



F.No. 2(2)/2020-Exam

Dated the 22nd February, 2024

NOTIFICATION FOR
ALL INDIA COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT (DR) TO
THE POST OF ASSISTANT DIRECTOR (OFFICIAL LANGUAGE) -2024

The Agricultural Scientists Recruitment Board (ASRB) shall conduct competitive examination for recruitment to the post of Assistant Director (Official Language) in Pay Level 10 (₹56100-177500) of 7th CPC Pay Matrix [Pre-revised PB-3 ₹ 15600-39100 + ₹ 5400 (Grade Pay)] in Indian Council of Agricultural Research (ICAR) in accordance with the Rules issued by the Indian Council of Agricultural Research (Annexure-II) containing, *inter-alia*, essential qualifications including the requisite mandatory **three years experience for the post of Assistant Director (Official Language)**.

Important Dates#:

Submission of online applications starts on	03.04.2024 (12.00 Noon)
Last date and time for receipt of online applications	02.05.2024 (17.00 PM)
Date of Single Composite Objective-cum-Descriptive type Examination	01.09.2024 (Sunday)
Date of Interview/ Personality Test	To be notified later

subject to change

2. VACANCIES:

The number of vacancies to be filled up on the basis of this examination is as under:-

Total number of vacancy	Break up of vacancies					Reservation for Persons with Benchmark Disabilities	Suitable category of PwBD for the post of AD(OL)	Functional Requirement for the post
	UR	EWS	SC	ST	OBC			
21	11	02	03	01	04	01 for Cat. 'd' & 'e' Combined Total- 01	Cat. 'a' : B, LV Cat. 'b' : D, HH Cat. 'c' : OA, BA, OL, BL, OAL, CP, LC, DW, AAV, MDy, SD/SI Cat. 'd': ASD(M), SLD, MI Cat. 'e' : MD involving (a) to (d) above	S, ST, BN, KC, MF, RW, SE

(The number of vacancies given above are tentative and subject to change).

Functional Requirement (PwBD) Abbreviations Used:

S= Sitting, ST=Standing, BN=Bending, KC= Kneeling & Crouching, MF=Manipulation by Fingers, RW= Reading & Writing, SE=Seeing

Suitable Category (PwBD) Abbreviations used:

B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, AAV-Acid Attack Victims, MDy= Muscular Dystrophy, SD/SI = Spinal deformity (SD) & Spinal Injury (SI) without any associated neurological/limb dysfunction, ASD=Autism Spectrum Disorder (M=Mild), SLD = Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities

3. ESSENTIAL QUALIFICATIONS:

Essential Qualifications for the post of Assistant Director (Official Language) have been given in sub-paras 'A' and 'B' hereunder:

(A) EDUCATIONAL QUALIFICATIONS

Master's degree of a recognized University or equivalent in Hindi with English as a subject at a degree level;

OR

Master's degree of a recognized University or equivalent in English with Hindi as a subject at a degree level;

OR

Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.

(B) EXPERIENCE:

Three years of experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature under Central/State Government/Autonomous Body/ State Organization / PSUs/ Universities/ recognized Research or Educational Institutes;

OR

Three years of experience of teaching in Hindi and English under Central/State Government/ Autonomous Body/State Organization/ PSUs/ Universities/ recognized Research or Educational Institutes.

4. DESIRABLE QUALIFICATIONS:

- (i) Knowledge of one of the language other than Hindi mentioned in the Eighth Schedule of the Constitution at the level of Matriculation or equivalent of a recognized Board.

- (ii) Diploma or certificate course in translation in Hindi to English and vice-versa from any recognized Institute/University or equivalent or Two years of experience of translation work from Hindi to English and vice-versa in Central or State Government offices including Government of India undertakings and Autonomous Bodies.

5. Crucial date for determining the experience shall be date of Notification of the Examination.

6. All candidates in ICAR/ Government Service or in any other organization, whether in a permanent or in temporary capacity or as work-charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination.

7. The decision of the ASRB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

8. No candidate will be admitted to the examination unless he/she holds a valid ADMIT CARD issued by the ASRB.

9. CENTRES:-

The centres where the examination will be conducted are mentioned in **ANNEXURE- I**. Candidates may select three (03) centres in order of their preference. The ASRB will make all efforts to allot preferred centre of first choice. However, the Centres of Examination could be changed at the discretion of ASRB. Candidates must select the centre of examination carefully while submitting their online application for the examination. No request for change of centre would be entertained at later stage. There may be more than one venue at any/all centres depending upon the number of candidates registered for the examination.

10. AGE-LIMITS:

Age Limits for this examination will be as under:-

- (a) Not exceeding 35 years. The upper age limit is relaxable for SC/ST/OBC/PwBD etc. as per the relevant instructions of Government of India.
- (b) For ICAR employees upper age limit is relaxable by 5 years in accordance with the instructions/orders issued by the Central Government from time to time regarding age relaxation for departmental candidate.
- (c) The upper age limit prescribed above will be relaxable:-
- i) Upto a maximum of five years if a candidate belongs to SC/ST.
 - ii) Upto a maximum of three years in respect of candidate belonging to OBCs.
 - iii) For 'Persons with Benchmark Disability' (PwBD) candidates (UR), the upper age limit will be relaxable up to a maximum of 10 years. Candidates belonging to SC/ST/OBC who are also covered under the PwBD category will be eligible for grant of cumulative age relaxation under both the categories.

- iv) To other bonafide displaced persons/repatriates of Indian Origin/ Defence Services Personnel/ Border Security Force Personnel etc. as per the existing instructions of the Government of India on the subject.

Note : The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates.

11. APPLICATION FEE:-

The candidates seeking admission to the examination must pay to the Board a fee as follows:

S. No.	Category of candidate	Fee (₹)
1	Unreserved (UR)/ Economically Weaker Section (EWS)/ Other Backward Class (OBC)	1000/-
2	Women/ Schedule Caste (SC)/ Schedule Tribe (ST)/ Person with Benchmark Disability (PwBD)/ Transgender	NIL

All candidates, except those who are exempted by the rules, must pay the fee prescribed by the ASRB.

For payment of Application Fee, please follow the following steps:

1.	Open the website https://Bharatkosh.gov.in/
2.	Click on 'Non-Registered Users'
3.	Select 'Individual' in depositor's category
4.	When searching in the purpose category, select Ministry as "001-Agriculture"
5.	Select the following against the PURPOSE option: 'Examination/ certificate fee for ARS/NET/STO/FAO/AO etc.'
6.	Confirm 'PAO' is 000001 – PAO (Sectt)-I
7.	Confirm 'DDO' is 216968 – Add. ASRB, Krishi Anusandhan Bhawan I
8.	Fill amount and details about payment in remarks please write: "Fee for AD(OL)-2024"
9.	Enter Captcha and Press Add
10.	Go to Next page and fill depositors' details
11.	Make online payment through Debit/ Credit Card/ Net Banking/ UPI
12.	Print Receipt for payment
13.	Upload Receipt in the online application form, along with other requisite information

NOTE-I: The fee must be paid through *Bharatkosh* (bharatkosh.gov.in) as per instruction given above as well as the online application form available on the website: <http://www.asrb.org.in> only. Mere payment of fees in *Bharatkosh* without successful submission of application form (till the last date and time for submission of online application form) will not be considered at any cost. Neither such fee would be refunded nor kept in reserve for any other examination/ purpose.

NOTE-II: ONLINE APPLICATIONS NOT ACCOMPANIED BY THE PRESCRIBED FEE (UNLESS EXEMPTED) SHALL BE SUMMARILY REJECTED/ NOT ACCEPTED.

NOTE-III: Transaction charges for Debit Card/ Credit Card/ Net Banking/ UPI Payment, as the case may be, will have to be borne by the candidate.

NOTE-IV: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

NOTE V: Payment of fee can be made through Debit Card/ Credit Card/ Net Banking/ UPI Payment from 12.00 hrs on 03.04.2024 till closing time of submission of application form.

12. PLAN OF EXAMINATION:-

The scheme and syllabus of the examination are given in the rules of the examination for the post vide **APPENDIX-I.**

13. HOW TO APPLY:-

A candidate seeking admission to the Examination must apply online in the prescribed link for online Application Form which will be made available on the ASRB's website i.e. **<http://www.asrb.org.in>**.

A candidate must read the provisions contained in this Notification carefully and shall abide by the same. A candidate must fulfill all the conditions of eligibility regarding age limit, educational qualification, experience, etc. prescribed while applying for the examination.

While filling his/ her online application form, the candidate should carefully decide about his/ her choice for the Centre and medium of examination. More than one application from a candidate will not be accepted in any case. In case multiple applications are received from a candidate, the latest application will be considered, ignoring all earlier one(s) received; without refunding/ adjusting any Fee received for the other application(s).

14. INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

- i) The candidates are required to apply online only using the online application form link available on the ASRB's website i.e. **<http://www.asrb.org.in>**. No other mode of filling of application is allowed. Candidates are hereby informed that the details provided in the Online Application Form will be used for all future references and no modification thereto can be done subsequently. **Hence, they are advised to be very careful while filling the Application Form. They are, therefore, requested to thoroughly read this notification before filling the online Application Form.**
- ii) Candidates are required to complete the Application Form by filling all the parts for which they will be guided during the course of filling the Online Application Form.
- iii) Candidates are required to keep ready the following relevant details/ information/ documents at the time of filling the online form:

- a) Notification for Assistant Director (OL) Examination-2024.
 - b) Name (as recorded in Secondary level Examination certificate).
 - c) Father's name (as recorded in the Secondary level Examination certificate).
 - d) Complete Address for Correspondence.
 - e) Complete Permanent Address.
 - f) Matriculation or equivalent Certificate.
 - g) Bachelor's Degree Certificate/Provisional Degree Certificate and Marksheets.
 - h) Master's Degree Certificate /Provisional Degree Certificate and Transcript/ Marksheet.
 - i) Any other Higher Qualification Certificate and Marksheets, if available.
 - j) Centre opted for the Examination (Please check the Examination Centres given in **Annexure-I** of this notification).
 - k) Scanned copy of recent passport size photograph taken against white background only, of a maximum size of 150 KB in .jpg format only with the face covering at least 2/3rd of the total space and taken without spectacles.
 - l) Scanned copy of signatures in Black/Blue ink on a white paper only, of a maximum size of 80 KB in .jpg format only.
 - m) Scanned copy of Left Thumb Impression in Blue ink on a white paper only, of a maximum size of 80 KB in .jpg format only. (In case of any eventuality of left hand thumb being unavailable, right hand thumb impression may be used.)
 - n) Debit Card/ Credit Card/ Net banking/ UPI Payment details for online payment of fee, if not exempted.
 - o) Valid and active e-mail id and mobile number.
 - p) **The candidate should have details of one Photo ID viz. Aadhar Card/ Voter Card/ PAN Card/ Passport/ Driving License/ Any other photo ID card issued by the State/ Central Government. The details of this photo ID will have to be provided by the candidate while filling up the online application form. The candidates will have to upload a scanned copy of the Photo ID whose details have been provided in the online application by him/her. This photo ID will be used for all future references and the candidate is advised to carry this ID while appearing for the examination.**
- iv) The candidates are required to enter their valid and active e-mail id only in the Application Form since all the communication/ information/ update(s) for this Examination would be sent to this e-mail address only. In case, they do not have an e-mail address, they may obtain one from any of the e-mail service providers of the candidate's choice. Please note that entry of the e-mail id in the prescribed field in the Application Form is mandatory.
 - v) Please keep ready all relevant information regarding the payment towards Application Fee for successfully completing the Application process. For payment of Application Fee, please keep your Debit/ Credit card/ Internet Banking/ UPI Payment details ready for online payment.
 - vi) Your online Application Form will not be submitted unless you have successfully uploaded your photograph, signature, left thumb impression and Photo ID etc. as mentioned in these instructions.

PLEASE VIEW THE IMAGES IN THE APPLICATION FORM AND SATISFY YOURSELF THAT THEY ARE CLEAR AND SUFFICIENTLY VISIBLE. HAZY /

UNCLEAR PHOTOGRAPH / SIGNATURE / LEFT THUMB IMPRESSION WILL NOT BE ACCEPTED.

- vii) Candidates are informed that there are provisions for editing the Application Form at many stages. Once the complete process of filling up the information in the Application Form and the Photograph, Signature and Left Thumb Impression are uploaded successfully, the candidate can review the entire Application Form together with the photograph/ signature/ left thumb impression and can still edit at this point to make / incorporate any change/ editing in any field of the Application Form. After final submission of the application form, no change in any of the entries is allowed/ possible.
- viii) **The online application process will be open from 12:00 Hrs of 03.04.2024 till closing time of submission of application form** after which the link will automatically get disabled. It is, therefore, advised that candidates may submit their Application Form well in advance without waiting for the last date of Application Form submission.
- ix) The candidates are advised to regularly check their e-mail provided in the Application Form for update(s)/ information/ communication with regard to the Examination. They must check the spam/ junk folders also of their mailbox.
- x) **The candidates are not required to send any printed/ hard-copy of their online application or copies of any certificates to the Board. However, the candidates are strongly advised to keep a print or soft copy of the completed Application Form for any future reference.**
- xi) Please note that mere successful submission of the Application Form and/or issuance of Admission Certificate does not automatically ensures admission to the Examination. If, on verification at any later stage, it is found that any candidate does not fulfill all or any eligibility conditions or has furnished any wrong/ incorrect/ misleading/ false information either intentionally or otherwise, his/ her candidature will be cancelled/ rejected and fee paid for the examination will be forfeited and any action as deemed fit by the Board shall be taken in this regard.

15. **IMPORTANT INSTRUCTIONS**

- i) Candidates must ensure that they fulfill all the eligibility conditions for admission to the examination such as the qualification, age, category, experience etc.. Their admission to the examination will be purely provisional. If on verification at any later stage, it is found that any candidate does not fulfill all or any eligibility conditions; his/her candidature will be cancelled / rejected and fee paid for the examination will be forfeited. The verification of the eligibility of the candidates with respect to the documents and information submitted by them will be done only after declaration of the result of **Single Composite Objective-cum-Descriptive Type Examination.**
- ii) It is the sole responsibility of the candidates to ensure that they fulfill the specified eligibility before applying for the examination. The candidate must have documents/certificates (Master's Degree/Bachelor's Degree/Caste Certificate/Disability Certificate/Matriculation Certificate, Experience etc.) in support of their eligibility/ candidature at the time of applying for the posts.

- iii) **The candidates will be required to submit the self-attested copies of the documents/certificate in online mode in support of their candidature after declaration of Single Composite Objective-cum-Descriptive type Examination result before the cut-off date which would be announced at the time of declaration of the result of the Single Composite Objective-cum-Descriptive type Examination, failing which the candidature of the candidate will be rejected/ cancelled. A hyperlink will be provided on ASRB's website for the candidates to upload their requisite documents.**
- iv) Only such EWS/ SC/ ST/ OBC/ PwBD candidates who are selected on the same standard as applied to UR candidates shall be treated as own merit candidates. If any EWS/ SC/ ST/ OBC and PwBD candidate qualify after getting any relaxation in age or qualifying marks than what is prescribed as General Standard for Unreserved category candidates, then such EWS/ SC/ ST/ OBC/ PwBD candidate shall be considered against reserved vacancies and they cannot be considered for appointment against an unreserved vacancy.
- v) The candidates are advised to read the Notification for the Examination carefully before filling up the online application form. **No request for change in the entries once made in the online application form will be entertained under any circumstances.**
- vi) No request for withdrawal of candidature/ application received from a candidate after he/ she has submitted his/ her application will be entertained under any circumstances.
- vii) The candidates are requested to visit the website i.e. <http://www.asrb.org.in> regularly for updates. All the information related to the examination will be uploaded in the above website only. The Admission Certificate can be downloaded from the ASRB's website only about two weeks prior to the date of examination. No other mode of communication will be used for issue of admission certificates.
- viii) The letters for the Interview/Personality test shall be issued vide registered e-mail id only and all instructions/information thereof will be indicated therein. No hard copy/letter will be sent for this purpose.
- ix) All communications in respect of an application made for this Examination should be sent through email to adolexam2024@asrb.org.in and should invariably contain the following particulars:
1. Name and year of Examination
 2. Name of the candidate (In full and in capital letters)
 3. Online Registration No.
 4. Centre of examination with code number.
 5. Roll No. (If communicated)
 6. Complete postal address with PIN code.
 7. E-mail address (as indicated in the application form)
 8. Telephone/Mobile number

Note: Communication not containing the above particulars will not be attended to.

- x) Please note that carrying smart mobile phones/ smart devices or any other communication device/electronic gadget is absolutely prohibited in the Examination Centre premises. Any infringement of this instruction can lead to

disqualification of the candidate concerned. Candidates are advised, in their own interest, not to bring any of these item(s) to the Examination venue as no provision for their safe keeping will be made.

- xi) The candidates are advised not to bring any valuable/costly items to the Examination Venue. The Board will not be responsible for any loss incurred due to non - adherence of this instruction.
- xii) In case of any discrepancy between English and Hindi versions of the advertisement / information, the English version will be treated as final.
- xiii) In case of any difficulty, please e-mail to adolexam2024@asrb.org.in or call: 011-25848172 Extn. 202 and 011-25846166 during 0930 Hrs to 1700 Hrs (Monday to Friday, except Gazetted Holiday (s)).
- xiv) The decision of the ASRB/ICAR in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination (s) and interview etc., allotment of examination centres, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry /correspondence will be entertained in this regard.
- xv) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/EWS/PwBD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/ Notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/ Notice for such benefits, and these certificates should be issued earlier than the closing date of the online application for the examination.
- xvi) In cases, where any certificates/documents submitted by the candidates in support of their eligibility as stipulated in the preceding paragraph, are not found as per prescribed formats, such candidates will not be given the opportunity to submit such certificates at a later date and consequently their eligibility will be scrutinized only as per the available documents/certificates. Accordingly, **the candidates are advised to ensure, while submitting the documents, that all the certificates/documents are in the respective prescribed format as given in the Appendix-III, IV, V & VI. The documents/certificates in any language other than the Hindi or English will not be accepted.** In such cases, the candidates must submit either the certificates/documents in Hindi/English or its translated copy duly attested by Notary Public.
- xvii) Candidates already in the Service of Indian Council of Agricultural Research, Central/State Government/Scientific Institutions/Universities etc. whether in a permanent or a temporary capacity or as a work charged employee, other than a casual or daily rated employee, must obtain permission/NOC while applying for AD(OL) Examination-2023 conducted by ASRB from his present employer and keep it safe for future requirement at the time of submission of documents.
- xviii) **OBC candidates whose caste is not listed in Central List (as available on National Commission for Backward Classes website www.ncbc.nic.in) and who are not covered under the provisions as applicable to OBC-Non-Creamy Layer (NCL) candidates, shall be treated as General Category candidates for all purposes. Accordingly, OBC Candidates not belonging to OBC Non-Creamy Layer shall indicate their category as 'General'.**

- xix) In case the claim of candidates regarding Age, Educational Qualifications, Experience, Economically Weaker Section (EWS)/ Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ Persons with Benchmark Disabilities (PwBD) / being ICAR employee etc. is found to be incorrect, it may render them liable to be disqualified by the Board / ICAR and their candidature will stand cancelled.
- xx) No candidate will be allowed to take the examination unless he/she holds a certificate of admission for the examination. After downloading the Admission Certificate, check it carefully and bring discrepancies/errors, if any, to the notice of ASRB by sending e-mail to adolexam2024@asrb.org.in.
- xxi) The Admission Certificates would be made downloadable from the website: <http://www.asrb.org.in> only. Candidates are requested to visit the website: www.asrb.org.in regularly for updates. No other form of communication will be used for issue of admission certificates.
- xxii) The applicants are advised to regularly check the e-mail provided in the Application Form for update(s)/ information/ communication with regard to the Examination. They must check the spam/junk/inbox/trash folders also of their mailbox. They are also advised to save the e-mail adolexam2024@asrb.org.in in contacts of their e-mail account so as the e-mails with attachments sent by this e-mail I.D. do not go to the spam folder.

The candidates are advised to regularly visit the ASRB's website: <http://www.asrb.org.in>. All the information related to the examination will be uploaded/ updated on this website only.

- xxiii) AD(OL)(Written) Examination i.e. Single Composite Objective-cum-Descriptive Type Examination will be conducted in conventional pen and paper mode.
- xxiv) A candidate who is or has been declared by the Board guilty of impersonation or of submitting fabricated documents or documents which have been tempered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means for obtaining admission to the examination, or of using or attempting to use unfair means or of misbehavior or misconduct in the examination hall, may, in addition to rendering himself/ herself liable to criminal prosecution and disqualification from the examination concerned:
- a) Be debarred permanently or for a specific period.
 - By the Board, from admission to any examination or appearance at an interview held by the Board for selection of candidates and
 - By the Indian Council of Agricultural Research from Employment under them
 - b) Will be liable to disciplinary action under the appropriate rules, if he/she is already in service under Government / Indian Council of Agricultural Research/State Agricultural Universities.

NOTE: There is no provision of re-evaluation of the answer script and therefore, no request for re-evaluation of the answer script will be entertained. The Board will not enter into any correspondence in this regard.

ANNEXURE – I

**CENTRES FOR SINGLE COMPOSITE OBJECTIVE-CUM-DESCRIPTIVE TYPE
EXAMINATION FOR THE POST OF ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)**

Centre Code	Centre
01	Anand/Vadodara
02	Bengaluru
03	Barrackpore/Kolkata
04	Bhopal
05	Bhubaneswar
06	Coimbatore
07	Dehradun
08	Delhi
09	Guwahati
10	Hyderabad
11	Jammu
12	Jodhpur
13	Ludhiana
14	Mumbai
15	Nagpur
16	Lucknow
17.	Palampur
18.	Patna
19.	Varanasi

RULES FOR ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)
EXAMINATION -[2024]

The examination rules/ syllabus for the purpose of filling up the post of Assistant Director (Official Language) in the 7th CPC Pay Level-10 (Pre-revised pay scale of Pay Band-3 - ₹ 15,600-39,100 + Grade Pay of ₹ 5,400) under Direct Recruitment quota in the Indian Council of Agricultural Research (ICAR) system are published for general information.

2. The number of vacancies to be filled on the basis of the final result of the examination are specified in the Notification. Reservations will be made for candidates belonging to Scheduled Castes (SC)/ Scheduled Tribes (ST)/ Other Backward Classes (OBCs)/ Persons with Benchmark Disability (PwBD)/ Economically Weaker Section (EWS) in respect of the vacancies, as may be fixed by ICAR in accordance with the Government of India instructions on the subject.

NOTE : I : Candidates who claim to belong to one of the Scheduled Castes (SC) or Scheduled Tribes (ST) must submit the requisite certificate (as per Appendix-III) when demanded. They will lose their candidature if they fail to submit the required documents when demanded.

NOTE : II : Candidates who wish to be considered against vacancies reserved for OBCs must submit requisite certificate (as per Appendix-IV) from the Competent Authority as mentioned therein when demanded. They will lose their candidature if they fail to submit the required documents when demanded.

NOTE : III : Candidates under 'Persons with Benchmark Disability' (PwBD) category are required to produce medical certificates in the prescribed form (as per Appendix-V) issued by the Competent Medical Authorities for the purpose of employment. Otherwise, their claim for the category will NOT be considered.

NOTE : IV : Candidates under 'Economically Weaker Section' (EWS) category are required to produce 'Income and Asset Certificate' (as per Appendix-VI) issued by the Competent Authorities for the purpose of employment. Otherwise, their claim for the category will NOT be considered.

3. The examination will be conducted by ASRB as per the scheme prescribed in Appendix-I.

4. A candidate must be either:-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person on whose favour a certificate of eligibility has been issued by the Government of India.

5. **AGE-LIMITS:**

Age Limits for this examination will be as under:-

- (a) Not exceeding 35 years. The upper age limit is relaxable for SC/ST/OBC/PwBD etc. as per the relevant instructions of Government of India.
- (b) For ICAR employees upper age limit is relaxable by 5 years in accordance with the instructions/orders issued by the Central Government from time to time regarding age relaxation for departmental candidate.
- (c) The upper age limit prescribed above will be relaxable:-
 - i) Upto a maximum of five years if a candidate belongs to SC/ST.
 - ii) Upto a maximum of three years in respect of candidate belongs to OBCs.
 - iii) For 'Persons with Benchmark Disability' (PwBD) candidates (UR), the upper age limit will be relaxable up to a maximum of 10 years. Candidates belonging to SC/ST/OBC who are also covered under the PwBD category will be eligible for grant of cumulative age relaxation under both the categories.
 - iv) To other bonafide displaced persons/repatriates of Indian Origin/ Defence Services Personnel/ Border Security Force Personnel etc. as per the existing instructions of the Government of India on the subject.

Note : The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates.

6. Essential Qualifications for the post of Assistant Director (Official Language) have been given in sub-paras 'A' and 'B' hereunder:

(A) **EDUCATIONAL QUALIFICATIONS:**

Master's degree of a recognized University or equivalent in Hindi with English as a subject at a degree level;

OR

Master's degree of a recognized University or equivalent in English with Hindi as a subject at a degree level;

OR

Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.

(B) **EXPERIENCE:**

Three years of experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature under Central/State Govt./Autonomous Body/ State Organization/PSUs/Universities/recognized Research or Educational Institutes;

OR

Three years of experience of teaching in Hindi and English under Central/State Government/ Autonomous Body/State Organization/ PSUs/ Universities/recognize Research or Educational Institutes.

7. DESIRABLE QUALIFICATIONS:

- (i) Knowledge of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution at the level of Matriculation or equivalent of a recognized Board.
- (ii) Diploma or certificate course in translation in Hindi to English and vice-versa from any recognized institute/University or equivalent or Two years of experience of translation work from Hindi to English and vice-versa in Central or State Government offices including Government of India undertakings and Autonomous Bodies.

8. Note : Crucial date for determining the experience shall be date of notification of the Examination.

9. All candidates in Indian Council of Agricultural Research/ Government Service or in any other organization whether in a permanent or in temporary capacity or as work-charged employees will be required to submit an undertaking that they have informed in writing their Head of Office/ Department that they have applied for the examination.

10. The decision of the ASRB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

11. No candidate will be admitted to the examination Centre unless he/ she holds a valid ADMIT CARD issued by the ASRB.

12. All candidates, except those who are exempted by the rules, must pay the fee prescribed by the ASRB.

13. A candidate who is or has been declared by the ASRB to be guilty of:

- a) Obtaining support for the candidature by any means, or
- b) Impersonating, or
- c) Procuring impersonation by any person, or
- d) Submitting fabricated document or documents which have been tampered with, or
- e) Making statements which are incorrect or false, or suppressing material information, or
- f) Resorting to any other irregular or improper means in connection with his candidature for the examination, or
- g) Using unfair means during the examination, or
- h) Writing irrelevant matter, including obscene language or pornographic matter, in the script(s), or
- i) Misbehaving in any other manner in the examination hall, or

- j) Harassing or doing bodily harm to the staff employed by the ASRB for the conduct of examination, or
- k) Attempting to commit or abetting, as the case may be, the ASRB of all or any other acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-
 - I. To be disqualified by the ASRB from the examination for which he/she is a candidate; or
 - II. To be debarred either permanently or for a specified period:
 - (i) by the ASRB/ Council from any examination or selection held by them;
 - (ii) by the ASRB/ Council from any employment under them.

If he/she is an ICAR employee, a disciplinary action will also be taken against him/her as per the appropriate rules.

14. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by the ASRB at their discretion shall be called for an interview for personality test.

Provided that candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class, EWS or PwBD may be called for a personality test by the ASRB by applying relaxed standards, if the board is of the opinion that sufficient number of candidates from these communities are not likely to be available for this test on the basis of the general standards in order to fill up the vacancies reserved for them.

15. After the Interview, the eligible and qualified candidates will be arranged by the ASRB in order of merit on the basis of the aggregate marks finally awarded to each candidate in the written examination as well as Interview. In that order as many candidates as are found by the ASRB to be qualified in the examination shall be recommended for appointment upto the number of unreserved vacancies decided to be filled on the basis of the final results of the candidates, subject to their being within the prescribed age limits.

Provided that such candidates belonging to the Scheduled Castes or the Scheduled Tribes may be appointed to the post to the extent the number of vacancies reserved for the Scheduled Castes and Scheduled Tribes cannot be filled on the basis of the general standard, recommended by the ASRB, may be appointed by the relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of the candidate for appointment to the posts, irrespective of their ranks in the order of merit at the examination.

The candidates belonging to the Other Backward Classes, who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the OBCs to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

'Persons with Benchmark Disability' category candidates who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the 'Persons with Benchmark Disability' category candidates to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

The candidates belonging to the Economically Weaker Section (EWS) category who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the EWS category candidates to the extent of vacancies reserved for them subject to the fulfillment of the criteria fixed by the Central Government and in possession of such eligibility certification and fulfillment of the basic minimum standards prescribed by the ASRB

16. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Board at their discretion and the Board will not enter into any correspondence with them regarding result.

17. No person:

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

Provided that the Council may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

18. Resolution of Tie Cases:

Wherever two or more candidates have secured equal aggregate marks (marks in Single Composite Objective-cum-Descriptive type Examination + Structured Interview/Personality Test), the merit of the candidates shall be determined by applying the following Tie-Breaker Rules:

- (a) Date of birth, with older candidate being placed higher.
- (b) Marks in Written Examination i.e. Single Composite Objective-cum-Descriptive Type Examination.
- (c) Alphabetical order in which the names of the candidate appear.

19. Power to relax the provisions of the rules:-

If the President of the Council is of the opinion that it is necessary or expedient so to do, he may be by order in writing, relax any of the provisions of these rules, with respect to any class or category of persons.

20. A candidate must be in possession of good mental and physical health and free from any other physical defects (save as prescribed for PwBD candidates) likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination, as may be prescribed by the Competent Authority is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

21. Success at the examination confers no right to appointment, unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to his/her character and antecedents is suitable in all respects for appointment to the post.

22. Brief particulars relating to the services / posts to which recruitment is being made through examination are given in Appendix-II.

Persons recruited as Assistant Director (Official Language) on Direct Recruitment basis will be on probation for a period of 2 years which may be extended at the discretion of the Competent Authority.

On conclusion of the period of probation, the ICAR may confirm the probationer in his/her appointment, if his/her work or conduct has, in the opinion of ICAR, been found satisfactory. In case his/her work and conduct, in the opinion of ICAR found unsatisfactory, he/she may either be discharged from the services or her/his period of probation may be extended for such further period as ICAR may deem necessary.

SCHEME OF EXAMINATION FOR THE POST OF ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)

Examination type	Single Composite Objective-cum-Descriptive Type Examination
Maximum Marks	200
Time	3 hours

Section/Subjects	No. of questions	Maximum Marks
Section A		
(i) Essay in Hindi	One topic to be chosen out of given topics	50
Section B		
(i) General Knowledge (Objective type)	15 questions × 2 marks each	30
(ii) General Knowledge (Descriptive type)	4 questions × 5 marks each	20
Section C		
(i) (a) Translation from English to Hindi (one paragraph of 300 words approximately).	One	25
(b) Translation from Hindi to English (one paragraph of 300 words approximately).	One	25
(ii) Questions relating to the Constitutional Provisions of Official Language Policy of Government of India and its implementation. (Descriptive Type)	10 questions × 5 marks each	50
Total marks		200

1. Minimum qualifying marks in total for being called for interview will be fixed by the ASRB at its discretion.
2. There will be no negative marking in respect of Objective type/ multiple choice type questions in the examination.
3. The Interview will be of total 30 marks.
4. Final Selection will be made based on overall performance in the written examination and Interview put together.
5. Candidates from written examination shall be qualified for structured interview in the ratio of 3 candidates for each vacancy (category-wise) on the basis of their merit in the written examination.

DETAILED SYLLABUS

Sections	Detailed Syllabus
Section A	
(i) Essay in Hindi	The candidates' ability to understand correct Hindi, his/her basic comprehension and writing ability etc. would be tested.
Section B	
(i) General Knowledge (Objective type)	Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to history, culture, geography, economic scene, general policy and scientific research etc. These questions will be such that they do not require a special study of any discipline.
(ii) General Knowledge (Descriptive type)	<p>Questions in this paper will include General Awareness as well as General Intelligence and Reasoning Ability.</p> <p><u>General Intelligence and Reasoning Ability:</u> It would include question of both – verbal and non-verbal type. This component will include questions on analogies, similarities, differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetic reasoning, verbal and figure classification, arithmetical number series, non – verbal series, coding and decoding, statement, conclusion, syllogistic, reasoning etc.</p> <p><u>General Awareness:</u> Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to history, culture, geography, economic scene, general policy and scientific research etc. These questions will be such that they do not require a special study of any discipline.</p>

Section C	
(i)(a) Translation from English to Hindi of one paragraph of 300 words approximately.	The questions will be designed to test the ability of appropriate translation of the material specifically from agriculture and allied sector. This part will include the translation ability of the candidate from English to Hindi and vice versa which is a prerequisite for the post of Assistant Director (Official Language).
(b) Translation from Hindi to English of one paragraph of 300 words approximately.	
(ii) Questions relating to the Constitutional Provisions of Official Language Policy of Govt. of India and its implementation. (Descriptive Type)	To judge the understanding and implementation ability of candidates. This part will include various questions regarding the provisions made in the Constitution to implement the Official Language Policy of Govt. of India.

INTERVIEW / PERSONALITY TEST

MARKS FOR INTERVIEW - 30 marks

The Candidates who qualify the written part of examination will be called for interview / personality test. The marks allotted for interview / personality test are 30.

Note:

1. The ASRB has the discretion to fix different minimum qualifying standards in the papers/interview taking into consideration among others, category-wise vacancies.
2. All the question papers will be printed both in English and Hindi language for which choice of medium will be exercised by the candidates at the time of filling up their application form for the examination. However, choice of language once made will be final and binding and candidate cannot change it later under any circumstance. The candidates cannot use multiple languages like answering some questions in one language and others in different language because the medium has strictly to be only one chosen by them and questions attempted in any other medium would be rendered ineligible for evaluation.
3. The merit list shall be prepared based upon the marks obtained in the examination viz. out of 200 marks for the General as well as in respect of all other reserved categories (viz. SC/ST/OBC/PwBD/EWS). On the basis of this merit list of Written Examination, top order candidates will be called for Interview in the ratio of three candidates for each vacancy (category wise).
4. The final merit list shall be prepared based upon the marks obtained in the written examination plus marks obtained in the interview. The top order candidates will be offered the offer of appointment and they may be allowed to join the ICAR services subject to fulfilling the pre-appointment formalities.

APPENDIX – II

Brief particulars relating to the service / posts to which recruitment is being made through examination are given as under:

The ICAR services (Official Language) in ICAR system has at present four grades and carry all India service liability:

- (i) Assistant Director (OL) : Level-10 (₹56100 – 177500)
(Pre-revised PB-3 - ₹ 15,600-39,100 with Grade Pay ₹ 5400)
- (ii) Deputy Director (OL) : Level – 11 (₹67700 – 208700)
(Pre-revised PB-3 - ₹ 15,600-39,100 with Grade Pay ₹ 6600)
- (iii) Joint Director (OL) : Level-12 (₹ 78800 – 209200)
(Pre-revised PB-3 - ₹ 15,600-39,100 with Grade Pay ₹ 7600)
- (iv) Director (OL) : Level-13 (₹123100 – 215900)
(Pre-revised PB-4 - ₹ 37,400-67,000 with Grade Pay ₹ 8700)

Joint Director(OL) having five years of regular service in Level – 12 of Pay Matrix of 7th CPC is eligible for consideration of promotion to the post of Director (OL). Deputy Director (OL) having five years of regular service in Level – 11 of Pay Matrix is eligible for consideration of promotion to the post of Joint Director(OL). Assistant Director (OL) having five years of regular service in Level – 10 of Pay Matrix is eligible for consideration of promotion to the post of Deputy Director (OL).

Persons recruited as Assistant Director (Official Language) on Direct Recruitment basis will be on probation for a period of 2 years, which may be extended at the discretion of the Competent Authority.

On conclusion of the period of probation, the ICAR may confirm the probationer in his/her appointment, if his/her work or conduct has, in the opinion of ICAR, been found satisfactory. In case his/her work and conduct, in the opinion of ICAR found unsatisfactory, he/she may either be discharged from the services or her/his period of probation may be extended for such further period as ICAR may deem necessary.

**FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND
SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO THE
POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Shrimati/Kumari* _____ son/ daughter*
of _____ of village/town* _____ in District/
Division* _____ of the State/Union Territory*
_____ belongs to the _____ caste/ tribe* which is
recognized as a Scheduled Caste/ Scheduled Tribe* under:-

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951
[as amended by the Scheduled Castes and Scheduled Tribes Lists
(Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab
Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North
Eastern Area (Reorganisation) Act, 1971, the Scheduled Castes and
Scheduled Tribes Orders (Amendment) Act, 1976, the State of Mizoram Act,
1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu
(Reorganisation) Act, 1987.]
- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order,
1959, as amended by the Scheduled Castes and Scheduled Tribes Order
(Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,
2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act,
2002

%2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who
have migrated from one State/ union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* of Shri/Shrimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/ Union Territory* _____ who belongs to the caste/ tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* in the State/ Union Territory* of _____ issued by the _____ dated _____

%3. Shri/Shrimati*/Kumari* _____ and/*or his/her* family ordinarily resides in village/town* _____ of _____ District/Division* of the State/ Union Territory* of _____

Signature _____

****Designation** _____

**(With Seal of Office)
State/ Union Territory**

Place _____

Date _____

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE:- The term "ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Scheduled Caste/ Scheduled Tribe Certificate:

- (i) 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.
^ (not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA.**

This is to certify that Shri/Smt./Kumari _____
son/daughter of _____ of village/town
_____ in District/Division _____ in
the State/Union Territory _____ belongs to the
_____ community which is recognized as a backward class
under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated _____.
Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____
State/Union Territory. This is also to certify that he/she does not belong to the
persons/sections (Creamy layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel and Training O.M. No. 36012/22/93-
Estt. (SCT) dated 8.9.1993**. (OM No. 36033/3/2004Estt. (Res) dated 9th March, 2004,
O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-
Estt. (Res) dated 27th May, 2013)

**District Magistrate,
Deputy Commissioner etc.**

Dated

SEAL

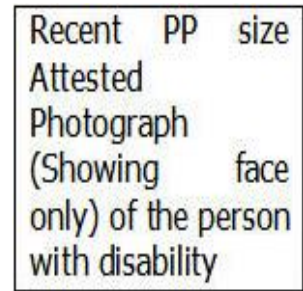
*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - 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.

Form-V
Certificate of Disability
(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)
[See rule 18(1)]

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



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 / YY) ____ ____ ____ 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 _____

(A) He/ She has _____%(in figure) _____ percent
(in words) permanent Locomotor Disability/ dwarfism/ blindness in relation to
his/her _____ (part of body) as per guidelines (_____ number and date
of issue of the 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 and Seal of Authorised Signatory of notified Medical Authority)

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

Form-VI
Disability Certificate
(In case of multiple disabilities)
[See rule 18(1)]

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

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt./Kum.
 _____ son/wife/daughter of Shri _____
 Date of Birth (DD / MM / YY) ____ ____ ____ Age ____ years, male/female
 _____ Registration No. _____ permanent resident of
 House No. _____ Ward/Village/Street _____ Post
 Office _____ District _____ State
 _____, 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 (_____ number and date of issue of the 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			

S. No.	Disability	Affected Part of Body	Diagnosi s	Permanent physical impairment/mental disability (in %)
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.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (_____ number and date of issue of the 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 _____years_____months, and therefore this certificate shall be valid till (DD / MM / YY) _____

- @ e.g. Left/ right/ both arms/ legs
- # e.g. Single eye
- £ 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
Disability Certificate
(In cases other than those mentioned in Forms V and VI)

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)**
[See rule 18(1)]

Recent PP 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 / YY) ____ ____ ____ 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 he/she is
a case of _____ disability. His/her extent of percentage
physical impairment/disability has been evaluated as per guidelines (to be specified)
and is 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	#		

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
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			

(Please strike out the disabilities which are not applicable.)

2. The above 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 _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

- @ - 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

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/ Medical Superintendent/
Head of Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with 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.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

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

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

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

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

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

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

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport
size attested
photograph of the
applicant

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

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

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