



(An autonomous institution of the Department of Biotechnology, Ministry of Science and Technology, Government of India)

NCCS Complex, S. P. Pune University Campus, Ganeshkhind, Pune – 411007.

Website: <https://www.nccs.res.in>

Advertisement No. 1/2025

Recruitment of Administrative & Technical Staffs

BRIC-NCCS is an autonomous institution of Department of Biotechnology, Government of India. It is at the forefront of basic research in diverse areas of cell biology. The contributions made by scientists of NCCS have gained worldwide recognition. In order to support the ongoing activities, BRIC-NCCS invites online applications from highly motivated Indian nationals possessing excellent academic record and relevant work experience for the following positions :-

a) Administrative staff

Positions	Pay Level	Total monthly emoluments	No. of posts/Category	Age Limit
Officer 'B'	Level 10 as per 7th CPC	Rs. 1,13,679/-	1 (OBC)	Not exceeding 38 years (Including age relaxation)
Officer 'A'	Level 7 as per 7th CPC	Rs. 87,675/-	1 (OBC)	Not exceeding 33 years (Including age relaxation for OBC)
Office Assistant 'B'	Level 6 as per 7th CPC	Rs. 70,290/-	1 (OBC)	Not exceeding 33 years (Including age relaxation)

1. Officer 'B': Post: 1 (OBC), Pay Matrix Level 10 as per 7th CPC.

Age limit: Not exceeding 38 years (Including age relaxation).

Method of appointment:- By Deputation / By Direct Recruitment

By Deputation: -

Officials of the Central Govt., State Govt., Central/State Universities, Autonomous Insts, Public Sector Undertakings subject to fulfillment of the following conditions:

- 1) Holding analogous post on regular basis in the parent cadre OR
- 2) Possessing qualification and experience as prescribed for Direct Recruits. Age preferably below 40 for candidates selected on deputation.

By Direct Recruitment: -

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Graduate in any discipline or Post Graduate diploma in Management with 3 years experience in the Level No. 7 or 7 years service in the Level No. 6. The candidates should have the knowledge of Administration OR Stores and Purchase and should be familiar with Information & Communication Technologies. The persons working in Non-Government or reputed private organizations should have equivalent experience as mentioned for Government Servants and their total pay should be similar or more than the consolidated pay described.

Job Description: -

The selected candidate will be involved in handling Establishment related matters like appointments/promotions/pay fixation/MACP, Amendment of Recruitment Rules, Noting & Drafting, RTI matters, Parliament questions etc.

Checking and Supervising in Purchase related matters like tendering, dealing with various Government portals etc.

Handling of General Administrative functions like Estate & Maintenance, Medical, Transport, Hostel, Security, Facility management etc.

Handling of Accounts function like to manage accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash /cheque / voucher in a timely manner.

Any other relevant jobs in Administration including stores, purchase and accounts as assigned by the Competent Authority from time to time.

2. Officer 'A': Post: (OBC - 1), Pay Matrix Level 7 as per 7th CPC.

Age limit: not exceeding 33 years (Including age relaxation for OBC).

Method of appointment:

By Direct Recruitment

Qualifications and experience: -

Graduate in any discipline and minimum 3 years experience in the level No.6 of the pay matrix or 5 years experience in level No.4 having a knowledge of Administration, Finance & Audit and Stores & Purchase and good working knowledge in computer operation & should be familiar with information & Communication Technologies.

Job Description: -

The selected candidate is expected to handle all Establishment matters like appointment/promotion/pay fixation/MACP, Amendment of Recruitment Rules, Noting Drafting, RTI matters. Parliament questions etc. Leave records, all entries pertaining to Service Books.

Processing of personnel claims, contractual bills, repairs and maintenance - work orders, library bills and project bills. Preparation of ITR returns in form 16 and 16 A. Filing IT Quarterly Returns. Performing duties as Vehicle In charge including allotment of duties, upkeep of vehicles etc.

Procurement of goods and services indigenously through GeM as well as import of equipments/ consumables. Process for engagement of Customs House Agents for import consignments clearance

from custom house. Liasoning with bankers for remittance of foreign currency payments for purchases from overseas sources. Inventory management systems. Interaction with various Government and non-Governmental agencies, Disposal of unserviceable/obsolete/scrap material.

Generating online bank statements, Audit of purchase proposals, proposals received from I&M, Civil etc. Fund management, compliance regarding UC & SE of projects, coordinate audit like C&AG, MST, Statutory audit etc. Preparation of replies. Regulating statutory compliance for Charitable trust, Income tax etc.

3. Office Assistant 'B': Post: 1 (OBC), Pay Matrix Level 6 as per 7th CPC.

Age limit: Not exceeding 33 years (Including age relaxation).

Method of appointment: By Direct Recruitment

Educational qualifications and experience: -

Graduate with minimum 5 years in the level 4 of the pay matrix or 8 years experience in the level No. 2 & should be familiar with Information & Communication Technologies.

Job Description: -

Candidate having working experience in Administration, Accounts, and Stores & Purchase with working knowledge of computers will be preferred.

b) Technical staff

Sr. No.	Positions	Pay Level	Total monthly emoluments	No. of posts/ Category	Age Limit
1	Technical Officer 'C' (I & M)	Level 11 as per 7th CPC	Rs. 1,34,907/-	1 (UR)	Not exceeding 40 years
2	Technical Officer 'B' (Civil)	Level 10 as per 7th CPC	Rs. 1,13,679 /-	1 (SC)	Not exceeding 40 years (Including age relaxation)
3	Technical Officer 'B' (Lab)	Level 10 as per 7th CPC	Rs. 1,13,679/-	1 (UR)	Not exceeding 35 years
4	Technician 'B' (I&M)	Level 5 as per 7th CPC	Rs. 58,944/-	1 (OBC)	18 to 25 years, not exceeding 28 years (Including age relaxation)

1. **Technical Officer 'C'(I & M)** : Post: 1 (UR), Pay Matrix Level 11 as per 7th CPC.

Age limit: Not exceeding 40 years.

Method of appointment:- By Direct Recruitment / By Deputation

For Direct Recruitment:

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AMIE/B.E./B. Tech. in Engineering or M.Sc. (Instrumentation/Electronics/Physics) with 8 years experience in relevant area or M. Tech/M.E. with 5 years experience in relevant area. Candidates should have minimum of 60% marks in aggregate in qualifying examination.

By Deputation: -

Officials of the Central Govt., State Govt., Central/State Universities, Autonomous Insts, Public Sector Undertakings subject to fulfillment of the following conditions:

- i) Holding analogous post on regular basis in the parent cadre and
- ii) Possessing qualification and experience as prescribed for Direct Recruits.

Job Description:

The selected candidate is expected to coordinate with the staff of Electrical, Instrumentation, Civil and Air-conditioning section for smooth and effective functioning of I & M department for day to days activities. Ensure proper upkeep and maintenance of all electromechanical and allied equipments. Preparing various proposals, tenders/enquiries with detailed documents, execution supervising and monitoring works/services and follow up for the works for new Projects/works. AMC's for operation and maintenance of Electrical substation works, Central Air conditioning plant, DG sets, Lifts and EPBAX, Instrument related AMC's etc.

2. **Technical Officer 'B'(Civil)** : Post: 1 (SC), Pay Matrix Level 10 as per 7th CPC.
Age limit: Not exceeding 40 years (including age relaxation).

Method of appointment:- By Direct Recruitment / By Deputation

For Direct Recruitment:

M.E./M. Tech. in Civil Engineering with 2 years experience in relevant area or AMIE/B.E./B.Tech in Civil Engineering with 6 years experience in relevant field or Diploma in Civil Engineering with 10 years of experience in relevant area. Candidates should have minimum of 60% marks in aggregate in qualifying examination.

Experience for Deputation:

Officials of the Central Govt., State Govt., Central/State Universities, Autonomous Insts, Public Sector Undertakings subject to fulfillment of the following conditions:

- 1) Holding analogous post on regular basis in the parent cadre and
- 2) Possessing qualification and experience as prescribed for Direct Recruits

Job Description:

The selected candidate is expected to handle the preparation of Estimates of civil and allied works, preparation and perusal of works for administrative approval and expenditure sanctioned. Preparation of enquiries for limited quotations tender documents for open tendering. Scrutiny of quotations/tenders. Preparing comparative statements work order and all correspondence related to works. Supervision of works getting the works executed as per the contract. Planning and monitoring of the works, taking measurement of executed works. Recording measurement in measurement books. Verification and rectification and certification of the bill.

3. **Technical Officer 'B'(Lab)** : Post: 1 (UR), Pay Matrix Level 10 as per 7th CPC.
Age limit: Not exceeding 35 years.

Method of appointment:- By Direct Recruitment

For Direct Recruitment:

M.Sc with 6 years experience in relevant field or B.Sc or equivalent with 10 years experience in relevant field. Candidates should have minimum of 60% marks in aggregate in qualifying examination.

Job Description:

Maintenance of Gamma Chamber. Modification and changes in sterilization and decontamination procedure. General maintenance of the lab. To modify & resolve the technical problems arising during washing, packing and sterilization. Maintaining cell cultures cryopreservation and revival of cell line. Ordering of the chemicals required in the lab. Maintenance and supply of cell lines. The selected candidate is expected to perform/conduct experiments under the instruction from the scientist and assist him/her in the laboratory work.

4. **Technician 'B' (I & M)**: Post: 1 (OBC) Pay Matrix Level 5 as per 7th CPC.
Age limit: 18 to 25 years. Not exceeding 28 years (Including age relaxation).

Method of appointment: By Direct Recruitment.

Qualifications and experience:

Diploma in Engineering with 5 years experience. Candidates should have 60% marks in aggregate in qualifying examination.

Job Description:

The candidate should be expert in repairs & maintenance of various equipments like Cooling centrifuges, -80° deep freezer, -20° deg. freezers, refrigerators, handling of centralized AC plants, AHUs and allied BMS (Building management systems) etc. should be conversant with routine and breakdown maintenance of these mentioned works and computerized technologies. In addition to this the candidate is required to carry out any other assigned departmental work.

Abbreviations:

UR=Un-reserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC=Other Backward Classes, ESM=Ex-Servicemen, EWS – Economically Weaker Section, PwBD=Persons with Benchmark Disabilities, HH=Hearing Handicapped, OH=Orthopedically Handicapped.

HOW TO APPLY:

1. Eligible and interested candidates would be required to apply online through “MKCL Recruit Live portal”: <https://nccs.recruitlive.in> .
2. Before filling up Online Application, a candidate must have a working Webcam with Mic connected to his/her Desktop/Laptop at the time of filling the online application form.
3. The registration process involving various steps for application are mentioned in the MKCL Recruit Live portal.
4. The candidates applying for the post should first confirm their eligibility as per advertisement on the website of the Institute i.e. <https://www.nccs.res.in>. They should also ensure that they have a valid

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personal e-mail ID and mobile number. Candidate should note that the e-mail ID and mobile number are to be kept active during the entire recruitment process. The candidates should ensure that the email ID is not shared or disclosed to anybody. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. The e-mail ID and Mobile Number is required for the initial registration.

5. All eligible candidates willing to apply in response to this advertisement notice should visit BRIC-NCCS website <https://www.nccs.res.in> OR MKCL RecruitLive Portal and register himself/ herself and apply well before the last date for filling up of online application form. For registration, one should fill details i.e. Name of candidate, AADHAR Number, Date of birth, gender, e-mail ID, mobile number etc. Upon successful registration, the user name/application number will be sent to the e-mail ID/ Mobile Number used during registration.
6. Only online applications will be considered / accepted. Hard copy of applications shall not be considered. Candidate(s) should note that no edit option will be available to them after submitting the application finally. Therefore, the candidates are advised to fill all the details regarding name, category, qualification, experience etc. carefully. No field should be left blank. Candidate will be solely responsible for any mistake in the data of application form.
7. The application fee once remitted shall neither be refunded nor adjusted under any circumstances.
8. The candidate should ensure that they fill all the details in the application form including uploading of the photograph, educational certificates, ID proof, experience certificates, caste certificate, relevant annexures (wherever applicable), payment details, etc. Incomplete application will not be accepted and the candidate will not be allowed to appear in the examination.
9. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability or failure to login to the portal on account of heavy load on the website towards the closing dates and internet connectivity issues.
10. The BRIC-NCCS does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the BRIC-NCCS.
11. Candidates should apply only once for a particular post. In case, more than one application of a candidature is detected for one post, all applications will be rejected and his/her candidature for the recruitment process shall be cancelled.
12. After successful submission of the online application, candidates must take a printout of the application form for submitting the same along with the duly self-attested requisite documents, as and when called for by the BRIC-NCCS, Pune.

REGISTRATION / EXAMINATION FEE:

1. SC/ST/PwBD: Exempted from payment of fees.
2. For all others: as per prescribed table, plus transaction charges as applicable
3. BRIC-NCCS employees are not exempted from the fee payment.
4. Candidates are hereby directed to apply separately for each post.
5. The registration fee is “NON-REFUNDABLE” and non-adjustable in case of cancellation of the recruitment.
6. The fee can be paid through online payment gateway available at the ONLINE APPLICATION PORTAL using Debit/ Credit Card/Net Banking.

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AGE RELAXATION:-

1. Upper age limit shall be determined as on the closing date for submission of online application.
2. Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
3. No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
4. Permissible relaxation of upper age limit as per Government orders for claiming age relaxation in reserved vacancies as on the last date of receipt of application is as under:-

Sr. No.	Reservation Category	Age relaxation permissible beyond the Upper Age Limit	
01	SC / ST	5 years	
02	OBC	3 years	
03	PwBD	10 Years	
04	PwBD + OBC	13 years	
05	PwBD + SC/ ST	15 years	
06	Central Govt. Civilian Employees	For Group A, B posts	For Group C posts
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No. 15012/2/2010-Estt.(D) dated 27.03.2012 (General/ Unreserved) who have rendered not less than three years regular and continuous service as on closing date for receipt of application	5 years	Upto the age of 40
	2) Central Govt. Civilian Employees (OBC) who have rendered not less than three years regular and continuous service as on closing date for receipt of application	8 (5+3) years	Upto the age of 43
	3) Central Govt. Civilian Employees (SC / ST) who have rendered not less than three years regular and continuous service as on closing date for receipt of application	10 (5+5) years	Upto the age of 45
07	Ex-Servicemen	3 years after deduction of the military service rendered from the actual age as on the closing date	
08	Disabled Defence Service Personnel* (who while service in the Armed Forces of Union was disabled in operation against the enemy or in disturbed area)	3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit. <i>*The candidate need to upload the supporting document issued by Competent Authority on the MKCL RecruitLive portal.</i>	

5. Applicants may check their eligibility for seeking relaxation and Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.

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6. A person seeking appointment on the basis of reservation must ensure that he/ she possesses the appropriate original caste/ community certificate and submit as and when called for by BRIC-NCCS, before or after conduct of the Test or at any stage thereafter, otherwise their claims for age-relaxation, reservation etc. shall not be considered. The crucial date for this purpose will be the closing date for receipt of online applications. Candidates may also note in respect of the above that, their candidature will remain provisional till the veracity of the concerned document(s) is verified by the Appointing Authority. Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the Competent Authority, in the prescribed format at the time of Document Verification. Otherwise, their claim will not be entertained.
7. For SC/ ST applicants: SC/ST applicants seeking age-relaxation, reservation, etc. shall invariably upload the requisite Certificate in the online application form as per format (Annexure-I) issued from Competent Authority certifying that their Caste/Sub-Castes/Communities are approved by the Government of India under SC & ST Category.
8. For OBC applicants: OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time seeking age-relaxation, reservation, etc. shall invariably upload the requisite Certificate in the online application form as per format (Annexure-II). Further, he / she should not fall in creamy layer on the crucial date
9. For Economically Weaker Sections (EWS) Applicants: - EWS applicants seeking reservation shall invariably upload the requisite Certificate in the online application form as per format (Annexure-III) from Competent Authority. For detailed guidelines/eligibility regarding reservation for EWS in direct recruitment, candidate may refer to the O.M. No.36039/1/2019-Estt. (Res) of Government of India, Ministry of Personnel, Public Grievances & Pensions dated 31.01.2019
10. For Ex-Servicemen: Ex-Servicemen applicants seeking age-relaxation, reservation, etc. shall invariably upload the requisite Certificate in the online application form as per format (Annexure-IV) from Competent Authority. Once an Ex-Serviceman appointed to a civil post against a reserved vacancy, he ceases to be an Ex-Serviceman, and hence not entitled to the benefit of reservation for other posts subsequently. However, the benefit of age relaxation as prescribed for Ex-Serviceman is admissible to such re-employed persons for securing another employment in a higher grade or cadre in Group 'C' and 'D'. An Ex-Serviceman, as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied before joining the initial civil employment.
11. Govt. Civilian Employees (Central / State / UT / Autonomous / PSU / Statutory body etc. organizations) should have rendered not less than 03 (three) years continuous service on regular basis (and not on ad-hoc /project contract basis) as on the closing date of receipt of applications and should remain in Government Service holding civil post in any of the above offices till the candidate receives Offer of Appointment from BRIC-NCCS, Pune against the current advertisement. For claiming the benefit of age relaxation, Govt. employees shall invariably upload the requisite Certificate as per format (Annexure-) from the Competent Authority. Further, they would be required to upload "NO OBJECTION CERTIFICATE & VIGILANCE CLEARANCE CERTIFICATE from their EMPLOYER as per format (Annexure-V & Annexure-VI). The candidates required to bring the originals at the time of verification of documents as and when called for by BRIC-NCCS, Pune, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.
12. FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD) APPLICANTS:

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- a) Suitability of the posts for the Persons with Benchmark Disability (PwBD) and the nature of disabilities admissible are indicated against each category of post in the table below.

Category of Disability	13. Type of Disability	Category of disability to be selected in Registration / Application Form
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OH

14. Only those Persons with Benchmark Disabilities (PwBD) who are having benchmark disabilities (minimum 40%) are eligible for fee concession, age-relaxation and for reservation, wherever applicable
15. Persons with Benchmark Disabilities (PwBD) who are having benchmark disabilities (minimum 40%) shall invariably upload the requisite Certificate as per Format [Annexure-VII (Form-V)/ (Form-VI)/ (Form-VII) as applicable]. The certificate of disability issued under the Persons with Benchmark Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. The applicant must have a valid Disability Certificate issued by the Competent Authority i.e. Medical Board duly constituted by the Central or the State Government. Certificate issued by the Medical Practitioner, Hospital or any other Institution will not be considered. The physical disability of finally selected candidates would be ascertained by a Medical Board specifically constituted for this purpose.
16. Reservations for persons with benchmark disabilities will be given as per the instructions issued by Govt. of India from time to time.

DOCUMENT VERIFICATION:

1. All the candidates qualified after written/skill test etc. are required to appear for Document Verification in the designated office, along with the self-attested photocopies and original documents as and when asked for by BRIC-NCCS.
2. Candidates will have to produce original documents like:
 - a. Printout of the online application form along with any of Photo ID proof mentioned in the advertisement.
 - b. Matriculation / Secondary Certificate.
 - c. Educational Qualification Certificates, as per the requirement of the Post-category applied for mentioned in the online application form.
 - d. Order/letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent

clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent.

- e. Experience Certificates, if any, required for the post.
- f. Caste/ Category Certificate, if he/she belongs to reserved categories viz. SC/ ST/ OBC/ EWS/ PwBD/ ESM, etc.
- g. OBC certificate issued in last one year will only be accepted.
- h. Persons with Benchmark Disabilities Certificate in the required format, if applicable.
- i. Relevant Certificate if seeking any age relaxation.
- j. No Objection Certificate and Vigilance Certificate in case already employed in Government/ Government undertakings.
- k. Candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

In case of married women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner.

In other circumstances for change of name for both male, female & Third Gender: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

- l. Any other document as required by BRIC-NCCS to cross verify the claims of the candidate.
- m. Candidate should also submit one set of self-attested photocopies of all the relevant documents produced for Document Verification.
- n. The information furnished by the candidates in their applications will be verified by the BRIC-NCCS, with reference to the original documents during the Document Verification or even thereafter. In such verification of documents, if it is found that any information furnished by the candidate in the application is wrong or misleading, his / her candidature will be rejected forthwith, at any stage during recruitment process or thereafter the selection. The candidates should ensure that they have furnished correct information in the application form.

IMPORTANT: Applicants fail to submit any of the documents mentioned in the Annexures and education qualification documents at the time of verification, their application will be straightaway rejected and no further correspondence will be entertained. The decision of the Director, BRIC-NCCS shall be final and binding.

General information and conditions:

1. Application to be submitted through MKCL portal (<https://nccs.recruitlive.in>). The detailed advertisement will be published on NCCS website. For any query write to MKCL.

The last date for receipt of online applications is 30 days from the date of publication of advertisement in Employment News.

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2. Applications / candidature of applicants are liable to be cancelled / rejected at any stage of the recruitment process in the event of any of the following:
 - a) Applications being incomplete.
 - b) Any variation in the Signatures (signatures done on the Printout of the application form and also on other documents must be the same).
 - c) Application without clear photograph and legible signature.
 - d) Non-payment of fees by the fee non-exempted candidates.
 - e) Fee not paid as per instructions.
 - f) Under-aged / over aged candidates.
 - g) Not having the requisite educational qualification, experience, age, other relevant certificates as on the closing date of the application.
 - h) Incorrect information and/or misrepresentation or suppression of material facts.
 - i) For carrying prohibitive items to the examination premises / hall.
 - j) Non-production of original certificates at the time of document verification.
 - k) Indulging in any of the malpractices.
 - l) Candidates who are found in an inebriated condition in the Examination premises / hall.
 - m) Any other irregularity noticed during the entire recruitment process at any point of time.
3. Only Indian nationals who have attained the age of 18 years and above are eligible to apply.
4. No request for specific posting/ transfer on or after selection would be entertained.
5. Before applying, candidates are advised to go through the instructions given in the notice very carefully.
6. The candidate must mention his name and date of birth strictly as recorded in the matriculation / secondary certificate. If any variation in the date of birth is observed at the time of entry in the examination/interview venue, he/she shall not be allowed to appear in the examination. Further, if any variation in the name and date of birth is observed at the time of document verification, his/her candidature will be cancelled.
7. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards, etc. and satisfy themselves that they are eligible for the post(s). When scrutiny of documents is undertaken at any stage of the recruitment process or thereafter, if any, claim made in the application is not found substantiated, the candidature/selection will be cancelled and the BRIC-NCCS decision shall be final and binding.
8. Candidates seeking reservation benefits available for SC/ST/OBC/PwBD/EWS etc. must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.

9. Candidates with minimum 40% benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Benchmark Disabilities.
10. Only one online application is allowed to be submitted by a candidate for the post. Therefore, the candidates are advised to exercise due diligence at the time of filling their online application forms.
11. The candidates must write their father's name and mother's name strictly as given in the Matriculation/Secondary Certificates, otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of BRIC-NCCS.
12. Request for change/correction in any particulars in the application form, once submitted, will not be entertained under any circumstances.
13. In case of fake/fabricated application/registration by misusing any dignitaries name/photo, such candidate/cyber café will be held responsible for the same and liable for suitable legal action under Cyber/IT act.
14. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be selected for the post. The candidates should mention all his/her qualifications and experience over and above the minimum qualifications of which they have appropriate legal documentary evidences in original.
15. 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 the service, provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
16. The posts are meant for BRIC-NCCS, Pune and its Units and the candidates selected for the above vacancies will be posted anywhere in India as it carries All India Service liability.
17. Vacancies shown above are tentative and may increase/decrease at any stage of recruitment. Updated vacancies, if any, will be published on NCCS websites.
18. The above vacancies (including reserved vacancies) are provisional and subject to change. The Competent Authority reserves the right to vary the vacancies including reserved vacancies at any stage. The Competent Authority also reserves the right to withdraw/ modify the advertisement at any stage without assigning any reason thereof.
19. The PwBD candidates applying for the above-mentioned post shall be eligible for the benefit of reservation/concessions, if they are suffering from not less than 40% of the relevant disability. The candidate selected against the vacancy reserved for PwBD will be adjusted against the category (UR/SC/ST/OBC/EWS) from which he/she belongs.
20. The above posts are as per the Central Government pay scales and carry allowances like Dearness Allowance, Transport Allowance and House Rent Allowance as per 7th CPC rules.
21. Wherever as applicable, the candidates should compulsorily attach the caste certificate, Non Creamy Layer and prescribed certificates valid for employment as per Central Government along with application, failing which their application will be rejected.

22. Persons with Disabilities: Low vision, hearing impairment and locomotors disability of minimum 40 % as defined by DoPT, Government of India - 10 years for UR ,13 years for OBC, 15 years for SC/ST.
23. For Ex-servicemen, actual military service shall be allowed to be deducted from actual age, plus increase of three years and resultant age should not exceed the maximum age limit prescribed for the post.
24. The age relaxation for reserved category candidates is admissible only in the case of vacancies being reserved for such categories. Such applicants, who apply against unreserved vacancies, will not get age relaxation and the maximum age limit applicable for unreserved category candidates shall be applicable for such category candidates. No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
25. The upper age-limit prescribed for direct recruitment shall be relaxed by 3 (three) years in respect of candidates belonging to Other Backward Classes (non-Creamy Layer) and 5 (five) years in respect of candidates belonging to SC/ST candidates.
26. OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking age-relaxation, reservation, etc. shall invariably submit the requisite Central Govt. certificate as per format. Further, he/she should not fall in creamy layer on the crucial date i.e. the last date of advertisement.
27. The upper age limit in the case of widows, divorced women and women judicially separated from their husbands who are not remarried shall be relaxed up to the age of 35 years, subject to production of 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.
28. Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- 29. Upper age limit shall not be applicable for existing employees of the institute or any employee of Department of Biotechnology or Autonomous Institutions funded by DBT.**
30. Age limits shall be reckoned as on the closing date for receipt of application.
31. Candidates may note that all required documents for eligibility as well as post qualification experience must be uploaded on the MKCL Recruit Live application website. Documents not uploaded on the website will not be considered at a later date.
32. The fees should be paid through the MKCL online portal.

Post applying for	Administrative posts		Technical posts	
	Officer 'A', Office Assistant 'B'	Officer 'B'	Technician 'B' (I&M)	Technical Officer 'C' / Technical Officer 'B'
SC/ST/PWD	Exempted	Exempted	Exempted	Exempted
Unreserved candidates	Rs. 200/-	Rs. 500/-	Rs.200/-	Rs. 500/-
OBC/Women candidates	Rs. 100/-	Rs. 300/-	Rs.100/-	Rs. 300/-

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33. Candidates working in Government Departments/Central/State/UT/Autonomous/PSU/ Statutory body etc. organizations should upload a copy of ID card, **NO OBJECTION CERTIFICATE & VIGILANCE CLEARANCE CERTIFICATE** from their department at the time of written exam/interview as applicable failing which the application will not be considered. If the candidate has not uploaded NO OBJECTION CERTIFICATE & VIGILANCE CLEARANCE CERTIFICATE at the time of filling application online form should submit the undertaking as per given format, failing which, his/her candidature is liable to be rejected and he/she will have no claim on the advertised posts.
34. All applicants must fulfill the requirements of the post and other conditions stipulated in the advertisement as on last date of the receipt of application. They are advised to satisfy themselves before applying that they possess the qualifications laid down for the post as on the last date of receipt of the application. No enquiry asking for advice as to eligibility will be entertained. The prescribed qualifications are the minimum and mere possession of the same does not entitle candidates to be shortlisted. The duly constituted screening committee may adopt its own criteria for short listing the candidates, based on number of applications received and functional requirements of the Institute. Decision of the Director, NCCS in this regard will be final and no correspondence or personal enquires will be entertained by NCCS on this behalf. The candidates should therefore, mention in the application all the qualifications and experience in the relevant area.
35. Selection pattern and syllabus for written and skill tests for the post of Officer 'A', Office Assistant 'B' and Technician 'B', please refer attachments. Other than these posts, there will be only interview conducted subject to discretion of the competent authority.
36. The candidates who are shortlisted for the next stage of selection will be required to submit self-attested copies of all the supporting documents in respect of Educational Qualification, Experience, Category, Age, Age-relaxation, etc. (as applicable) in hard copy, along with the printout of their online application form as and when called for.
37. SC, ST, OBC and PwBD candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PwBD candidates will be accommodated against the General/Unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PwBD candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.
38. Candidates will have to appear at the selected interview/exam centre at their own cost. No TA/DA etc. will be paid for attending the exam and document verification.
39. Outstation SC/ST candidates who are called for interview/exam will only be paid second class train fare from the actual place of undertaking the journey or from the normal place of residence whichever is nearer to Pune railway station on production of relevant document of travel. However, reservation and sleeper charges and surcharge on superfast trains will be admitted if requisite ticket/receipt etc. is submitted as proof of having actually incurred the expenses. In the absence of valid details in the TA claim, the surcharges, etc. will not be allowed.

40. The Director, NCCS reserves the right to enhance/reduce the number of posts to be filled and also to cancel the recruitment process.
41. Canvassing in any form and/or bringing in any influence will be treated as disqualification for the post.
42. List of shortlisted candidates, Date & Time of written test or interview and all other relevant information will be published on NCCS website only. The candidates should check the website periodically for any updates.
43. Applicants will be informed by email only and no separate communication will be sent. All the candidates must mention their valid email address and Mobile No. with alternate numbers in the application.
44. Appointment will be made initially on probation period of two years which may be extended at the discretion of the Competent Authority. Further continuation will depend on candidate's performance during the period of probation.
45. Experience for the position mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
46. Incomplete applications and/or applications received after the last date without all required documents as per the checklist will not be considered.
47. Amendment, if any, in future will be published on NCCS website only as a corrigendum.

CONFIDENTIAL

Consent for use of candidate's correct Information

I _____ Son/Daughter of Shri _____ Age _____ years resident of _____ do hereby affirm and declare that the information given in the enclosed documents is true and correct to the best of my knowledge and belief and nothing material has been concealed therein.

I am well aware that concealment of facts and giving false information is a punishable offence and in case I am guilty of giving false information or concealment of facts herein, I will be liable to be punished with imprisonment and / or fine as per the relevant provisions of law.

I also undertake that the benefits availed by me by furnishing such false information or concealment of the facts shall be liable to be summarily withdrawn.

I hereby give consent to use my application details, including my contact information, employment history, educational background, and any other sensitive information, for the purpose of evaluating my suitability for the position applied for.

I confirm that I have read and understood the terms of the confidentiality and freely consent to the processing of my application data as mentioned in the advertisement.

Signature of candidate:

Full Name of candidate:-

Mobile No.:-

Date :-

Place :-

Checklist for Advertisement No. 1/2025 (Tick (√) appropriate column

Sr. No.	Particulars	Yes (enclosed)	No
1	Duly filled in Application form		
2	Certificate of Date of Birth		
3	Caste Certificate, if applicable		
4	Caste Validity certificate, if applicable		
5	Ex-serviceman – Discharge book & Relieving certificate		
6	Non-creamy layer certificate with valid period of certificate, if applicable		
7	PWD certificate, if applicable		
8	SSC marks list & SSC certificate		
9	HSC marks list & HSC certificate		
10	I.T.I. marks list & I. T. I. certificate		
11	Graduation marks list & Degree certificate		
12	Master's marks list & Degree certificate		
13	Specialization certificate		
14	Experience certificates		
15	Payment of fee details		
16	Name & contact details of three referees		
17	List of Professional awards/recognitions received/Any other certificate as required		
18	Applied By Deputation – attach copy of ID card, No objection Certificate, Vigilance clearance certificate		
19	Existing employee of NCCS/Any other institute Funded by DBT (if yes, attach copy of ID card and No objection Certificate, Vigilance clearance certificate)		
20	Any other Government Departments / Central/ State/ UT/ Autonomous/PSU/ Statutory body etc. organizations - attach copy of ID card, No objection Certificate, Vigilance clearance certificate		
21	Consent for use of candidate's correct Information		

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NATIONAL CENTRE FOR CELL SCIENCE, PUNE

S. P. Pune University Campus, Ganeshkhind, Pune- 411007

Advertisement No. 1/2025

Selection pattern and syllabus for written and skill tests for the post of Officer 'A', Office Assistant 'B'

I) Selection pattern :-

Sr. No.	Selection stage	Exam type	Exam pattern	Marks	Duration of exam
1.	Stage I	Offline Written Test	Multiple choice questions	40 marks	1 hour
			Descriptive questions	30 marks	30 min
2.	Stage II	Offline Skill Test	Computer skill	20 marks	30 min
			Communication skill	10 marks	
			Total -	100 Marks	

Note- 1) The candidate should score minimum 50% marks to qualify for the Stage II exam i.e. Offline skill Test.
2) Only 10 candidates as per the merit list from Stage I will be shortlisted for Stage II exam.

II. Syllabus for the offline written and skill tests :-

Sr. No	Exam pattern	Syllabus	
1.	Multiple choice questions	HR and Administration	10 questions
		Finance & Accounts	10 questions
		Stores & Purchase	10 questions
		General Awareness	10 questions
		All questions are compulsory and each question carries one mark. There is a negative marking for each wrong answer of MCQs.	
2.	Descriptive questions	HR & Administration/Finance & Accounts/ Stores & Purchase. (The candidate should answer any 6 out of 8 questions from the above functional areas).	
3.	Computer skills	Practical knowledge of MS-Office.	
4.	Communication skills	Written and Spoken skills.	

Note: Questions for various domain areas will be related to the working of a Government of India office and will include Government of India rules and guidelines

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NATIONAL CENTRE FOR CELL SCIENCE, PUNE

S. P. Pune University Campus, Ganeshkhind, Pune- 411007

Advertisement No. 1/2025

Selection pattern and Syllabus for written and skill tests for the post of Technician B (I &M)

I) Selection pattern :-

The written test will be in English and consist of multiple-choice questions of 80 marks. The written test will consist of Section 'A' of 30 marks & Section 'B' of 50 marks. The scoring criteria for the question paper will be as follows-

	Section A: General Intelligence /Awareness/ Quantitative Aptitude / Computer Skills / English Language	Section B: Basic Science related to the advertised post			Skill Test	Total
		Low-level difficulty 10%	Medium- level difficulty 70%	High- level difficulty 20%		
Total Maximum marks	30	50			20	100
Duration of exam	30 min	1 hour			30 min	
	There is a negative marking for each wrong answers of MCQs. The candidate should score minimum 50% marks to qualify for the skill test. Only 10 candidates as per the merit list from written test will be shortlisted for the skill test.					

SECTION A -

- 1. GENERAL INTELLIGENCE:** It will include questions of non-verbal type. Questions on similarities and differences, analogies, problem-solving, decision-making, judgment, visual memory, arithmetical number series and computation, non-verbal series, relationships concepts, abstract ideas and symbols, and their relationships, etc.
- 2. GENERAL AWARENESS:** Current affairs and current events, general awareness related to health, nutrition, and scientific research.
- 3. QUANTITATIVE APTITUDE:** Computation of whole numbers, decimals, fractions, percentages, ratio and proportion, average, interest, profit and loss, introductory algebra, time and distance, time and work, heights and distances, bar diagrams, pie chart, histograms, polygon, etc.
- 4. COMPUTER SKILLS:** Basics of computer systems of MS-Office.
- 5. ENGLISH LANGUAGE:** The Candidate's ability to understand correct English, basic comprehension, writing ability, etc., would be tested.

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SECTION B -

Sr. No	Post Code	Syllabus	Level of Questions
1	Technician 'B' (I&M)	Electronic theorems, electronic components/ Laboratory instruments /types of equipment and their maintenance, such as CO2 incubators, Refrigerated Centrifuges, Microscopes, RT-PCR, FACS, PID temperature controllers, PLC & digital controllers, UPS, Microcontroller, sensors, Actuator, Measuring instruments & calibration, optical measuring instruments, etc.	AMIE /BE /B.Tech /Diploma /M.Sc /B.Sc (Electronics / Maintenance/ Instrumentation)

SKILL TEST-

The candidate should diagnose and identify the technical fault of the research laboratory equipments/instruments provided.

PRESCRIBED PROFORMAE

Performa-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to 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
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 Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories 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, the Scheduled Castes and Scheduled Tribes Order (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 & 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) Order (Amendment) Act, 2002
- @ The Constitution (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 recognised 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 reside (s)" 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)

Annexure-II

**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 recognised
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 O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-
Estt. (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**.

Signature _____
Designation _____ \$

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.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

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

Government of.....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST 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).

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.

**FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING
AGE-RELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-
SERVICEMAN**

A. Form of Certificate applicable for Released/Retired Personnel

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.

Signature, Name and Designation
of the Competent Authority

SEAL

Place :

Date:

Delete the paragraph which is not applicable.

NO OBJECTION CERTIFICATE

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

1. It is certified that Mr./Mrs./Miss/Dr. _____ (designation) _____ is working in the permanent capacity with effect from _____. The particulars furnished by him/her in the application form are correct and he/she possesses educational qualification and experience mentioned in the Vacancy advertisement No. _____ Dated _____. This Organization has no objection in his/her applying to the post of as mentioned in the advertisement.

2. It is certified that his/her Pay Level is _____. He/She is drawing a Basic Pay of Rs. _____/- He/her next increment is due on _____.

3. It is certified that in the event of selection of Mr./Mrs./Miss/Dr. _____ to the post of _____ at NCCS, Pune, he/she shall be relieved within a period of 01 month by _____ (Department in which the candidate is working).

Place:

Date:

Signature : - _____
Name :- _____
Designation :- _____
Seal of the office :- _____

UNDERTAKING

I undertake that (Mr./Mrs./Miss/Dr) ----- (Name of the Candidate) -----(Designation) ----- is working in the ----- (Name of the Department) Central / State / UT / Autonomous / PSU / Statutory body etc. organizations) I am unable to submit the No objection certificate & Vigilance clearance certificate due to the prevailing situation. However, I confirm my eligibility as per the given advertisement. I undertake to submit the above-mentioned certificates before the issue of the written exam/interview letter as the case may be, failing which, my candidature is liable to be rejected and I will have no claim on the advertised posts.

(Signature of the Candidate)

(Name & designation of the Candidate)

(Address & Mobile No.)

Date:

Place :

(A duly-filled signed & scanned copy of the above undertaking may be uploaded in place of the document i.e. (No objection certificate & Vigilance clearance certificate) that the applicant cannot submit as of now)

VIGILANCE CLEARANCE CERTIFICATE AND INTEGRITY CERTIFICATE

(To be produced on the Letter Head of the Department and to be filled by the Chief Vigilance Officer in which the candidate is working)

This is to certify that Mr./Mrs./Miss/Dr. _____ is presently holding the post of _____ on regular/contractual basis in our Organization/Department/Institute.

It is further certified that no vigilance /disciplinary case and/or departmental enquiry is either pending or contemplated against him /her. The integrity of Mr./Mrs./Miss/Dr. _____ is also certified.

Place:

Date:

Signature : - _____

Name :- _____

Designation :- _____

Seal of the office :- _____

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)

Recent size 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:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(C) 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 Authorized Signatory of notified Medical Authority)

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

Certificate of Disability
(In case of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority Issuing the Certificate)

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

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) Ageyears, 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			
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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

2. 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 is issued.

Certificate of Disability
(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 size photograph (Showing only) person disability	Passport Attested face of the with
---	--

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	#		
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)

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. 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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