_\_" 'Advertisement No. **01/PC/TECH-2019**' to the **Controller of Administration, CSIR-Central Road Research Institute, Delhi-Mathura Road, PO CRR, New Delhi -110 025 before the closing date for receipt of Hard Copy of online application.**
8. Candidates applying for more than one post must submit separate Application Form for each Post indicating the Post Code number by indicating all the post codes in every application submitted by the candidate. The hard copy(s) of each application must be accompanied by separate Application Fees.
9. Applications from employees of Government Department 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 orders. Vigilance Clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach Director, CSIR-Central Road Research Institute, New Delhi at the earliest.
10. 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 the Institute.
11. **Incomplete applications (i.e. without self-attested photograph, without self-attested certificates, unsigned application print-outs and/or application print-outs not received or received after closing date of receipt of hard copy of online application i.e. 26.04.2019 (in case of far flung areas 03.05.2019), application fees wherever applicable, applicable relevant testimonials in support of Date of Birth, Qualification, Experience, Caste, EWS certificate etc.) will not be entertained and will be summarily rejected.**

## **VI. Documents to be sent with the application form:-**

1. The printed copy of e-receipt/challan for the application fee of Rs.100/- .
2. Colour photograph pasted on the form and signed across in full.
3. Self attested photocopy of certificate (HS/HSSC/Birth Certificate) proving Date of Birth.
4. Self Attested photocopies of Certificates & Marks Sheets (semester wise/year wise) in support of minimum qualification and any other higher qualification.
5. Self Attested photocopy of caste/EWS certificate if applicable. In case of widow/divorced women/judicially separated women, the relevant certificate may be attached. Attested copy of disability certificate issued by the Competent Authority in the form prescribed by the GoI.
6. Self Attested photocopies of experience certificates, wherever required.
7. NOC (from Govt./Autonomous Body/Public sector employees) if employed.
8. Candidates applying for more than one post must submit separate Application Form for each Post indicating the Post Code number by indicating all the post codes in every application submitted by the candidate.

**Controller of Administration**