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ಸಿಎಸ್ಐಆರ್ - ಕೇಂದ್ರೀಯ ಆಹಾರ ತಂತ್ರಜ್ಞಾನ ಸಂಶೋಧನಾಲಯ, ಮೈಸೂರು - 570 020, ಭಾರತ
सीएसआईआर – केंद्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूरु - 570 020, भारत
CSIR - Central Food Technological Research Institute, Mysuru - 570 020, India

Giving Food a Future

Advertisement No. Rec.02/2021

Date of commencement of Online Applications	**: 01.07.2021**	(from 10:00 A.M)
Last Date for receipt of Online Applications	**: 30.07.2021**	(upto 5:00 P.M)
Last Date for receipt of Hard Copy Applications	**: 23.08.2021**	

CSIR–Central Food Technological Research Institute (CFTRI), Mysuru [A constituent laboratory of Council of Scientific and Industrial Research (CSIR), an Autonomous body under Ministry of Science & Technology and Earth Sciences, Govt. of India] is one of the premier R&D Institutions in the country dedicated to cutting-edge research in the area of Food Science & Technology.

CSIR–CFTRI invites online application from Indian citizens who are bright, highly motivated and enthusiastic to take up the following administrative positions:

Sl. No.	Name of the post	No. of Posts # & Reservation	Pay Scale	*Total Emoluments	** Upper Age Limit not exceeding (as on 30.07.2021)
1	Junior Secretariat Assistant (Gen.)	03 [SC-1,UR-2]	Level-02 (₹19,900-63,200)	₹ 27,936/-	28 Years
2	Junior Secretariat Assistant (F&A)	03 [SC-1,UR-2]	Level-02 (₹19,900-63,200)	₹ 27,936/-	28 Years
3	Junior Secretariat Assistant (S&P)	03 [UR]	Level-02 (₹19,900-63,200)	₹ 27,936/-	28 Years

One of the 9 posts of Junior Secretariat Assistant (Gen./F&A/S&P) notified above is reserved for Ex-servicemen (EXS). The number of vacancies indicated against each post/category is provisional and may vary at the time of selection.

Sl. No.	Name of the post	No. of Posts & Reservation	Pay Scale	*Total Emoluments	** Upper Age Limit not exceeding (as on 30.07.2021)
1	Junior Stenographer	03 (Backlog) [ST-1,OBC-1, PwBD(OH)-1]	Level-04 (₹25,500-81,100)	₹ 36,021/-	27 Years

*Total Emoluments means approximate total emoluments per month on minimum of scale including House Rent Allowance as admissible in Mysuru HQs.

** Please see details of age relaxations under **General Information and Conditions**: Sl. No. 3 - Relaxations.

Abbreviations: ***UR - Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC - Other Backward Classes, PwBD - Persons with Benchmark Disability, OH- Orthopaedically Handicapped.***

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The minimum essential qualifications for all the above posts are as under:-

Post Code : JSAG : 3 Posts [SC-1,UR-2] **Pay Matrix : Level 02 (Rs.19,900-63,200)**	**JUNIOR SECRETARIAT ASSISTANT (Gen.)**
Essential Qualification	**Job Requirement/Nature of Job**
10+2/ XII standard/ PUC or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time. (Presently 35 w.p.m. in English or 30 w.p.m. in Hindi)* *35 w.p.m. / 30 w.p.m. correspond to 10500 KDPH/9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word. Time allowed for typing test is 10 minutes, which is qualifying in nature.	The incumbent is required to provide assistance in the functions of General Administration besides any other official work assigned by the Competent Authority.
Post Code : JSAF : 3 Posts [SC-1,UR-2] **Pay Matrix : Level 02 (Rs.19,900-63,200)**	**JUNIOR SECRETARIAT ASSISTANT (F&A)**
Essential Qualification	**Job Requirement/Nature of Job**
10+2/ XII standard/ PUC or its equivalent with Accountancy as a subject and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time. (Presently 35 w.p.m. in English or 30 w.p.m. in Hindi)* *35 w.p.m. / 30 w.p.m. correspond to 10500 KDPH/9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word. Time allowed for typing test is 10 minutes, which is qualifying in nature.	The incumbent is required to provide assistance in the functions of Finance & Accounts besides any other official work assigned by the Competent Authority.
Post Code : JSAP : 3 Posts [UR-3] **Pay Matrix : Level 02 (Rs.19,900-63,200)**	**JUNIOR SECRETARIAT ASSISTANT (S&P)**
Essential Qualification	**Job Requirement/Nature of Job**
10+2/ XII standard/ PUC or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time. (Presently 35 w.p.m. in English or 30 w.p.m. in Hindi)* *35 w.p.m. / 30 w.p.m. correspond to 10500 KDPH/9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word. Time allowed for typing test is 10 minutes, which is qualifying in nature.	The incumbent is required to provide assistance in the functions of Stores & Purchase besides any other official work assigned by the Competent Authority.

 # One of the 9 posts of Junior Secretariat Assistant (Gen./F&A/S&P) notified above is reserved for Ex-servicemen (EXS).

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Post Code : STEN : 3 Posts [Backlog] [ST-1,OBC-1,PwBD(OH)-1] Pay Matrix : Level 04 (Rs.25,500-81,100)	JUNIOR STENOGRAPHER
Essential Qualification	**Job Requirement/ Nature of Job**
10+2/ XII standard/ PUC or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time. (Presently 80 w.p.m. in shorthand in English/Hindi with transcription of 50 mts in English or 65 mts in Hindi and typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer)	To Provide Secretarial/ Stenographic assistance/ Typing or any other official work assigned by the Competent Authority.

Abbreviations: ***UR - Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe,***
OBC - Other Backward Classes,
PwBD - Persons with Benchmark Disability, OH- Orthopaedically Handicapped.

GENERAL INFORMATION AND CONDITIONS:-

1. Benefits under Council Service:

a. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence allotment rules depending on availability, in which case HRA will not be admissible.

b. In addition to the emoluments indicated against each category of posts other benefits are also available as per CSIR rules. The selected candidates will be governed by the 'National Pension System' based on defined contributions as adopted by CSIR for its employees. However, persons selected from Departmental/other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01-01-2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the the existing Pension Scheme i.e., CCS (Pension) Rules,1972, as per rules.

c. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.

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2. Other Conditions:

a. The applicant must be a citizen of India.

b. All applicants must possess the essential qualification of the post and fulfill other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for post which is compulsory even if a candidate has some other higher qualifications. **Enquiries asking for advice as to eligibility will not be entertained**. The prescribed essential qualifications are the minimum mentioned against the post. Mere possession of the same does not entitle candidates to be called for Typing test/Written test/Shorthand test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates who, in its opinion are likely to be suitable for the institutional requirement and will not entertain any correspondence in this regard. The candidate should therefore mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualifications, supported with documents and ensure that all details are full and accurate. Completion of course will be reckoned from the date of issue of provisional certificate/notification.

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c. Online Applications from candidate working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if hard copy of the same is forwarded through proper channel, certified by the employer that the applicant will be relieved within one month of receipt of the appointment order on immediate absorption basis, if selected. Vigilance clearance should also be recorded in such cases. Application through proper channel must reach us on or before 31/08/2021. However, advance copy of the online application may be sent before the closing date i.e. 23/08/2021 otherwise the online application will be rejected.

d. The hard copy (print-out) of the application generated after filling online application form should be accompanied by self attested copies of the relevant educational qualifications, caste/community etc. Incomplete applications or applications not accompanied with the required self attested certificates/documents if any, requisite application fee are liable to be rejected.

e. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected. The decision of the CSIR with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.

f. The selected candidates will not be permitted to apply for appointment elsewhere or in this Laboratory during the probationary period and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Laboratory.

g. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or notary is to be submitted.

h. The date for determining the upper age limit, qualification shall be the closing date prescribed for submission of online applications i.e. **30th July, 2021**.

i. The prescribed qualifications should have been obtained through recognized Universities/Boards/ Institutions etc.

j. Persons with Benchmark disabilities (PwBD/DIVYANGJAN) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.

k. Only SSC/Matriculation/10th Standard/SSLC/HSC certificate or Birth certificate issued by appropriate government authority will be accepted as age proof for date of birth. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be accepted.

l. Any discrepancy with regard to the information given in application and as evident in original documents will make the candidate ineligible for appearing in Typing test/Written test/Shorthand test.

m. The decision of the CSIR-CFTRI/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Typing/Written/Shorthand examination as per CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.

n. The selected persons should be ready to serve under the administrative control of the Director, CSIR-CFTRI viz. at the **Headquarters in Mysuru or its Resource Centres located at Lucknow, Hyderabad, Mumbai** and they can be transferred to any of the Labs/Institutes of CSIR anywhere in India as and when need arises.

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o. In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/Universities/Institutes. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.

p. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.

q. The Director, CSIR-CFTRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.

r. The selected candidates will be on probation for a period of two years from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.

s. Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR-CFTRI or CSIR or any other laboratory/institute of CSIR in the application form. Close relations would include wife/husband/brother/sister/brother's wife and those who could be termed as blood relations.

t. Notifications regarding selection, details of screened/short listed candidates to be called for Typing/Written/Shorthand examination along with criteria adopted and any updates shall be displayed only on CFTRI official website: **https://www.cftri.res.in** from time to time.

u. **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** The **Helpdesk** contact mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.

v. The recruitment for the above posts is governed by the "**CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020**" as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

w. The screening of the candidates will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is discovered that the candidates do not fulfill the eligibility criteria; their candidature shall be cancelled without assigning any reason whatsoever. Therefore, candidates must ensure that given information is true.

3. RELAXATIONS:

a. The upper age limit is relaxable up to 05 [five] years for Scheduled Caste [SC]/Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [OBC] candidates, as per Government of India orders in force, **only in respect of those cases where the posts are reserved for these respective categories** [attested copies of the certificates to be enclosed to the application, as required]. SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DoPT OM No.36011/1/98-Estt.(Res), dated 01-07-1988 and they are treated on par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC and ST candidates in such cases.

The candidates belonging to the reserved category of SC/ST/OBC must submit along with their applications, an attested photocopy of the certificate which should be in the

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prescribed form issued by the Competent Authority Empowered to issue such Certificates (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders. As for OBC certificates, both the conditions of OBC status as well as exclusion from 'Creamy Layer' with respect to Government of India criteria and not State Government criteria, are to be met. The OBC (Non-creamy layer) certificate should be latest. For information and compliance, the prescribed forms for producing OBC/SC/ST certificate thereof referred to above are uploaded on the website of CSIR-CFTRI under the link for "Forms" in respect of Advertisement No.02/2021. The OBC certificates should be in the format **FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA** with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR, if otherwise eligible. **The OBC candidates who belong to "Creamy layer" are not entitled to concession admissible to OBC category and such candidates have to indicate their category as General.** The SC/ST/OBC certificates should be only in the prescribed Government of India formats / certificates. The certificates in any other format will not be acceptable. Candidate seeking reservation as SC/ ST/ OBC in the prescribed proforma from the competent authority should indicate clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/ town the candidate is ordinarily a resident of.

b. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce latest Income and Asset Certificate in the prescribed format issued by the Competent Authority.

c. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. The Upper age limit is also relaxable up to forty years for appointment to Group C posts for the regular employees working in other Government Departments, Autonomous Bodies and Public Sector Undertakings who have rendered not less than 3 years regular and continuous service as on closing date in accordance with the instructions and orders issued by the Government of India/CSIR from time to time in this regard.

d. As per GOI provisions, in respect of widows, divorced women and women judicially separated from their husbands and who are not re-married, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Caste/Scheduled Tribe candidates) but no relaxation of educational qualification or in the method of recruitment. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

i. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

ii. In case of divorced Women and Women judicially separated from their husband, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.

e. **Age relaxation to Persons with Benchmark Disability (PwBD/DIVYANGJAN)**:

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

(i) Category A - blindness and low vision;
(ii) Category B - deaf and hard of hearing;
(iii) Category C - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
(iv) Category D - autism, intellectual disability, specific learning disability and mental illness;

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(v) Category E - multiple disabilities from amongst persons under clauses (A) to (D) including deaf-blindness.

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

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

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

f. Age relaxation for Ex-Servicemen for appointment to Group C posts will be applicable as per the orders of Government of India from time to time. Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/ Estt (SCT) dated 27th October, 1986 as amended from time to time.
Ex-servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.

g. It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate belong to the SC/ST/OBC/EWS is false OR it reveals that the claim of the candidate belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

h. All the Age relaxations indicated above are not exhaustive. For detailed information of age relaxations, please refer the orders of Government of India/CSIR.

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4. Mode of Selection:

Post Name	Selection Procedure
Junior Secretariat Assistant (Gen./F&A/S&P)	The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee will be invited for open competitive written examination and typing test. The proficiency in computer typing speed and in using computer will only be qualifying in nature; the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

Syllabus for the post of Junior Secretariat Assistant (Gen./F&A/S&P):

For these posts, there will be two papers (Paper-I and Paper-II). The Second paper (Paper II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper I).

Mode of examination	OMR Based or Computer Based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English language.
Standard of Exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper-I (Time Allotted- 90 minutes)

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

* Mental Ability Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.

Paper-II (Time Allotted- 1 hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer

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Post Name	Selection Procedure
Junior Stenographer	As per ASRP rules 2020, the candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee will be invited for open competitive written examination and typing test. The proficiency in stenography; computer typing speed and in using computer will only be qualifying in nature; the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. **The detailed selection procedure will be notified separately on the Institute website**.

5. How to Apply:

a) Eligible and interested candidates are required to apply ONLINE only through our official website **https://www.cftri.res.in** or **https://www.recruitment.cftri.res.in** . No other mode of application will be considered.

b) If the candidate does not have a valid email id, he/she should create a new valid email id before applying online and should be kept active during the entire recruitment process.

c) Candidates are advised to go through the instructions for online filling of the application carefully and for easeness of the candidates an application replica is also provided separately.

d) **Online Application will be available on CSIR-CFTRI website https://www.cftri.res.in. Open from 01.07.2021 (10.00 a.m. onwards) and Closes on 30.07.2021 (till 05.00 p.m). It is mandatory to take the print out of the successfully submitted online application form by 05:00 p.m. on 30.07.2021, sign the same and attach the self attested mandatory documents & photo. The print out of the application along with the relevant documents must reach CSIR-CFTRI on or before 23.08.2021.** Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of Application and payment details will not be available after **05.00 p.m. on 30.07.2021.**

d) A non-refundable application fee of Rs. 100/- (one Hundred) only wherever applicable may be deposited through **https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=299364** and printed copy of e-receipt of the same must be enclosed with the application.
The candidates belonging to SC/ST/PwBD/Women/Regular CSIR Employees are exempted from payment of application fee.

e) Candidate is required to upload his/her recent passport size scanned colour photograph (max size 50 KB), signature (max size 50 KB) and also relevant certificates (max size 1 MB each) at the specified places in the online application.

f) In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/University/ Institute. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.

g) Fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.

h) Only a single application will be entertained from each candidate for each postcode. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POSTCODE WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.

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i) **A candidate can apply for multiple postcodes subject to fulfilling all eligibility criterion attached to each individual post code**. However, candidate needs to fill the application (except primary/registration details) with the requisite application fee separately for each post code.

j) The print out of the successfully submitted online Application must be duly signed by the candidate and accompanied by One recent Passport size Coloured photograph, self attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience certificate (if applicable), copy of full discharge book (if applicable), proof for possession of Ex-Servicemen certificate (If applicable), caste certificate (if applicable), certificate to be produced by EWS candidates (if applicable), PwBD certificate (If applicable), copy of E-RECEIPT of the Application fee paid (if applicable) should be sent in an envelope superscribed "**APPLICATION FOR THE POST OF "_____", "Post Code _____)"** 'Advertisement No. **02/2021'** by speed post/registered post only so as to reach on or before 23.08.2021 to the address given below, **separately for each post code**, in case a candidate applies for multiple post codes.

Recruitment Cell (E-I Section),
CSIR-Central Food Technological Research Institute,
Cheluvamba Mansion,
Mysuru – 570020,
Karnataka.

k. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-CFTRI.

l. Incomplete applications (OR) Hardcopy of the application not accompanied by printout of the complete online application form**,** signatures wherever applicable, photograph and application fee (if applicable), all applicable documents with self attestation, caste certificate (if applicable), Proof of possession of a valid Ex-servicemen Certificate (if applicable), copy of Discharge book (if applicable), Experience certificate (if applicable) etc. will not be entertained and will be summarily rejected.

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

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

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

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

b. One recent Passport size Coloured photograph (same as uploaded with the online application form) to be pasted on the application form and **signed across in full**.

c. Self Attested photocopy of Matriculation or equivalent certificate for Age proof.

d. Self Attested photocopies of educational qualification certificates etc.

e. Conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the University.

f. Self Attested photocopy of full Discharge book & valid Ex-Servicemen certificate, if any.

g. Self Attested photocopy of **latest caste certificate**/**EWS certificate duly signed by the specified authority**, if applicable in the prescribed format.

h. Self Attested photocopies of experience certificates, if any.

i. No Objection Certificate (NOC)/Proper channel Application, wherever applicable.

j. PwBD certificate, in the prescribed Government of India (GoI) format signed by the specified authority, if applicable.

k. Any other document in support of the claim made in the application, as applicable.

Note: In case of discrepancies between the English version of this Advertisement and its Hindi & Kannada translation, the English version shall prevail.

In case of any difficulty while submitting online registration/application please do write email at recruitment@cftri.res.in. To avoid last minute rush, candidates are advised to pay the online fee (if applicable) and apply online at the earliest. All further announcements/details pertaining to this process/updates/corrigendum/addendum etc., will be published/provided **only** on CFTRI official website **https://www.cftri.res.in** from time to time.

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED. The **Helpdesk** contact (0821-2514433) mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.

Sd/-
Controller of Administration
CSIR-Central Food Technological Research Institute
Mysuru

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LIST OF FORMS

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Giving Food a Future

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PROFORMA-I

FORMAT 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 & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**.

Date _____ **District Magistrate/Deputy Commissioner etc.**

Seal of Office –

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*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of 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.

List of authorities competent to issue Caste Certificates are indicated below:-

(i) District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commissioner/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate /Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate)

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar: and

(iv) Sub-Divisional Officers of the area where the Candidate and or his family normally resides.

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PROFORMA-I-A

FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)

I _____ Son/daughter of Shri _____resident of Village/town/city_____district_____state _____ hereby declare that I belong to the _____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 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature : _____

Full Name: _____

Address: _____

_____

_____

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PROFORMA-II

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

1. This is to certify that Shri/Shrimati/Kumari* _____ Son/Daughter of _____ Village/Town* _____ in 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 List (Modification Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) 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 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 & Kashmir) Scheduled Tribes Order, 1989.
@ The Constitution (SC) Orders (Amendment) Act, 1990.
@ The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
@ The Constitution (ST) Orders (Second Amendment) Act, 1991
@ The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2007

%2. 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/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 recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____ .

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%3. Shri/Shrimati/Kumari*_____and /or* his/her* family ordinarily reside(s) in Village/Town* _____ of _____ 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 specific Presidential Order
% Delete the Paragraph, which is not applicable.

NOTE: The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of People Act, 1950

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

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.(not below the rank of 1st Class Stipendary Magistrate)
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator / Secretary to Administrator/Development Officer (Lakshadweep Islands).

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PROFORMA-III

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 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.

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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 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/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
- Dwarfis
- 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 (_____number and date of issue of the guidelines to be specified).

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(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 certificate of disability certificate is issued.

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FORM-VI

Certificate of Disability

(In cases of multiple disabilities)

(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: _____

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_____PostOffice_____ 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 is shown against the relevant disability in the table below:

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S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor 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.	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.

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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 certificate of disability certificate is issued.

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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)

Recent PP Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.: _____ Date: _____

1. 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_____PostOffice_____ 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 (_____number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

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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			

(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

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(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 certificate of disability 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.

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FORM – A

Form of Certificate applicable for Released/Retired Personnel
(Prescribed proforma subject to amendment from time to time)

1. It is certified that No. ..... Rank..... Name..... whose date of birth is..... has rendered service from..... to..... in Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: Signature, Name and Designation of the Competent Authority**

Date:

SEAL

Delete the paragraph which is not applicable.

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PROFORMA-VIII

FORM - B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

(Prescribed proforma subject to amendment from time to time)

1. It is certified that No……Rank……Name ……is serving in the Army/Navy/ Air Force from ……

2. He is due for release/retirement on completion of his specific period of assignment on or before ……

3. No disciplinary case is pending against him.

Place: Signature, Name and Designation of the Competent Authority**

Date:

SEAL

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PROFORMA-IX

FORM – C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

(Prescribed proforma subject to amendment from time to time)

(1) I understand that if selected on the basis of the recruitment/Test to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Serviceman in terms of the Ex-Serviceman (Reemployment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman with regard to this recruitment, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing the concession of reservation of vacancies admissible to Ex-serviceman.

Place: Signature and Name of the candidate

Date: