



Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI) (A Govt. of India undertaking)  
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CIN : U67100DL2011NPL215270 www.cersai.org.in/CERSAI/home.prg

Adv No. 01/2024

Recruitment Notification

Date : 01/02/2024.

The Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI) is a Government of India undertaking (CPSE) licensed under section 8 of the Companies Act 2013. The company was constituted for the purpose of operating a Security Interest Registry which encompasses security interest of movable, immovable, intangible properties and assignment of receivables attached to Banks and other financial institutions. Subsequently, the Central KYC Record Registry was also included in its ambit to cater to all entities that report to the four major financial regulators in the country namely RBI, SEBI, PFRDA and IRDA.

In order to manage the day to day working of CERSAI, and to cater to the need of complying with various regulators guidelines, CERSAI is looking for dynamic professionals to become part of its team. Recruited professionals will be permanent employees of CERSAI having career progression opportunities according to their performance and capabilities. Applications for following posts from the eligible candidates, aspiring to take an unconventional path to contribute towards nation building, are invited as under :-

#### Vacancy Details :

1. 1. Posts/Levels/Scale of Posts/No. of Vacancies

Post Code	Name of Post and Level	Scale of Pay*	Total No. of Vacancies	UR	Reserved Vacancies including backlog vacancies if any (Out of Total Vacancies)**				
					OBC (NCL)	SC	ST	EWS	PwBDs
1	Assistant Manager (Admin Officer)/E-0**	Rs. 30,000-Rs. 1,20,000/-	01	02	02	01	0	01	0
2	Senior Manager (IT/SI/CKYC/HR/Acct& Admn)/ E-2 (One for Each Vertical)**	Rs. 50,000-Rs. 1,60,000/-	05						

\*All the admissible allowances like D.A., H.R.A, CCA, Coveyance etc. and perquisites as per Govt. Guidelines and approval of the board for the respective pay scales will be payable.

\*\*Reserved vacancies are against the total no. of 06 vacancies and not post specific.

(Legend : UR- Unreserved; OBC(NCL) – Other Backward Classes (Non-Creamy Layer); SC- Scheduled Caste; ST- Scheduled Tribe; EWS- Economically Weaker Section ; PwBDs- Persons with Benchmark Disabilities)

#### **Important Notes :**

- (i) Vacancies for PwBD including other reserved categories given in the notice are not separate but are included in the total number of vacancies.
- (ii) Number of vacancies indicated in this notice is provisional and may undergo any change (increase/decrease) at any stage of the recruitment process or even after completion of the recruitment process due to administrative requirements of CERSAI.
- (iii) As the examination will be conducted in one common session only for all the above mentioned posts, the candidates are advised to apply for only one post from above.
- (iv) Before applying for a post, candidates should ensure his eligibility in respect of educational qualifications, vacancy availability in the particular category etc.

- (v) **Place of Posting** : At present, CERSAI is having only one office at New Delhi and all the candidates will be posted at our Head Office/Registered Office at New Delhi. However, all the candidates are liable to be transferred/posted throughout the country in case of opening of our branch/offices outside Delhi in due course. Refusal of posting will attract disciplinary action including termination from service.

2. Age, Educational Qualifications, Experience etc.:

Post Code	Name of Post	Age Limit*	Minimum Educational/Professional Qualification	Experience and Preference
1	Assistant Manager (Admin Officer)	Min : 21 Yr Max : 35 Yr	1. Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks. 2. Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Post Qualification Experience : Nil  Preference : Candidates having knowledge of shorthand and typing will be given preference.
2	Senior Manager (IT)	Min : 25 Yr Max : 40 Yr	BCA/MCA/B. Tech in Computer Science/IT/Electronics/Electronics and Telecommunications/ Electronics and Instrumentations or equivalent degree from a recognized institution with Min 50% Marks in BCA/B. Tech or MCA.	Post Qualification Experience : Working experience of 05 Years in IT Department of Scheduled Commercial Bank or any other PSU/CPSE/Pvt. Institution of repute as programmer/analyst/ data administrator.
3	Senior Manager (Security Interest)	Min : 25 Yr Max : 40 Yr	1. Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks. 2. Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Post Qualification Experience : 05 years in any scheduled commercial bank out of which min 02 years experience must be as Branch Manager/Credit Officer.
4	Senior Manager (CKYC)	Min : 25 Yr Max : 40 Yr	1. Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks. 2. Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Post Qualification Experience : 05 years in any scheduled commercial bank out of which min 02 years experience must be in Branch working.
5	Senior Manager (HR)	Min : 25 Yr Max : 40 Yr	1. MBA/PGDM in HR Management from a UGC recognized university and approved by AICTE or equivalent Degree with min 50% Marks.	Post Qualification Experience : 05 years of working in HR Department of any PSU/CPSE/Pvt Institutions having knowledge of compliance

			2. Certificate course of at least six months in MS Office from recognized institution or equivalent course.	of labour laws prevalent in the country and aware of the all type of HR related matters of a company.
6	Senior Manager (Accounts & Administration)	Min : 25 Yr Max : 40 Yr	1. Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks. 2. Certificate course of at least six months in MS Office from recognized institution or equivalent course and having knowledge of Tally.	Post Qualification Experience : 05 years of working in Account Department of any PSU/CPSE/Pvt Institutions having knowledge of Tally and Accounting system of a company.

**\*Age relaxation to various categories has been indicated in annexure-IV of this vacancy notice.**

**2.1 Educational/Professional Qualifications :** All the educational/professional qualifications mentioned in para 2 should be obtained from a recognized University/ Deemed University/ Autonomous Institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act or from institution recognized/approved by AICTE or any other accrediting organizations under the Government of India.

**2.2 Experience :** For computing the length of experience, the experience in any Scheduled Commercial Bank , PSU, CPSE, Pvt Institutions as applicable for above posts duly supported by documents only shall be taken into consideration. However, Teaching/ Academic experience and such training/ summer training/ apprenticeship/ projects etc., which are part of curriculum for award of any academic/ professional qualifications, will not be taken into consideration for computation of length of experience mentioned above.

**3. Crucial Date of Determining Eligibility :** Applicants should meet requisite eligibility criteria regarding age, educational/professional qualifications, length & nature of post-qualification experience and other eligibility criteria **as on or before 01.02.2024**. Candidates will be required to show certificates/ mark-sheets of professional/ technical qualifications/ length of experience and other requisite documents before he/she is allowed to appear in interview, if shortlisted for the same. The candidates waiting for final results of prescribed educational/professional qualifications should NOT apply.

#### **4. IMPORTANT DATES:-**

Uploading of detailed vacancy notice on CERSAI Website	01.02.2024
Opening date for Online registration and filling of applications (including payment of application fee)	17.02.2024
Last date for completion of on-line registration and filing of applications (including payment of application fee)	10.03.2024

#### **5. Relaxation in Maximum Age Limit : Please refer annexure – IV**

5.1 Age relaxation in respect of SC/ST/OBC categories will be allowed only in cases where candidate is applying under that category.

5.2 Candidates belonging to PwBDs category may also apply against a post where no posts have been specifically earmarked for such category. For these posts, they are eligible for age relaxation as applicable for PwBDs.

5.3 If a candidate is eligible for relaxation of age on two or more ground mentioned in annexure-IV, he/she would be accorded only the highest of the age relaxation for which he/she is eligible.

**6. INSTRUCTIONS FOR PERSONS WITH BENCHMARK DISABILITIES : Please refer Annexure -V**

**6.1** Reservation for PwBDs shall be on horizontal basis and the selected candidates will be placed in the appropriate UR/SC/ST/OBC-NCL/EWS category vacancies, if such vacancies are available. It is advised that before applying for a post PwBDs should confirm that the post is available/ reserved for his category (i.e. UR, OBC-NCL, SC,ST,EWS) also.

**6.2** Prescribed format of Disability Certificate should be submitted by the PwBDs as per Proforma V to VII (as applicable) of Ministry of Social Justice and Empowerment Notification dated 15.06.2017 (Annexure-IX, X & XI to this vacancy notice).

**7. SC/ST CERTIFICATE:** Candidates belonging to SC/ST category should submit an attested copy of Caste/Tribe certificate issued by the competent authority at the time of interview. The original certificate shall also be produced for verification. Proforma of relevant certificate is attached as annexure-VI.

**8. OBC CERTIFICATE :** The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid certificate at the time of interview in support of their belonging to OBC community (non-creamy layer) issued by the Competent Authority in the prescribed format (attached as annexure-VII) for this purpose so as to prove **that they do not belong to “Creamy Layer” of the OBCs on the crucial date.** The crucial date of this purpose will be the 1st date of the month in which vacancy notification issued . A declaration shall also be submitted by the candidate, when he/she reports to CERSAI for his/her pre-appointment formalities stating that he does not belong to the creamy Layer of OBC (attached as annexure-VIIA). Further, the caste to which the candidate belongs should be the one included in the Central list of OBCs issued by the Government of India as per latest instructions in this regard since CERSAI is a CPSE.

**8.1** Only those OBCs belonging to non-creamy layer of OBCs, which are in the central lists of OBCs **as on the 1st date of the month in which notification issued,** are eligible for appointment on the posts reserved for OBCs.

**9. ECONOMICALLY WEAKER SECTION(EWS) CERTIFICATE :** The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the competent authority (format attached as annexure-VIII). The candidate applying against the vacancies reserved for EWS must possess Income and Asset Certificate so as to prove that he/she belongs to EWS as on the 1st date of the month in which vacancy notification issued.

**10. Category as on the 1st date of the month in which notification issued** for this vacancy notice shall only be considered for availing reservation benefits, if eligible, and any change in the Category/EWS status of the candidate thereafter shall not be entertained. The candidate will have to produce the original caste/Income and Asset Certificate before he/she is allowed to appear in interview, if shortlisted.

**11. SCHEME OF SELECTION :** The scheme of examination will be as under :-

S. No.	Exam	Maximum Marks	Duration of Exam	Location of Exam Centers
1.	Online Examination having Multiple Choice Questions with Negative Marking	150	120 Minutes	Delhi/NCR, Mumbai/Thane/Navi Mumbai, Kolkata, Chennai, Hyderabad/Secunderabad,

				Banglore or any place decided by the management to accommodate the candidates.
2.	Interview	50	N.A.	New Delhi

**Notes :** (a) The standard of questions on professional subject will commensurate with the educational/professional qualification and requisite experience in areas of experience/knowledge specified for the post.

(b) Candidates should exercise options of the test city in the on-line form. No change of test city/test center will be permissible at a later date. However, CERSAI, for administrative reasons, reserves the right to direct the candidate to appear for written test at any test city other than the one chosen by the candidate. Management has the discretion not to hold the written examination at any one or more cities mentioned above.

**11.1 Nature of On-line Test :** On-line test would be expected to test candidates against the following parameters :

(i) Professional Knowledge with reference to educational qualification and the nature of duties and responsibilities-50 marks (Only for Senior Manager IT)

(ii) General Knowledge, Numerical Ability, English etc.- 150 Marks (For all posts other than Senior Manager, IT), 100 Marks (For Senior Manager- IT).

**(Syllabus enclosed as Annexure II)**

**12. Application Fee :** Rs. 1000/- (Rs. 500/- for SC/ST/PwBDs). The fee will be collected through payment gateway only during online registration process. Any processing charges, bank charges, applicable taxes etc. towards the same , if any, will be borne by the applicant.

**12.1** The application fee of Rs. 500/- paid by SC/ST/PwBDs is refundable subject to their actual participation in the recruitment . This fee shall be refunded, duly deducting bank charges as applicable on their appearing in written examination.

**12.2** The examination fee paid by the candidates whose application is incomplete or those who have not submitted their application by any reason whatsoever or whose application is rejected, will not be refunded.

**12.3** Application fee once received shall not be returned in any circumstances, except in cases mentioned in para 12.1. No correspondence from such applicants and from ineligible applicants will be entertained regarding return of application fee.

**13. HOW TO APPLY :** Candidates are advised to read all the instructions contained in this recruitment notice carefully before applying online and ensure that they fulfill all the eligibility conditions including age, educational/professional qualifications, certifications, nature and period of experience and medical standards for the post to be applied by them. They should also read carefully all the instructions given on main instructions page of the online application.

i) Candidates are required to apply online only through the link available on [www.cersai.org.in/CERSAI/home.prg](http://www.cersai.org.in/CERSAI/home.prg). No other means/mode of submission of applications will be accepted under any circumstances. Link and instructions for applying online will be made available by a separate notification on or before the due date i.e. 17/02/2024.

ii) Signatures of the candidates on all documents should be identical in all stages of recruitment process and must be in running handwriting and not in block/capital or disjointed letters. Signatures in different style at the time of on-line test, interview, medical examination, joining the post etc. may result in cancellation of candidature.

iii) Applicants shall not be allowed to change their categories (e.g. OBC-NCL/SC/ST/EWS/PwBDs) after they have submitted their on-line applications.

iv) Before registering/submitted applications on the website, the candidate must possess the followings:

- a. **Valid E-mail ID/Mobile Number:** The Email ID/mobile number entered in the online application form should remain active until the recruitment process is complete. No change in E Mail ID/mobile number will be allowed once registered. All correspondence regarding this recruitment shall be done on the E mail ID/on-line including issue of admit card for online examination and call letter for document verification/Interview, if shortlisted.
- b. Scanned copy of latest passport size color photograph (not more than 3 months old), scanned left thumb impression /scanned signature in digital format for uploading the application.
- c. All relevant documents relating to the eligibility criteria viz Education Qualification, certifications, Caste Certificate & EWS Certificate if applicable, Experience Certificate, Disability Certificate, Discharge Certificate in case of Ex-Servicemen etc.
- d. Details for making payment of examination fee on-line. Examination fee will be accepted through Net Banking/Credit Card/Debit Card/UPI etc. as prescribed.
- e. Candidates are advised to take print out of fee payment receipts and complete application form for future reference. **Candidates are not required to send original or hard copies of any documents to the office of CERSAI.**
- f. Candidates are required to submit the necessary documents proving their eligibility on 01.02.2024 at the time of interview. If it is found at any time during the process of recruitment that false information has been submitted by the applicant, his/her candidature will be cancelled without any consideration and necessary action will be taken against them.

**Note :** Candidates should mention percentage in the fields where percentage is required to be filled in application format. Percentage obtained in requisite qualifying examinations, as mentioned in consolidated mark sheet issued by University/Institution will be considered. However, in case consolidated marksheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.

In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:

- (a) In case where conversion into percentage is not provided by university/institutes: if university/Institute do not have the provision for conversion of CGPA/OGPA/CPI/DGPA or letter grade into percentage, then 6 on 10 point scale will be considered as 60%, for example. On any scale different from 10-point scale the score will be prorated accordingly.
- (b) In case where conversion into percentage is provided by university/institutes : Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned university/institute. A certificate to this effect may be obtained by the candidate from the university/institute, which shall be required to be produced at the time of document verification before interview or at any other stage of recruitment or even after appointment, as demanded by CERSAI.

### **13.1 Detail Process for Filling up submission of online application:**

**Will be provided through separate notification along with link for online application.**

#### **14. OTHER INSTRUCTIONS:**

##### **a) Issue of admit card for written examination/ call letters for interview:**

Hall ticket/admit card will be issued online only and has to be downloaded and printed by the applicants itself. The applicants can download their admit card using their credentials. Intimation regarding downloading of admit card for written test will be available on the CERSAI website. **The applicants are requested to visit CERSAI website regularly for latest updates/information.** Applicants will not be allowed to enter the examination hall without a valid admit card. In addition, the applicants are required to carry a valid photo identity proof and a passport size photograph to the examination centre.

b) Candidates are advised in their own interest to register/submit their application/ pay their fee online much before the last date of registration/ submission of application/ payment of application fee. They should not wait till the last date of on-line registration/ submission/ payment of fee etc. to avoid the possibility of disconnection/ inability/ failure to log on the CERSAI/Exam conducting Institution on account of heavy load on internet/ website jam/ disconnection.

c) CERSAI does not assume any responsibility for the candidate not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of CERSAI.

d) Candidates should note that in case a communication is received from their employer by CERSAI withholding permission to the candidates applying for/ appearing at the examination/ interview or during any stage of selection/ empanelment, their application/ candidature shall be rejected/ cancelled.

e) Admit cards for written test/ aptitude test/ skill test or interview issued to the candidates shall be provisional. In case any ineligible candidate is issued admit card and appears in the written examination or even called for the interview or allowed to join CERSAI, his/her candidature will automatically be treated as cancelled WITHOUT ANY NOTICE on grounds of his/her ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications at any stage of recruitment process, or before or after his/her appointment in CERSAI.

f) Decision of CERSAI about the mode of selection/ scheme of examination, number of posts/ vacancies, education qualifications for the posts, certifications, other eligibility conditions, shortlisting of candidates for written test/interview etc. shall be final and binding. Management reserves the right to cancel/restrict/enlarge/modify alter the selection/recruitment process at any time without issuing any further notice or assigning any reason. No correspondence will be entertained in this regard.

g) No request for postponement of interview will be entertained on any ground, if called for interview.

h) The process of examination/recruitment does not involve any correspondence by CERSAI with candidate at any stage regarding deficiency in application/ documents/ payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself/herself as to his/her fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/ documents etc. **Data once filled by the candidate during filling of application form will be treated as final and no correspondence/ request regarding correction of any data at any stage will be entertained.** No correspondence will be entertained from the candidates found ineligible or not shortlisted and thus not called for written test/interview or for their non-selection.

i) The decision of CERSAI in all aspects pertaining to the application, its acceptance or rejection, conduct of examination/interview and at all consequent stages culminating in selection or otherwise of any candidate shall be final and binding on all concerned, CERSAI reserves its right to alter/modify any condition laid down in this vacancy notice or any backed process for conduct of selection during its various stages as warranted by any unforeseen circumstances arising during the course of this process or as deemed necessary by CERSAI at any stage.

**15. NO OBJECTION CERTIFICATE(NOC):** Candidates currently serving in Govt/Quasi Govt offices/ PSUs/PSBs/ other Scheduled Commercial Banks etc. on regular basis are advised to inform the appropriate authority in their departments about their applying for the post in CERSAI in response to this notice. Candidates shortlisted for interview shall be required to submit “No Objection Certificate” from their employer for appearing in CERSAI’s interview at the time of verification of documents prior to interview, failing which they shall not be allowed to appear in interviews and their candidatures shall be treated as cancelled.

**16. ACCEPTANCE OF RESIGNATION :** On final selection, candidates working in Govt/PSU/Private entity, should produce the document conveying the acceptance of his/her resignation from service of his/her last employer. In the absence of such document, he/she shall not be allowed to join services of CERSAI.

**17. VERIFICATION OF DOCUMENTS :** The candidates called for interview shall be required to produce **original** documents relating to date of birth, educational qualifications, certifications, experience, caste certificates, his identification etc. for verification and also to submit self-attested photocopies thereof at the time of interview. Such documents shall be listed in the interview call letter. If the identity of the candidate is in doubt or his is not able to produce the requisite documents or there is mismatch of information in the documents or he is found ineligible for the post applied for or any other claim made in his/her application if found to be incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated as cancelled. The onus is on the candidates to prove with valid documents that all the information submitted by them in the on-line application is true.

**18. TRAVELLING EXPENSES:**

i) No travelling expenses will be paid to the candidates for appearing in online test.

ii) The SC/ST/PwBDs candidates who are not already in service, when called for the interview, shall be reimbursed AC-III class to and fro Rail or bus fare by the shortest route on production of original tickets from the Rly Station/Bus Stand nearest to their normal place of residence to the place of interview.

**19. Medical Examination :** Successful candidates will have to pass the requisite Medical Standards as decided by CERSAI. The certificate will be required to issued by Civil Surgeon/CMO of the residential place of the candidate or any other Medical Officer as decided by CERSAI.

**20. BACKGROUND CHECK :** In case of selection on the above said post, such selection/ appointment on the post shall be provisional subject to verification of character and antecedents of the candidates through any fit and suitable means as decided by CERSAI.

**21. Probation :** On initial appointment the incumbents shall be on probation for a minimum period of 24 months. During this period, an employee shall be liable to be discharged from the service of the Company without notice or without assigning any reason at the sole discretion of CERSAI. The probation period may be extended or curtailed in individual cases by the Competent Authority on the merits of each case. Probation period will extend by the no of days of unauthorized absence of probationer. On satisfactory completion of probation, their services shall be regularized/confirmed. MD



and CEO will be the competent authority to approve the termination during probation/extension of probation or confirmation of service after probation.

**22. SERVICE AGREEMENT :** CERSAI will do substantial investment on recruitment of its employees, their training/on –job training etc. Any discontinuation of the employment by a recruited employee before expiry of three years will be unfair and not in the interest of the company without any prejudice. As such, selected candidates will have to execute a service agreement of three years and bond of Rs. 200000/- (Rs. Two Lakhs only) at the time of joining.

**23. RESIGNATION:** Three months prior notice shall be required before seeking resignation from CERSAI. This notice shall not absolve the executive of the liabilities of service agreement mentioned in para 22 above or vice-versa.

**24. SCRIBE:** Conditions/eligibility criteria for use of scribe for candidates in category of persons with benchmark disabilities :

- a) Indicate option for scribe if you are a PwBDs candidate and eligible for scribe. Only the candidates suffering from Low Vision or the candidates whose writing speed is affected by Cerebral Palsy/ Muscular Dystrophy/ candidates with Locomotor disability (one arm) are eligible for availing scribe.
- b) The highest educational qualification of the scribe should be one step below the qualifications of the candidate taking examination.
- c) **The Persons with Benchmark Disabilities in the category of Low Vision will be allowed Compensatory Time of twenty minutes per hour of the examination.** In case of other categories of PwBDs, the facility will be provided on production of a certificate to the effect that the persons concerned has physical limitation to write, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Healthcare Institution as per the proforma.
- d) For engaging the SCRIBE, the candidate will have to fill up information about the SCRIBE while registering himself (Format enclosed as annexure-XII)
- e) The candidate will have to arrange his/her own SCRIBE at his/her own costs during the examination. Separate Admit Card will be issued to the SCRIBE accompanying the candidate. The admit card will contain the particulars, phot and signature of the SCRIBE.
- f) The candidate as well as the SCRIBE will have to give an undertaking at the time of written test declaring that the SCRIBE fulfils all the stipulated eligibility criteria for a SCRIBE mentioned in this paragraph.
- g) In case it transpires at a later date that the SCRIBE did not fulfil the laid down conditions/eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination.
- h) The candidate shall be responsible for any misconduct on the part of the SCRIBE brought by him.
- i) The same scribe should not be engaged by more than one candidate.

**26. ACTION AGAINST MISCONDUCT:**

- (i) Candidates are advised in their own interest not to furnish any documents/information which are false, tampered, fabricated and they should not suppress any material information while filling up the on-line application/paper application, as the case may be.
- (ii) Canvassing in any form will disqualify a candidate.
- (iii) At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as :
  - a) Using unfair means during the examination; or
  - b) Impersonating or procuring impersonation by any person; or
  - c) Misbehaving in the examination hall; or
  - d) Resorting to any irregular means in connection with his/her candidature during selection process ; or
  - e) Using undue influence for his/her candidature by any means; or
  - f) Submitting false certificates/documents/information etc.

- g) Writing irrelevant matter including obscene language or pornographic matter in script(s);  
or
- h) Being in possession of mobile phone, pager, pen-drive, calculator, wrist watches (whether analog or digital/smart), tablet, Bluetooth devices, headphone, earplug, laptop, ipad, electronic car keys, electronic reading device, any paper material or other computing/communication devices etc;

He/She, in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:

- a) Disqualified from the examination and/or
- b) Debarred either permanently or for a specified period from any examination/ recruitment and/  
or
- c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice even after his/her appointment to the service of CERSAI.

## **26. FACILITATION FOR GUIDANCE OF APPLICANTS :**

Applicants may raise technical queries/ ask for clarifications relating to the filling up of ONLINE APPLICATION, via Helpdesk Tab integrated in application portal Or any means made available by the recruitment agency.

**27. INFORMATION UNDER RTI ACT:** Any application under RTI act seeking any information will not be entertained till the completion of the entire recruitment process.

28. CERSAI will not be responsible for any inadvertent errors of any kind in this notification and reserves right to correct such errors.

**29. INFORMATION ON WEBSITE:** Any corrigendum to this notice/further information/details regarding applications or applicants/ any other information regarding schedule of examinations or interviews/ call letters for interview/ notices / results / panels shall be posted only on the official website of CERSAI ([www.cersai.org.in/CERSAI/home.prg](http://www.cersai.org.in/CERSAI/home.prg)). No publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the official website of CERSAI frequently.

30. The legal jurisdiction will be New Delhi in case of any dispute/cause.

Place : New Delhi  
Date : 01.02.2024

Sd/-  
Deputy General Manager (HR)  
CERSAI, New Delhi.

**WARNING:** Beware of touts/ job racketeers trying to deceive by false promises of securing job in CERSAI either through influence or by use of unfair and unethical means. CERSAI has not authorised any person or any agency for any action on its behalf for interacting with candidates in relation to this recruitment. Candidates are advised to visit only the official website of CERSAI ([www.cersai.org.in/CERSAI/home.prg](http://www.cersai.org.in/CERSAI/home.prg)) and beware of fake websites and social media contents put up by the unscrupulous elements.

Attachments : Annexure I to XII

## Annexure -I

### Job Descriptions/ Nature of experience required for Post

S. No.	Name of the Post	Illustrative List of Job Descriptions/Nature of Experience required for posts.
1.	Assistant Manager (Admin Officer)/E-0	<ol style="list-style-type: none"><li>1. Working as PA to MD and CEO</li><li>2. Liaison with Shareholders/Directors and Administrative Ministry.</li><li>3. Co-ordination with officers of Administrative Ministry and CERSAI officials and ensure providing of information as required by Administrative Ministry or other department.</li><li>4. Maintenance of Record of all inward/outward letters etc.</li><li>5. Maintenance of Record all communication to/from MD and CEO to any shareholder/Administrative Ministry/Others etc.</li><li>6. Any other directions given by MD and CEO /Other Senior official of CERSAI.</li></ol>
2.	Senior Manager (IT)/ E-2	<ol style="list-style-type: none"><li>1. Addressing User issues regarding hardware, software, and networking as part of basic desktop support operations.</li><li>2. Support for installing applications and computer peripherals.</li><li>3. Guide/Support users with simple, step-by-step instructions for issue resolution.</li><li>4. Follow up with the vendors to ensure their systems are functional.</li><li>5. Creating Technical Documents and Manuals</li><li>6. Should have working knowledge of MS Office and Computer Peripherals.</li><li>7. Should have basic knowledge of network security practices and anti-virus programs.</li></ol>
3.	Senior Manager (Security Interest)/ E-2	<ol style="list-style-type: none"><li>1. Processing of applications received from Reporting Entities and Onboarding them.</li><li>2. Working as Co-ordinator between system integrator and Reporting Entities for resolving all type of SI and AOR related issues.</li><li>3. Take Initiatives for improvement in the SI Registry system as suggested by REs.</li><li>4. Spreading Awareness among the REs in respect of all latest developments, issues and solutions in respect of SI and AOR.</li><li>5. Working with close coordination with REs for improving registration of records.</li></ol>
4.	Senior Manager (CKYC)/E-2	<ol style="list-style-type: none"><li>1. Processing of applications received from Reporting Entities and Onboarding them.</li><li>2. Working as Co-ordinator between system integrator and Reporting Entities for resolving all type of CKYCR related issues.</li><li>3. Take Initiatives for improvement in the CKYCR system as suggested by REs.</li></ol>

		<ol style="list-style-type: none"> <li>4. Spreading Awareness among the REs in respect of all latest developments, issues and solutions in respect of CKYCR.</li> <li>5. Working with close coordination with REs for improving downloads/upload and update of records</li> </ol>
5.	Senior Manager (HR)/E-2	<ol style="list-style-type: none"> <li>1. Recruitment/Employee Engagement activities of CERSAI.</li> <li>2. Pay Roll Management of Regular/Contractual Employees and Accounting and Payment of Bills of Deputed Employees.</li> <li>3. To assist in framing HR Policy, handling/maintaining the HRMS system.</li> <li>4. Maintaining/Processing Performance appraisal of all employees, Labour Law Compliance, Industrial Dispute Act, Gratuity Act, Minimum Wages Act, Equal Remuneration Act, Employment Exchange Act, Bonus Act etc. in respect of regular, contractual and outsourced employees.</li> <li>5. Co-ordination with Training imparting institutions for providing necessary training to employees.</li> </ol>
6.	Senior Manager (Accounts & Administration)/E-2	<ol style="list-style-type: none"> <li>1. Processing of all payments and Bills of the Company.</li> <li>2. Reconciliation of Bank Accounts.</li> <li>3. Investment of Excess Fund as per Investment Policy of the Company.</li> <li>4. Ensuring entry of all income and expenses in Tally system and timely supervision.</li> <li>5. Working with close co-ordination with Internal Auditor, Consultant CA and Statutory Auditor.</li> <li>6. Ensuring timely remittance of Direct and Indirect taxes and filing of returns thereof in time.</li> <li>7. Follow- up and Co-ordination with all vendors for timely processing of Bills and Payments.</li> <li>8. All Accounts, Tax and Audit related work.</li> </ol>
<p><b>Note : Above Job Profile of Concerned officers is illustrative only and it may vary in accordance with the updated policy of the company.</b></p>		

## Annexure-II

### Syllabus for Written Test examination:-

#### Syllabus for all posts except IT officer

<b>Quantitative Aptitude Or Numerical Ability Syllabus</b>	Number System Data Interpretation - Bar Graph, Line Graph & Pie chart HCF & LCM Profit & Loss Simple Interest & Compound Interest Time & Work Time & Distance Decimal & Fraction Averages <a href="#">Mensuration</a> Simplification Partnership Percentages Ratio & Proportion Averages Case Studies Charts and Graphs Permutation & Combination Probability
<b>General Awareness Syllabus</b>	<a href="#">Current Affairs</a> National <a href="#">International Current Affairs</a> <a href="#">Sports</a> Abbreviations Currencies & Capitals General Science Government Schemes & Policies Banking Awareness <a href="#">Awards and Honors</a> RBI <a href="#">Books and Authors</a> National Parks & Sanctuaries
<b>English Language Syllabus</b>	Reading Comprehensions <a href="#">Grammar</a> / Vyakaran Spotting Errors Fill in the Blanks Misspelled Words Jumbled Words Rearrangement of Sentence Jumbled up sentences Idioms and Phrases Cloze Tests <a href="#">One word Substitution</a> Antonyms and Synonyms

<p><b>Computer Knowledge Syllabus</b></p>	<p>Fundamentals of Computer  History of Computers  Future of Computers  Basic Knowledge of Internet  Networking Software &amp; Hardware  <a href="#">Computer Shortcut Keys</a>  MS Office  Security Tools  Virus  Hacking  Trojans Input and Output Devices</p>
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**Syllabus for IT officer**

- Database Management System
- Data Communication and Networking
- Operating System
- Software Engineering
- Data Structure
- Computer Organization, Microprocessor Object
- Object-oriented programming
- Information Security

<p><b>Quantitative Aptitude Or Numerical Ability Syllabus</b></p>	<p>Number System  Data Interpretation - Bar Graph, Line Graph &amp; Pie chart  HCF &amp; LCM  Profit &amp; Loss  Simple Interest &amp; Compound Interest  Time &amp; Work  Time &amp; Distance  Decimal &amp; Fraction  Averages  <a href="#">Mensuration</a>  Simplification  Partnership  Percentages  Ratio &amp; Proportion  Averages  Case Studies Charts and Graphs  Permutation &amp; Combination  Probability</p>
<p><b>General Awareness Syllabus</b></p>	<p><a href="#">Current Affairs</a> National  <a href="#">International Current Affairs</a>  <a href="#">Sports</a> Abbreviations  Currencies &amp; Capitals  General Science</p>

	<p>Government Schemes &amp; Policies  Banking Awareness  <a href="#">Awards and Honors</a>  RBI  <a href="#">Books and Authors</a>  National Parks &amp; Sanctuaries</p>
<b>English Language Syllabus</b>	<p>Reading Comprehensions  <a href="#">Grammar</a> / Vyakaran  Spotting Errors  Fill in the Blanks  Misspelled Words  Jumbled Words  Rearrangement of Sentence  Jumbled up sentences  Idioms and Phrases  Cloze Tests  <a href="#">One word Substitution</a>  Antonyms and Synonyms</p>
<b>Computer Knowledge Syllabus</b>	<p>Fundamentals of Computer  History of Computers  Future of Computers  Basic Knowledge of Internet  Networking Software &amp; Hardware  <a href="#">Computer Shortcut Keys</a>  MS Office  Security Tools  Virus  Hacking  Trojans Input and Output Devices</p>

Annexure -III

Detail Process for Filling up submission of online applications:

**To be published separately along with link for online application on or before 17.02.2024.**



**Annexure-IV**

**RELAXATION IN MAXIMUM AGE LIMIT**

Relaxation in maximum age limit for the following categories is given as indicated in the table below subject to submission of requisite certificates (as on the crucial date of eligibility)

<b>S.No</b>	<b>Categories</b>	<b>Relaxation in upper age limit (or) maximum upper age</b>	
a)	OBCs (non-creamy layer)	3 Years	
b)	SC/STS	5 Years	
c)	Persons with Benchmark Disabilities (UR)	10 Years	
d)	Persons with Benchmark Disabilities (OBCS-NCL)	13 Years	
e)	Persons with Benchmark Disabilities (SC/ST)	15 Years	
f)	Ex- Servicemen including Commissioned Officers and ECOS/SSCOs, who have rendered at least 5 years military service <b>as on last date of receipt of on-line application</b> and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from <b>last date of receipt of on-line application</b> otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to military-service, or (iii) on invalidment.	UR -	5 Years
		OBCs-NCL	8 Years
		SC/ST-	10 Years
g)	Ex-servicemen including ECOS/SSCOs who have completed an initial period of assignment of five years of military service as on <b>last date of receipt of on-line application</b> and whose assignment has been extended beyond five years and in whose case the Ministry of Defense issues a certificate that they can apply for civil employment and they will be released on three months' notice on selection from the date of receipt of offer of appointment	UR -	5 Years
		OBCs-NCL	8 Years
		SC/ST-	10 Years
h)	Defense Service Personnel disabled in operation during hostilities with any foreign country or in a disturbed area, and released as a consequence thereof on or before <b>last date of receipt of on-line application</b> .	UR	3 YEARS
		OBCs-	6 YEARS
		SC/ST	8 YEARS

**Annexure-V**

**INSTRUCTIONS FOR PERSONS WITH BENCHMARK DISABILITIES**

Functional classification and functional requirement of PwBDS posts: Only those category (ies) of disabilities mentioned below and meeting the functional requirements mentioned in column no- 4 below, shall apply for the examination under Persons with Benchmark Disabilities Category.

S.No	Categories for which identified	Functional Classification	Functional Requirements for posts
Col. 1	Col. 2	Col. 3	Col. 4
1	Category-(a) Visually Impaired (VI)	A person, having not less than 40% visual impairment only is eligible to apply under VI Category. The candidates with the following types of disabilities only where independent- mobility is not affected, shall be acceptable under this category: <b>'Low Vision'</b>	S, ST, SE, RW, BN, MF, C, W, H
2	Category-(b) Hearing Impaired	A person, having not less than 40% hearing impairment in the better ear in the conversational range of frequencies, shall be eligible to apply under HH Category. The candidates with the following types of disabilities only shall be acceptable under this category: <b>'Hard of hearing'</b> .	S, ST, SE, RW, BN, MF, C, W, H
3	Category-(c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim, Muscular Dystrophy.	A person having not less than 40% physical disability of such type with which the independent mobility is not affected] is eligible to apply under OH Category- The candidates with only one of the following types of disabilities shall be acceptable under this category: a) Only one leg affected (right or left). b) Impaired reach of only one leg. c) Weakness of grip of only one leg. d) Only one arm affected (right or left) e) Impaired reach of only one arm. f) Weakness of grip of only one arm. g) Dwarfism h) leprosy cured i) Acid attack victim.	S, ST, SE, RW, BN, MF, C, W, H
4	Category (d)- Autism, intellectual Disability, specific learning disability, mental illness Category (e) multiple disabilities from amongst persons under clauses (a) to (d) above.	A person having not less than 40% physical disability of such type with which the independent mobility is not affected] is eligible to apply under 'D' Category. The candidate should be able to meet the physical requirements indicated in column no. 4 of this table.	S, ST, SE, RW, BN, MF, C, W, H

## Legend: Functional Requirements

Codes	Functional Requirement	
S	Work performed by sitting (on bench or chair)	A PwBDs will be considered to be eligible for appointment only if he/she (after such physical examination as the appointing authority may prescribe) is found by the CERSAI to satisfy the requirements of physical and medical standards for the concerned posts to be allocated to PwBDs It will be necessary that PwBDs should meet the functional requirement detailed in column no.4 of table given on pre-page.
ST	Work performed by standing	
SE	Work performed by seeing	
RW	Work performed by reading and writing	
BN	Work performed by bending	
MF	Work performed by manipulation of fingers	
C	Work performed by communication	
W	Work performed by walking	
H	Work performed by hearing	

### FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri\*/ Srimati/ Kumari\* .....  
 son/daughter\* of..... Village/Town  
 ..... District/Division\* ..... of  
 the ..... State/Union Territory\* belongs to the  
 ..... Caste\*/Tribe which is recognised as a Scheduled Caste /  
 Scheduled Tribe under:-

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
- \*The Constitution (Pondicherry) Scheduled Castes Orders, 1964
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (SC) Orders (Amendment) Act, 1990
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

1. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri / Srimati \* .....father / mother\* of Shri / Srimati / Kumari ..... of Village / Town\* ..... in District / Division \* ..... of the State / Union Territory \* ..... who belongs to the.....Caste\*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe in the Station/ Union Territory\* issued by the ..... dated .....

2. Shri / Srimati / Kumari\* .....and /or\* his/her\* family  
ordinarily resides in Village / Town\* ..... District / Division\*  
..... of the State/ Union Territory\* of .....

Place.....

Signature.....

Date.....

Designation.....

(with seal of Office)

State/ Union

Territory.....

\* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term 'ordinarily reside(s)' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

**OBC CERTIFICATE FORMAT****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kumari.....  
son / daughter of ..... of Village/Town..... in  
District/ Division ..... in the State / Union Territory ..... belongs to the  
..... community which is recognised as a Backward Class  
under the Government of India, Ministry of Social Justice and Empowerment's  
Resolution No. .... Dated ..... \*

Shri/Smt./Kum.\* ..... and /or his/her family ordinarily  
reside(s) in the ..... District / Division of the  
..... State / Union Territory. This is also to certify that he/she does  
not belong to the persons / sections (Creamy layer) mentioned in column 3 (of the  
Schedule to the Government of India, Department of Personnel & Training OM No.  
36012/22/93-Estt(SCT), dated 8.9.1993 and modified vide Government of India,  
Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res) dated  
27.05.2013 and 13.09.2017\*\*.

Date:

**DISTRICT MAGISTRATE /  
DY. COMMISSIONER ETC.**

(Seal)

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

\*\* As amended from time to time.

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

**DECLARATION****Annexure VII A****Proforma for declaration to be submitted by Other Backward Class  
Candidates at the time of document verification**

I, ..... son/daughter of  
Shri ..... resident of Village/Town/City  
....., district..... State  
..... hereby declare that I belong to the .....  
(indicate your sub caste) community which is recognized as a backward class by the  
Government of India for the purpose of reservation in services as per orders contained  
in Department of Personnel and Training Office Memorandum No. 36012/22/93-  
Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections  
(Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office  
Memorandum dated 08.03.1993 and its subsequent revision through  
O.M.No.36033/1/2013-Estt. (Res) dated 27 05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the candidate

Government of \_\_\_\_\_

**Annexure VIII**

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)

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

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

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri / Smt./ Kumari \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_,  
Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_  
whose photograph is attested below belongs to Economically Weaker Sections, since the  
gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for  
the financial year \_\_\_\_\_. His/her family does not own or possess any of the following  
assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the  
caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward  
Classes (Central List).

Recent Passport size  
Attested Photograph of  
the Applicant

Signature with seal of

Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\***Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\***Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



**FORM-V**  
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport Size Attested Photograph (Showing face only) of the person with disability

Certificate No.: ..... Date: .....

**This is to certify that I have carefully examined** Shri / Smt / Kum .....  
son / wife / daughter of Shri ..... Date of Birth .... (DD/MM/YYYY) Age..... Years, Male/Female ..... Registration No. ....  
..... Permanent Resident of House No. .... Ward / Village / Street ..... Post Office..... District..... State ....., whose photograph is affixed above, and am satisfied that:

- (A) He/she is a case of:
- \*Locomotor Disability
  - \*Dwarfism
  - \*Blindness
- (Please tick as applicable)

- (B) The diagnosis in his/her case is .....
- (1) He / She has .....% (in figure)..... percent (in words) permanent locomotor disability / dwarfism/blindness in relation to his/her ..... (part of body) as per guidelines (to be specified).
- (2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued

(Signature and Seal of Authorized Signatory of notified Medical Authority)

**FORM-VI**

**ANNEXURE X**

**Certificate of Disability  
(In case of multiple disabilities)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.: ..... Date: .....

1. This is to certify that we have carefully examined Shri/Smt./ Kum  
.....  
..... son/wife/daughter Of Shri  
..... Date of Birth ..... (DD/MM/YYYY)  
Age.....years, Male/Female .....Registration No. ....  
Permanent Resident of House No. .... Ward/Village/Street .....

Recent Passport  
Size  
Attested  
Photograph  
(Showing face  
only) of the person  
with disability

whose photograph is affixed above and are satisfied that:

(A) He/She is a case of **Multiple Disability**. His / Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's Disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: .....percent , In words :.....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after .....Year..... months, and therefore this certificate shall be valid till  
.....(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

.....

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression  
of the person in whose favour  
disability certificate is issued

**FORM-VII****Certificate of Disability****(In cases other than those mentioned in Forms V and VI)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.: ..... Date: .....

1. This is to certify that we have carefully examined Shri / Smt. / Kum  
 ..... son / wife / daughter  
 of Shri..... Date of Birth .....(DD/MM/YYYY)

Recent Passport  
 Size  
 Attested  
 Photograph  
 (Showing face  
 only) of the  
 person  
 with disability

Age ..... years, Male / Female ..... Registration No.

..... Permanent Resident of House No..... Ward/Village/Street

..... whose photograph is affixed above and I am satisfied that He / She  
 is a case of \_\_\_\_\_ **Disability**. His/Her extent of permanent physical

impairment/disability has been evaluated as per guidelines (to be specified) for the  
 disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: ..... percent, In words.....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after .....Year .....months, and therefore this certificate shall be valid till ..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence :

Nature of Document	Date of issue	Details of authority issuing certificate

Countersigned [ (Countersignature and seal of the CMO / Medical Supdt.) Superintendent / Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]		(Authorised Signatory of notified Medical Authority) (Name and Seal)

Signature/Thumb impression of the person in whose favour disability certificate is issued

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31<sup>st</sup> December, 1996.

**LETTER OF UNDERTAKING FOR USING SCRIBE**

- NOTE: (a) Candidates suffering from low vision or candidates whose writing speed is adversely affected permanently by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm) are eligible for Scribe.
- (b) The candidate will have to arrange his/her own scribe at his/her own cost.
- (c) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- (d) Please ensure you are eligible to use a scribe as per Government of India rules governing the recruitment of Persons with Disabilities.

**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

- 1. Name of the Candidate .....
- 2. Roll No .....
- 3. Name of CBT Center .....
- 4. Qualification of Candidate .....
- 5. Disability Type .....
- 6. Name of the Scribe .....
- 7. Date of Birth of the Scribe .....
- 8. Father's Name of the Scribe .....
- 9. Address of the Scribe :
  - (a) Permanent Address .....
  - .....
  - (b) Present Address .....
  - .....
- 10. Educational Qualification of the Scribe .....
- .....
- 11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.)

Signature of SCRIBE in the above box below the photograph

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the recruitment regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

(Signature of the Scribe)

**Left thumb impression of the Candidate in the box given above**

**Left thumb impression of the Scribe in the box given above**

**Signature of the Invigilator**