



**सीएसआईआर-राष्ट्रीय वांतरिक्ष प्रयोगशालाएं**  
**CSIR-NATIONAL AEROSPACE LABORATORIES**  
**P.B. No.1779, HAL Airport Road, Kodihalli, Bengaluru – 560 017**

**Advt. No.07/2025**  
**(Website: [www.nal.res.in](http://www.nal.res.in))**

**Starting Date for submission of Online Application : 16/04/2025 at 9.00 AM IST**  
**Last Date for receipt / submission of Online application : 20/05/2025 at 5.00 PM IST**

**ADVERTISEMENT FOR RECRUITMENT OF HINDI OFFICER & JUNIOR HINDI  
 TRANSLATOR POSITIONS ON DIRECT RECRUITMENT BASIS**

CSIR-National Aerospace Laboratories (CSIR-NAL) is a premier Research Laboratory under Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science and Technology, Government of India. CSIR-NAL has a strong programme in Civil Aviation including the nationally important project of design and development of a multirole Light Transport Aircraft (SARAS). CSIR-NAL is also exploring several aerospace technologies into spin-off industrial applications. It has excellent facilities in all the aerospace disciplines.

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

CSIR-NAL invites ONLY ONLINE application from bonafide eligible Indian citizens having motivation, aptitude, domain knowledge for the following positions:

Post Code	Name of Post	Total No. of Posts & Reservation	Pay Level in Pay Matrix as per 7 <sup>th</sup> CPC	Upper Age Limit not exceeding (as on last date of submission of online Application)
HO	Hindi Officer (HO)	<b>01 Post (UR)</b>	Pay Level-10 (₹56,100-1,77,500/-)  ₹ 1,13,000/-p.m.** (approximately) (inclusive of Basic Pay, DA, HRA, TA etc.)	35 Years*
JHT	Junior Hindi Translator (JHT)	<b>01 Post (UR)</b>	Pay Level-6 (₹35,400-1,12,400/-)  ₹ 70,000/-p.m.** (approximately) (inclusive of Basic Pay, DA, HRA, TA etc.)	30 Years*

\* Upper age limit is relaxable as per GoI/CSIR rules.

\*\* Total emoluments means approximate total emoluments on minimum pay of the Pay Level including House Rent Allowance in Bengaluru (Class 'X' City), as per rules.

The cut-off date for determining the upper age limit, qualification and/or experience shall be the closing date prescribed for submission of ONLINE application.

**I. Essential Qualification, Experience etc.:**

Post Code	Essential Qualification & Experience	Desirable Qualification	Job Requirements
<b>Hindi Officer (Pay Matrix Level-10)</b>			
HO	<p>(i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree from a recognized University in English with Hindi as compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi Medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;"><b>AND</b></p> <p>ii) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of Technical or scientific literature under Central Government or State Governments' or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or education institutions.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or Union Territories or autonomous bodies or statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.</p>	<p>a) Studied one of the languages other than Hindi included in the EIGHTH SCHEDULE of the constitution at 10th Level from a recognized board.</p> <p>b) Administrative Experience.</p> <p>c) Experience of organizing Hindi classes or workshops for noting drafting.</p>	<p>The Hindi Officer will be responsible for ensuring compliance of the Official Language Policy of the Central Government in CSIR in accordance with the Official Language Act 1963 as amended up to date and rules &amp; orders issued by the Central Government in this regard. Further, any other work as may be assigned by higher authorities from time to time.</p>

Post Code	Essential Qualification & Experience	Desirable Qualification	Job Requirements
<b>Junior Hindi Translator (Pay Matrix Level-6)</b>			
<b>JHT</b>	<p>(1) Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>(2) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.</p>	<p>1. Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eight Schedule of the Constitution.</p> <p>2. Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.</p>	<p>1. To assist in the implementation of the official Language policy of Government of India.</p> <p>2. To Translate official correspondences/Scientific literatures/ documents/ records etc. from English to Hindi and vice-Versa.</p> <p>3. To assist in preparation of / submit reports &amp; returns.</p> <p>4. Any other work as may be assigned by Higher Authorities from time to time.</p>

## II. Selection Process:

### A. Selection Procedure for Hindi Officer:

**Selection to the post of Hindi officer will be on the basis of Written Examination followed by Interview to be conducted by the duly constituted selection committee. Written Test and the interview shall carry a 75:25 weightages.**

1. Maximum time for written exam will be 2 hours and maximum marks will be 300.
2. Maximum marks for interview will be 100.
3. The questions will be MCQ type in written examination.
4. The medium for exam will be HINDI.
5. There will be negative marks for every wrong answer. Total 1/3 marks will be deducted for every wrong answer from the total marks. If no option is chosen for any question, then no marks will be deducted for the same.
6. For one UR post of Hindi officer, up to 12 candidates, scoring the highest marks and meeting the threshold marks of 50% in the written examination, will be called for interview, to be held at Bengaluru.

### **Syllabus for the Exam:**

1. संघ की राजभाषा नीति संवैधानिक प्रावधान ,राष्ट्रपति के आदेश ,1960 – राजभाषा संकल्प1968 – (राजभाषा अधिनियम ,नियम एवं वार्षिक राजभाषा कार्यक्रम)
2. राजभाषा हिंदी के संवर्धन हेतु कार्यरत सरकारी संस्थाएं समितियां एवं योजनाएं
3. राष्ट्रभाषा और राजभाषा
4. हिंदी भाषा एवं साहित्य का विकास
5. हिंदी के प्रमुख साहित्यकार एवं कृतियां
6. हिंदी साहित्य की आधुनिक प्रवृत्तियां/विमर्श
7. देवनागरी लिपि का इतिहास एवं विकास
8. हिंदी भाषा एवं साहित्य के विकास में देवनागरी लिपि एवं अनुवाद का योगदान
9. वाक्य संरचना,व्याकरण एवं वर्तनी
10. हिंदी से अंग्रेजी एवं अंग्रेजी से हिंदी में अनुवाद ,वाक्यांश/पारिभाषिक शब्दावली
11. वैज्ञानिक एवं तकनीकी प्रकृति के अनुवाद और शब्दावली
12. हिंदी से संबंधित आईटी टूल्स
13. ई गवर्नेंस में हिंदी
14. हिंदी संबंधी सामान्य ज्ञान

- B. Selection Procedure for Junior Hindi Translator:** Selection to this position is to be made on the basis of open written competitive examination.

**For the post of Junior Hindi Translator**, there will be two papers (Paper-I and Paper-II). 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 list will be prepared only on the basis of the marks obtained by the candidates in PAPER-II.**

Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Examination, While Paper-II will be descriptive.

<b>Medium of Questions</b>	The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi
<b>Standard of Exam</b>	Graduation Level

### **Paper-I (Time Allotted- 1 Hour)**

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

### **Paper-II (Time Allotted-2 hours)**

This paper is introduced to assess the writing and translation skills of the candidates which are necessary in this job the paper would comprise writing of paragraph in English and Hindi separately; Precis writing in English and Hindi and translation from English to Hindi and Hindi to English. The total marks in the Paper-II exam would be 300 and time allotted for his exam would be 2 hours.

### **Centre of Written Examination:**

The written examination will be held in CSIR-NAL, Bengaluru. The date, time and venue of the written examination will be intimated well in time to the candidates, through CSIR-NAL website.

### III. 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 the Central Government employees and as made applicable to CSIR employees at the place of posting. Council employees are also eligible for accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.
2. In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme, reimbursement of Medical Expenses, Leave Travel Concession and Children's Education Allowances etc. are also available as per CSIR/Govt. of India (GoI) Rules as applicable to the Council Servants.
3. CSIR provides excellent opportunities to deserving candidates for career advancement under CSIR Rajbhasha Staff (Isolated category) instructions as amended from time to time.
4. In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules-1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.
5. All the posts carry All India Service Liability(AISL), i.e. the candidate on selection may be asked to serve anywhere in the country.

### IV. AGE LIMIT & RELAXATION (AS ON LAST DATE OF ONLINE APPLICATIONS)

- a. The applicant should have completed the age of 18 years and should not be aged above 30 & 35 years (UR candidates) for Junior Hindi Translator and Hindi Officer respectively as on the last date for receipt of online application.
- b. Relaxation in Age Limit relaxable **upto 05 years** for the regular employees working in Council / Government / Autonomous Bodies / Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time in this regard.

In addition, relaxation for SCs / STs / OBCs and certain other categories as provided by the Government of India from time to time will continue.

- c. SC/ST/OBC (NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be 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).
- d. Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI/CSIR rules.
- e. Age relaxation to Persons with Benchmark Disabilities [PwBD]: Age relaxation of 10 years is allowed [Total 15 years for SCs/STs and 13 years for OBC (NCL) in respect of the posts reserved for them] to persons suffering from a. blindness and low vision; b. deaf and hard of hearing; 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. 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 in accordance with the standards of medical fitness as prescribed by the Government for each individual posts to be filled by Direct Recruitment.

- f. Persons with Benchmark Disability is entitled to age concessions by virtue of being a central Government Employee, concession to him/her will be admissible either as a 'persons with bench marks disability' or as a Central Gov. Employee whichever may be more beneficial to him/her.
- g. SC/ST/OBC(NCL)/PwBD candidates shall produce the required certificate in the prescribed format duly signed by the issuing authority at the time of written test OBC(NCL) candidate shall produce the certificate valid for appointment to the posts under the Central Government in the pro-forma prescribed by the Government of India only.
- h. As per GOI provisions, age relaxation to Widows, Divorced Women and Women Judicially Separated from their Husbands, the upper age limit is relaxable up to the age of 35 years [up to 40 years for members of Scheduled Castes/Scheduled tribes 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 her husband together with the Affidavit that she has not remarried since.
  - ii. In case of divorced Women and Women Judicially Separated from their Husbands, a certified copy of the Judgment/Decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be with an Affidavit in respect of divorced women and they have not remarried since.
- i. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation / Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered /granted.

## **V. GENERAL CONDITIONS:**

- a. The prescribed educational qualifications should have been obtained from recognized Board/Institutions/Universities.
- b. The date of determining the age limit/experience/qualifications shall be closing date prescribed for filling up online application. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post.
- c. The decision of the Competent Authority of CSIR-NAL in all matters relating to eligibility, acceptance or rejection of applications, conduct of written test etc. and not to fill up all or any of the posts will be final and binding on the candidates and no enquiry or correspondence shall be entertained in this regard from any individual. Further, in case of a claim for qualification as equivalent qualification, the candidate is required to produce order/ letter in this regard by the Competent Authority.
- d. The number of vacancies indicated against each category is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to the CSIR-NAL instructions prevalent at a given point of time during various stages of the selection process.
- e. Candidate should ensure that he/she possesses essential educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of filling of online application. Mere fulfilling the minimum essential qualification does not entitle candidates to be called for Written Test / Interview etc.
- f. As the screening of application will be done on the basis on information furnished in the Online Application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and CSIR-NAL will NOT be responsible for any of the consequence of furnishing such wrong/false information.

- g. In respect of equivalent clauses in Essential Qualification, 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 Competent Authority with regard to equivalence of qualification(s) and about recognition of Universities/ Institutes shall be final and binding.
- h. Wherever specific subjects i.e. English or Hindi, etc., have been prescribed as the essential eligibility criteria for the posts of Junior Hindi Translator and Hindi Officer, the candidates must substantiate their claims in this regard with valid proof, and same must be uploaded in the online application. In case the required documentary proof is not uploaded or the subject has not been mentioned in a candidate's Marks Sheet and/or Degree Certificate awarded by the concerned University, the decision of the Screening Committee regarding acceptance or rejection of such claims would be final and binding upon the candidates. No representation against such a decision would be entertained.
- i. The Period of experience rendered by a candidate on Part Time Basis, Daily Wages, Visiting/Guest Faculty will not be counted while calculating the valid experience.
- j. Documentary evidence such as Letter of Appointment, Joining Notification, Pay Certificate and Experience Certificate for the period claimed as experience must be submitted. The experience certificate should clearly state the duration of experience indicating from and to date i.e. date of joining and date of relieving of various Organizations/Universities concerned as claimed by the candidate. Further, experience certificate must be issued by the Authority, competent to issue such certificates, with respect of the Organization[s]/ Institutes/ Universities concerned. Documentary evidence enclosed with online application must clearly depict start date and end date of experience, emoluments and nature of job performed.
- k. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post(s).
- l. The selected candidates will be on **probation for a period of two years** from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- m. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any post in any other organization before joining, they have to intimate the details of such applications, immediately on joining CSIR-NAL.
- n. If any document/ certificate furnished is in a language other than Hindi or English a transcript in English of the same duly attested is to be submitted.
- o. Persons with Benchmark Disability [PwBD] fulfilling the eligibility conditions prescribed under the GOI/CSIR instructions are encouraged to apply.
- p. Only a single application will be entertained from each candidate for each post code. **IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POST CODE WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.**
- q. Candidates are advised to check the website regularly for addendum/corrigendum and updated information regarding this advertisement, please visit our website: <https://www.nal.res.in>. No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting this website regularly.
- r. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.

- s. Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR or any other National Labs/ Institutes/ Units of the CSIR.

## VI. HOW TO APPLY

- a. Eligible candidates are required to apply ONLINE only by accessing the website <https://www.nal.res.in>.
- b. For online application process please refer “How-to-apply online” instructions, “Fee Payment Procedure” and ‘Application Replica’ available on the above-mentioned website/portal.
- c. The application is to be submitted in three distinct steps within prescribed timeline, as below:  
i) Registration [online] ii) Fee Submission [online], if applicable. iii) Online application submission.
- d. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. Application once made will not be allowed to be withdrawn and application fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process. **Applicants must make sure that all the fields in the application are completed without leaving any fields blank and the documents they are uploading are not blur and must be readable.**
- e. Candidates are required to submit **only one** online application for each post code. However, in case of multiple applications, the last application will be treated as valid application and it will be accepted if eligible. **Scrutiny of application will be done only on the basis of last submitted application.** No request to consider any other application will be entertained.
- f. Candidates are required to upload his/her recent passport size scanned colour photograph and signature each (max. size 50 KB) and also relevant certificates (max. size 1 MB each) at the specified place in the online application.
- g. 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.
- h. The datelines for the above mentioned stages of application are as follows:  
i. Starting Date for registration / fee submission of Online Application: 16/04/2025 at 9.00 AM IST  
ii. Last Date for submission of Online application : 20/05/2025 at 5.00 PM IST
- i. Procedure for ONLINE payment of Application Fees: Candidates are to log on to the State Bank Collect web page (<https://www.onlinesbi.sbi/sbicollect>) then click Type of  
Corporate / Institution = Govt. Department  
State of Corporate / Institution = Karnataka  
Department Name = NATIONAL AEROSPACE LABORATORIES  
Purpose of Payment = Application fee Related  
Mention Advertisement No., Application No., Post Code and other details
- j. Candidates are to furnish the E-receipt of SB Collect Reference No. \_\_\_\_\_, date \_\_\_\_ amount ₹500/- while filling the online application form after successful e-payment through SB Collect, failing which application will be rejected. **However, application fee exempted applicants (SC/ST/PwBD/Women/ Ex-Servicemen)** are required to mention 00 application fee at the space provided while submission.
- k. After submission of ONLINE application, candidates are requested to download the application and keep the same with them as the facility of downloading of application will not be available after the last date. Candidates should mandatorily preserve hard copy of the application along with proof of application fee, its enclosures, if any, for their record and they should produce it as and when asked for submission by authorities of CSIR-NAL. Candidates are requested not to send or post the hard copy of the application to CSIR-NAL but keep the same with them.

- i. Candidates are required to bring the hard copy of application along with its enclosures, a color passport size photograph and proof of payment of application fee with them when it is asked for, failing which their candidature will be rejected.
- m. The candidature is provisional and subject to verification of original documents, payment of application fee where applicable and if the verification reveals any false information, candidature will be summarily rejected forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
- n. If any candidate is found not eligible at any stage, then his/her candidature will be rejected forthwith and no representation in this regard will be entertained.
- o. Wherever grades are awarded by Universities/Institutes in CGPA/SGPA/OGPA etc. system, candidates are requested to convert **the same into percentage based on the formula adopted by the University/Institute and mention the percentage at the appropriate column** in the application form.
- p. Request of change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances.

## **VII. Application Fee**

A non-refundable application fee of ₹500/- (Rupees Five hundred only) for each post code separately, as applicable, is required to be paid by the candidates through SB Collect. **The candidates belonging to SC/ST/PwBD/Women/Ex-servicemen are exempted from submission of application fee.**

Candidates need to fill the application form with the requisite application fee, certificates/documents, NOC etc. separately for each post.

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

1. Printed copy of SBI e-receipt/challan for the application fee Rs.500/- (wherever applicable).
2. Self-attested photocopy of 10<sup>th</sup>/12<sup>th</sup> class certificate indicating Date of Birth (mandatory)
3. Self-Attested photocopies of educational qualifications certificates.
4. Self-Attested photocopy of SC/ST/PwBD certificate, if applicable.
5. Self-Attested photocopies of experience certificates, whenever required.
6. No Objection Certificate from the present employer, if applicable.
7. In case of Widow/ Divorced Women/Judicially Separated Women or Ex-servicemen, the relevant certificate may be attached.
8. Any other relevant certificates in support of the claim made in the application, as applicable.

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

Sd/-  
Sr. Controller of Administration

**FORMAT OF 'NO OBJECTION CERTIFICATE' FROM THE EMPLOYER OF CANDIDATE  
CURRENTLY WORKING AS REGULAR EMPLOYEE IN CSIR/ GOVERNMENT ORGANISATIONS  
/AUTONOMOUS BODIES /STATUTORY BODIES/ UNIVERSITIES/ PUBLIC SECTOR  
UNDERTAKINGS etc.**

(Letter Head of the Institution/Issuing Authority)

No. \_\_\_\_\_

Date: \_\_\_\_\_

**No Objection Certificate for Applying to Advertisement No. \_\_\_\_\_**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_, Designation \_\_\_\_\_, is a permanent/regular employee of this department/organization and has been serving in the capacity of Current Position \_\_\_\_\_ since \_\_\_\_\_.

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. \_\_\_\_\_ dated \_\_\_\_\_ for the position of Post Code \_\_\_\_\_ Position \_\_\_\_\_. This department/organization has no objection to Dr./Mr./Ms. \_\_\_\_\_ participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. \_\_\_\_\_ is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. \_\_\_\_\_ is neither under suspension, nor any vigilance, disciplinary, or criminal cases is pending against him/her as of the date of issuance of this certificate.

This certificate is issued at the request of the applicant for the purpose of applying to the said advertisement.

Place: .....

For [Name of Department/Organization],

[Signature of Issuing Authority]

[Name of Issuing Authority]

[Designation of Issuing Authority]

[Official Seal/Stamp]

[Contact Information]

[Department/Organization Address]

**THE FORM OF CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATES**  
**(Council/Government/Autonomous Bodies/Public Sector Undertaking employees)**  
**FOR CLAIMING AGE CONCESSION**

(Letter Head of the Institution/Issuing Authority)

No. ....

Date: .....

**CERTIFICATE FOR CLAIMING AGE CONCESSION FOR APPLYING AGAINST  
ADVERTISEMENT NUMBER:.....**

This is to certify that Dr./Mr./Ms. ....S/o/D/o/W/o Shri..... is appointed as regular employee of ..... (Name of the Institute) and duties performed by him/her during the period(s) are as under:

- (i) .....
- (ii) .....
- (iii) .....

Certified that:

\*(a) Dr./Mr./Ms. ....holds substantively a permanent post of .....in the.....(Name of the Institute) with effect from .....to .....

OR

\*(b) Dr./Mr./Ms. has been continuously in temporary service on a regular basis in the post of ..... at ..... (Name of the Institute) with effect from ..... to .....

\* Strike out which is not applicable.

Place: .....

**For [Name of the Institute],**

[Signature of Issuing Authority]

[Name of Issuing Authority]

[Designation of Issuing Authority]

[Official Seal/Stamp]