



राष्ट्रीय सीमेंट एवं भवन सामग्री परिषद्
 (भारत सरकार के डीपीआईआईटी, वाणिज्य एवं उद्योग मंत्रालय के प्रशासनिक शासनाधीन)
NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
 (Under the Administrative Control of DPIIT, Ministry of Commerce & Industry, Govt. of India)
 ३४ कि.मी. स्टोन / 34 Km Stone, दिल्ली-मथुरारोड (राष्ट्रीय राजमार्ग-२) Delhi-Mathura Road (NH-2)
 बल्लबगढ़ - १२१००४ / Ballabgarh-121004, हरियाणा / Haryana, भारत / India
 दूरभाष / Ph : +91-129- 2666600; वेबसाइट / Website: - www.ncbindia.com



आवश्यकता है (सीधी भर्ती)
REQUIRES (Direct Recruitment)

NCB is the premier body under the administrative control of DPIIT, Ministry of Commerce and Industry, Govt. of India for technology development, transfer, continuing education and industrial services for cement and construction industries. NCB has its laboratories located at **Ballabgarh, Hyderabad, Ahmedabad and Bhubaneswar**. NCB requires to fill various positions on direct recruitment basis for the various NCB Units as per the requirements and having **all India Service liability** as required from time to time.

Name of Post	Level (7th CPC)	Post Code	Eligibility Criteria	Nature of post qualification work experience	Upper Age Limit (Years)	No. of Posts (Category)
NCB Cadre Official (Deputy Manager)	Level-10 (Total Posts – 14)	NCB/CME-01	Qualification: B.E./B.Tech in chemical engineering with minimum 60% marks in aggregate or equivalent CGPA.	-	28	Total- 01 (SC-01)
		NCB/CME-02	Qualification: B.E./B.Tech in electrical engineering with minimum 60% marks in aggregate or equivalent CGPA.	-	28	Total- 01 (UR-01)
		NCB/CME-03	Qualification: Full time M.Sc. in environmental science with minimum 60% marks in aggregate or equivalent CGPA. Experience: Minimum 05 years of post-qualification experience.	Environment audits / environment monitoring and analysis (air & water) / environment impact assessment / life cycle assessment/ water pollution mitigation / GHG accountability	32	Total- 01 (UR-01)
		NCB/CME-04	Qualification: Full time M.Sc. Geology / Applied Geology with minimum 60% marks in aggregate or equivalent CGPA Experience: Minimum 05 years of post-qualification experience.	Geological mapping / geological field studies / deposit evaluation / estimation of reserve / mineral exploration	32	Total- 01 (OBC-01)
		NCB/CDR-01	Qualification: B.E./B.Tech in civil engineering with minimum 60% marks in aggregate or equivalent CGPA.	-	28	Total- 05 (UR-02 SC-01 OBC-01 EWS-01)



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		NCB/CQC-01	Qualification: B.E./B.Tech in electronics & instrumentation / instrumentation with minimum 60% marks in aggregate or equivalent CGPA	-	28	Total- 01 (OBC-01)
		NCB/CRT-01	Qualification: M.Sc. chemistry with minimum 60% marks in aggregate or equivalent CGPA and PhD (chemistry) in the area of cement / concrete / construction chemicals / building materials	-	32	Total- 04 (UR-03 ST-01)
NCB Cadre Official (Manager)	Level-11 (Total Posts - 08)	NCB/CME-05	Qualification: B.E./B.Tech in chemical engineering with minimum 60% marks in aggregate or equivalent CGPA Experience: Minimum 05 years of post-qualification experience. OR Qualification: B.E./B.Tech in chemical engineering and M.E./M.Tech in chemical engineering with minimum 60% marks in aggregate or equivalent CGPA in each degree. Experience: Minimum 03 years of post-qualification experience.	Plant operation / energy audits / process optimization in cement plants	35	Total- 02 (UR-01 OBC-01)



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		NCB/CME-06	<p>Qualification: B.E./B.Tech in mechanical engineering with minimum 60% marks in aggregate or equivalent CGPA</p> <p>Experience: Minimum 05 years of post-qualification experience.</p> <p style="text-align: center;">OR</p> <p>Qualification: B.E./B.Tech in mechanical engineering and M.E./M.Tech in mechanical engineering with minimum 60% marks in aggregate or equivalent CGPA in each degree.</p> <p>Experience: Minimum 03 years of post-qualification experience.</p>	Project engineering / project management in cement plant	35	Total- 01 (ST-01)
		NCB/CME-07	<p>Qualification: B.E./B.Tech in mechanical / chemical engineering with minimum 60% marks in aggregate or equivalent CGPA</p> <p>Experience: Minimum 05 years of post-qualification experience.</p> <p style="text-align: center;">OR</p> <p>Qualification: B.E./B.Tech in mechanical / chemical engineering and M.E./M.Tech in mechanical / chemical / Data Science and Artificial Intelligence /Artificial Intelligence / Machine</p>	<p>For B.E./B.Tech candidates, must have 5 years' experience in industry / R&D out of which at least 3 years' experience in Artificial Intelligence / Machine Learning.</p> <p>For M.E./M.Tech candidates, must have at least 3 years' experience in industry / R&D out which 2 years' experience in Artificial Intelligence / Machine Learning.</p>	35	Total- 01 UR-01



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			Learning with minimum 60% marks in aggregate or equivalent CGPA in each degree. Experience: Minimum 03 years of post-qualification experience.			
		NCB/CDR-02	Qualification: B.E./B.Tech in civil engineering with minimum 60% marks in aggregate or equivalent CGPA Experience: Minimum 05 years of post-qualification experience. OR Qualification: B.E./B.Tech in Civil and M.E./M.Tech in Construction technology and management/ building science / structures with minimum 60% marks in aggregate or equivalent CGPA in each degree Experience: Minimum 03 years of post-qualification experience.	Research experience in concrete technology focusing on mix design/ durability/ strength characteristics /sustainable construction materials / advance concrete composites/ non-destructive testing, etc	35	Total- 02 (UR-01 SC-01)
		NCB/CRT-02	Qualification: M.Sc. chemistry with minimum 60% marks in aggregate or equivalent CGPA and PhD (chemistry) in the area of cement / concrete	Cement quality control/ cement manufacturing R&D/ testing in cement or building materials or concrete	35	Total- 02 (UR-01 OBC-01)



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			<p>Experience: Minimum 03 years of post-qualification experience.</p>			
NCB Cadre Official (Group Manager)	Level-12 (Total posts – 01)	NCB/CME-08	<p>Qualification: B.E./B.Tech in electrical engineering with minimum 60% marks in aggregate or equivalent CGPA</p> <p>Experience: Minimum 10 years of post-qualification experience</p> <p style="text-align: center;">OR</p> <p>Qualification: B.E./B.Tech in electrical engineering and M.E./M.Tech in electrical engineering with minimum 60% marks in aggregate or equivalent CGPA in each degree</p> <p>Experience: Minimum 8 years of post-qualification experience</p>	Project engineering / plant operation of cement plants	40	Total- 01 (UR-01)
NCB Cadre Official (Office Assistant)	Level-6	DGO/SEC-01	<p>Qualification: Full time post graduate degree in management /science/commerce with minimum 60% marks in aggregate or equivalent CGPA in each degree</p> <p>Experience: Minimum 10 years of post-qualification experience</p>	Office management including liasioning with government organizations /PSU / Autonomous Body having proficiency in MS Office with excellent communication skills	40	Total- 01 (UR-01)



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NCB Cadre Official हिंदी सहायक (Assistant-Hindi)	Level-3	HRS/01	Qualification: Full time graduation degree from a recognized University with English and Hindi as compulsory subjects with minimum 60% marks in aggregate or equivalent CGPA. and Recognized diploma or certificate course in translation from Hindi to English & vice versa. and Proficiency in computer operation and practical knowledge of related office software packages (such as working in Hindi and English, using MS Word, Excel, etc.).	-	25	Total- 01 (SC-01)
NCB Cadre Official Admin Assistant	Level-3	HRS/02	Qualification: Full time B.A. from a recognized University with minimum 60% marks in aggregate or equivalent CGPA. Note: Post is reserved for PwBD candidate under the category 'a' [B-Blind/LV-Low Vision]	-	25	Total- 01 (UR-01)



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GENERAL TERMS AND CONDITIONS / OTHER DETAILS:

- In addition to the qualification, post qualification experience and upper age limit mentioned above, the following Terms & Conditions are prescribed for direct recruitment of NCB Cadre Officials in National Council for Cement and Building Materials (NCB).
- The applicant must be a citizen of India.
- The Advertisement number and post code is to be clearly indicated on the **top of the envelope containing the application as well as in the application format.**
- Application Fee: Rs. 500/- (Rupees Five Hundred only)** per post. Candidates belonging to Schedule Caste (SC), Schedule Tribe (ST), persons with disabilities, ex-servicemen and women candidates are exempted from payment of application fee. **The payment details to be provided as per Annexure I.**
- Payment Method:** By SBI Collect Portal or through RTGS/NEFT in favour of National Council for Cement and Building Materials

Details for ECS Payment: State Bank of India, CRI Faridabad Branch, Faridabad-121004

SB Account No.: **37301477161**
 PAN No.: **AAATN2477N**

MICR Code: **110002194**
 TAN No.: **DELN09625**

IFSC Code: **SBIN0003794**
 GST No.: **06AAATN2477N1Z6**

- Candidates applying for more than one post should send separate application against each post.
- Reservation & Concession/Age Relaxation applicable as per Government of India Rules.
- SC/ST/OBC(NCL)/PWDs/EWS/Ex-Serviceman candidates shall produce the required certificate in the prescribed format duly signed by the issuing authority at the time of Trade Test/ Written Examination. OBC(NCL)/EWS candidates shall produce the certificate valid for appointment to the post under the Government of India (Central Government).
- No Relaxation/Concession in Qualification and Experience.
- The Scribe for PwBD shall be as per the extant rules/guidelines of DoPT including OM No 29-6/2019-DD-III dated 10-08-2022, dated 29-08-2018 & 08-02-2019. **Please refer formats enclosed at Annexure II for details.**
- The crucial date for determining (age) eligibility will be the Closing Date of the receipt of application at NCB Ballabgarh.
- Candidate(s) working as regular employee in Government/PSUs/ Autonomous bodies etc. shall submit their application through proper channel or shall submit '**No Objection Certificate**' from their present employer along with the application, failing which the application shall be summarily rejected at the time of screening. Advance copy received on or before the closing date of the receipt of application at NCB will be considered provisionally. Employees on contract basis / young professionals need to submit the copy of appointment and joining letter (contract) issued by the Employer along with the application.



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13. Applicants shall fill the application form **as per Annexure III** (available at NCB Website i.e. www.ncbindia.com);
- (a) Advertisement Number
 - (b) Post Code
 - (c) Name of the applicant
 - (d) Father / Spouse Name
 - (e) Date of Birth, Nationality
 - (f) Address for correspondence
 - (g) Category (SC/ST/OBC/EWS etc)
 - (h) Educational Qualification details from High School onwards
 - (i) Experience in detail
 - (j) Declaration
 - (k) Contact details (Mobile no., email id)
 - (l) Signature of the candidate with date and place.
14. Applicants shall enclose the following **self-attested** documents along with the application:
- (a) Proof of Date of Birth
 - (b) Identity Proof (any one of the following): Aadhar Card, Pan Card, Passport, Voter I-Card, Driving License or any other identity card issued by Govt. of India.
 - (c) Caste Certificate (SC/ST/OBC etc.) and EWS Certificate from Competent Authority.
 - (d) Copies of Educational Qualifications (certificates & mark sheets)
 - (e) Experience certificates from the employer
 - (f) No Objection Certificate from employer wherever required
 - (g) Receipt of payment / bank transaction details of application fee
 - (h) Recent Passport Size (Colour Photograph) – 2 Nos.
 - (i) Any other relevant documents
15. In case of Boards/ Universities/ Institutes awarding CGPA etc. grades, candidates are required to convert the same into percentage based on the formula as per their Board/ University/ Institute. A copy of conversion formula of grades into percentage, issued by the Boards/ Universities/ Institutes is to be enclosed with the application.
16. If any document/ certificate furnished is in a language other than Hindi or English, a self-attested transcript of the same is to be submitted.



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17. Applications received at NCB without any / or all information as mentioned in point no. (12) and without any / all documents (enclosure along with application) as mentioned in point no. (13) shall be **rejected and will not be considered**.
18. Incomplete application and / or application(s) received after the last date for whatever reason, including postal delay, will neither be considered nor any correspondence in this regard will be entertained.
19. **Only post qualification experience** after completion of minimum essential qualification against which the candidate is applying will be counted as effective experience. In case, where candidate pursuing relevant higher degree, time spent in attaining the degree shall be counted as research experience.
20. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. For level up to L6, the candidates as recommended by the Screening Committee will be invited for a Trade / Skill Test. Those who qualify in the Trade / Skill Test will be invited for competitive Written Examination. For level L10 & L11, written test shall be conducted and those who qualify the written test shall be called for personal discussion. For level L12, personal discussion shall be conducted. The final merit list will be prepared on the basis of the performance of the candidates.
21. Language of Examination: Hindi & English
22. The decision of National Council for Cement and Building Materials (NCB) in all matters relating to eligibility, acceptance or rejection of applications, conduct of Trade Test / Skill Test / Written Test / Personal Discussion and not to fill up all or any of the posts will be final and binding on the candidates and no enquiry or correspondence shall be entertained in this regard from any individual.
23. Mere fulfilment of qualification may not confer any right to short listing for trade test/ skill test / written examination/ personal discussions.
24. NCB reserves the right to set the syllabus & question papers for various posts. Syllabus for skill / written test is enclosed as Annexure IV for various disciplines.
25. NCB reserves the right to increase the minimum aggregate percentage (%) or equivalent CGPA of qualification for any / all posts as advertised or change any other criteria during the screening and shortlisting stage.
26. No interim enquiries or correspondence will be entertained from any applicant on any of the issues related to the ongoing recruitment process.
27. NCB reserves the right to amend/delete/ or cancel any advertisement (part or full) at any point of time without mentioning any reason.
28. Not all posts need to be filled if suitable candidates are not found.
29. Any amendment or any post advertisement information shall be uploaded on NCB Website only.
30. Canvassing in any form and/or bringing influence political or otherwise will be treated as a disqualification for the post.
31. All selected officials shall be required to submit Police verification and medical examination report from the authorized Medical Practitioner before their joining. However, in the event of urgent requirement they may be joined immediately upon their availability, subject to submission of Medical Examination Report at the time of joining and Police Verification Report within a period of 02 months after joining.
32. The officials may be expected to conduct themselves in accordance with the rules and regulations of the National Council for Cement and Building Materials. You may be expected to demonstrate high moral character, integrity, secrecy of office and dedication of work while discharging duties.



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33. No travel allowance will be reimbursed for the candidates appearing for Trade Test / Skill Test / Written Examination / Personal Discussion.
34. **Last Date for Receipt of Applications: 21 days from the date of publication of the advertisement (first day of the week) of publication in the Employment News.** Extension of Last date and further change, if any, would be intimated on the NCB website i.e. www.ncbindia.com.
35. **How to Apply:** The candidates are requested to download application form (available at NCB website) and submit the same duly filled with recent passport size photograph (2 nos.) giving all details as mentioned in point no. 12 along with self-attested documents copies as mentioned in the point no. 13 of this advertisement to **The Director General, National Council for Cement and Building Materials, 34 KM Stone, Delhi Mathura Road, (NH-2), Ballabgarh, Haryana, 121004.** Applications through email will not be accepted.
36. Application once made will not allowed to be withdrawn and fees once paid will neither be refunded nor can be held for any other recruitment or selection process.
37. NCB cadre officials can submit application for any post as advertised in this advertisement and will be considered as external candidate(s).
38. Pay shall be offered as per 7th CPC and other allowances as per rules of the Council.
39. Candidates may visit NCB website at www.ncbindia.com for details.

*****END*****



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ANNEXURE-I

Payment Details for Appointment on Direct Recruitment Basis

1. Post applied for : _____
2. Post Code : _____
3. Amount Paid : _____
4. UTR No. : _____ Date: _____
5. Bank Name : _____
6. IFSC Code : _____

Date:

Candidate's Signature

Place:

(_____)

Full Name



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ANNEXURE-II



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PROCEDURE OF NCB REGARDING ASSISTANCE OF SCRIBE TO PwBD/PwD CANDIDATES

A. ELIGIBILITY AND SCOPE

1. NCB provides the facility of compensatory time and assistance of scribe to eligible **Persons with Benchmark Disabilities (PwBDs)** i.e. disability not less than 40%, and **Persons with Disabilities (PwD)** i.e. disability less than 40%, in its examinations in accordance with the guidelines issued vide OM Nos. F.No. 34-02/2015-DD-III dated 29.08.2018 and F.No. 29-6/2019-DD-III dated 10.08.2022 by the Department of Empowerment of Persons with Disabilities (DoEPD), Ministry of Social Justice & Empowerment.
2. The applicant must be eligible to use a scribe as per the Government rules governing the recruitment of Persons with Disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016.
3. The following categories of candidates are eligible for scribe facility:
 - (a) PwBD candidates in the category of blindness, locomotor disability (both arms affected) and cerebral palsy shall be provided the facility of scribe, if desired by the candidate. No medical certificate is required.
 - (b) For remaining categories of PwBD (disability \geq 40%), the facility of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write and that a scribe is essential to write examination on his/her behalf, from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government healthcare institution, as per proforma at **Annexure-A**.
 - (c) PwD candidates having disability less than 40% and having difficulty in writing (covered under Section 2(s) of the RPwD Act, 2016, but not covered under Section 2(r) of the said Act) shall also be eligible for scribe facility, in pursuance of OM No. 29-6/2019-DD-III dated 10.08.2022, on production of certificate as per proforma at **Annexure-B**.
4. The facility of scribe/passage reader will be provided to the PwBD/PwD candidate only if he/she has opted for the same in the Application Form.
5. The applicant will have to arrange his/her own scribe at his/her own cost, risk and choice, the details of which have to be provided in the proforma at **Annexure-C**.



B. CONDITIONS GOVERNING THE SCRIBE

6. In case of own scribe, the following conditions shall apply:
- (a) The scribe shall not assist more than one candidate in the same examination.
 - (b) A candidate applying for the examination cannot act as a scribe for another candidate in the same examination.
 - (c) The qualification of the scribe shall be **one step below** the qualification of the candidate taking the examination. The scribe's academic stream must be different from the qualification prescribed for the said post.
 - (d) The scribe shall not be a current employee of NCB.
 - (e) The scribe should not be an applicant or should not have applied for any examination in NCB, nor should he/she be made scribe for more than one applicant under this recruitment.
- Any violation of the above conditions will invite cancellation of candidature, debarment as per rules, relevant action against the scribe, and criminal action, if so required.**
7. The scribe shall only record/click the answer or option as suggested by the applicant and shall not import his/her own knowledge, make any gesture, sound, or movement to indicate correctness or otherwise of any answer option.
8. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the scribe at the time of examination as per proforma at **Annexure-D**. The candidates with disabilities (PwD) eligible for scribe as per Para 3(c) above and opting for own scribe shall be required to submit details as per proforma at **Annexure-E**. In addition, the scribe has to produce original ID proof(s) at the time of examination. A photocopy of the ID proof(s) of the scribe, signed by both the candidate and the scribe, shall also be submitted along with the proforma at Annexure-IV / Annexure-V.
9. Both the applicant and the scribe shall furnish a joint declaration-cum-undertaking as per proforma at **Annexure-F**, to be produced at the time of examination.
10. The candidate must produce his/her UDID (Unique Disability ID) as applicable under the revised guidelines, at the time of examination.

C. COMPENSATORY TIME AND EXAMINATION CONDUCT

11. A compensatory time of 20 minutes per hour of examination shall be provided to the persons who are allowed use of scribe. In case the duration of the examination is less than an hour, then the duration of additional time shall be allowed on a pro-rata basis. Additional time shall not be less than 5 minutes and shall be in multiples of 5.
12. The candidates who are eligible for use of scribe but not availing themselves of the facility of scribe will also be given compensatory time as indicated in the preceding para.
13. For skill tests, PwBD candidates shall be allowed to check the computer system one day in advance so that problems, if any, in the software/system can be rectified. Use of personal computer/laptop is not permitted for the skill test.



14. No attendant other than the scribe for eligible candidates shall be allowed inside the Examination Hall.

D. CONSEQUENCES OF VIOLATION

15. If at any stage of the examination or recruitment process, it is found that the scribe is independently answering the questions, the examination session shall be terminated and the candidate's candidature shall be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. Such candidate and scribe may also be debarred, either permanently or for a specified period, from all future examinations/recruitment processes of NCB.

16. If it is detected at any stage that the applicant or scribe does not fulfil the eligibility norms, or that the information furnished is incorrect/false, or that any material fact has been suppressed, the candidature of the applicant shall stand cancelled irrespective of the result of the examination. If such shortcoming is detected after appointment, the services of the applicant shall be liable to be terminated. Both the candidate and the scribe shall be liable to criminal prosecution.

17. The candidature is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any Court of Law. Mere issue of Admit Card or appearance in the examination does not entitle the candidate to any claim for the post.

E. DOCUMENT VERIFICATION

18. PwBD/PwD candidates who have availed the facility of scribe/passage reader and/or compensatory time must produce all relevant documents establishing eligibility for scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents shall lead to cancellation of candidature.

LIST OF ANNEXURES

Annexure	Description
Annexure-A	Certificate regarding physical limitation to write — for PwBD ($\geq 40\%$)
Annexure-B	Certificate for PwD ($< 40\%$) under Section 2(s) of RPwD Act, 2016
Annexure-C	Proforma for Scribe Details (with UDID, Aadhaar/PAN of Scribe)
Annexure-D	Letter of Undertaking for Using Own Scribe — for PwBD ($\geq 40\%$)
Annexure-E	Letter of Undertaking for Using Own Scribe — for PwD ($< 40\%$)
Annexure-F	Joint Declaration-cum-Undertaking by Applicant and Scribe (with photo, qualification table, signatures)



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ANNEXURE-A

Certificate regarding physical limitation in an examinee to write
(For PwBD candidates with benchmark disability, i.e. not less than 40%)

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a
Government healthcare institution
Name & Designation
Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).



ANNEXURE-B

Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs _____
(name of the candidate), S/o / D/o _____, a resident of _____
(Vill/PO/PS/District/State), aged _____ yrs, a person with _____ (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive devices such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for a maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

(Signature & Name) Orthopaedic / PMR Specialist	(Signature & Name) Clinical Psychologist / Rehab Psychologist / Psychiatrist / Special Educator	(Signature & Name) Neurologist (if available)	(Signature & Name) Occupational Therapist (if available)	(Signature & Name) Other Expert, as nominated by the Chairperson (if any)
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(Signature & Name)

Chief Medical Officer / Civil Surgeon / Chief District Medical Officer Chairperson

Name of Government Hospital / Health Care Centre with Seal

Place:

Date:



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ANNEXURE-C

PROFORMA FOR SCRIBE DETAILS

(Regarding PwBD/PwD Candidates Scribe Procedure)

Name of the Candidate:	
Qualification of the Applicant:	
Name of the Scribe:	
Qualification of the Scribe:	
I undertake to produce UDID as applicable under revised guidelines, at the time of examination:	Yes / No
UDID No.:	
PAN / Aadhaar Card of Scribe:	
PAN / Aadhaar Card Number of Scribe:	

I confirm that I am eligible for a Scribe as per the revised guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India.

I also confirm that the educational qualification of the Scribe is as per the stipulation given in the advertisement and documentary evidence to prove the educational qualification of the Scribe, along with the Photo ID card issued by the present Board/College/University, will be produced at the time of examination.

Place: _____

Date: _____

Signature of the Candidate: _____



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ANNEXURE-D

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

(For PwBD candidates with benchmark disability, i.e. not less than 40%)

I _____, a candidate with _____ (name of the disability), appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State/UT).

My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



ANNEXURE-E

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

*(For person with specified disability covered under Section 2(s) of the RPwD Act, 2016
but not covered under Section 2(r), i.e. persons having less than 40% disability
and having difficulty in writing)*

I _____, a candidate with _____
(nature of disability/condition), appearing for the _____ (name of
the examination) bearing Roll No. _____ at
_____ (name of the centre) in the District
_____, _____ (name of the State). My
educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide
the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his/her qualification is _____. In
case, subsequently it is found that his/her qualification is not as declared by the undersigned and
is beyond my qualification, I shall forfeit my right to the post or certificate/diploma/degree and
claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is a minor)

Place:

Date:



ANNEXURE-F

**JOINT DECLARATION-CUM-UNDERTAKING
BY THE APPLICANT AND THE SCRIBE**

1. I, Shri/Smt./Kum. _____ S/D/W of Shri/Smt./Kum. _____, a candidate with _____ (nature of disability/condition) have applied to appear in the online examination for recruitment for the post of _____ against Post Code No. _____ to be held on _____,

AND

Shri/Smt./Kum. _____ (**name of the Scribe**) S/D/W of Shri/Smt. _____ will provide the service of scribe for the undersigned for taking the aforementioned examination, do hereby declare that:

I do hereby undertake that his/her qualification is _____ which is one step below the minimum qualification for the post. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is above my qualification, I shall forfeit my right to the post and claims relating thereto.

(i) That I am _____ (nature of disability) and I need a scribe as permissible under the Government rules governing the recruitment of Persons with Disabilities.

(ii) In view of the fact that multiple appearance/attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared/attended the examination more than once and that the scribe arranged by him/her is not a candidate for this examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

(iii) I, _____ (Scribe), am not a candidate for this aforesaid recruitment.

(iv) I, _____ (Scribe), am not an active employee of NCB.

(v) The scribe is identified by the applicant at own cost and is as per own choice.

Applicant's Signature	Scribe's Signature
------------------------------	---------------------------



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Qualification of the Scribe:

	Examination Passed	Course Duration	Division	Percentage	Year of Passing	Board/ University	Subjects
High School							
Intermediate							
Graduate							

2. We jointly understand that the Scribe shall only record/click the answer/option as suggested by the applicant and shall not import his/her knowledge/make any gesture/sound or movement to indicate correctness or otherwise of any answer option.
3. We undertake to comply with the directions of the invigilator at the centre and try not to disturb other examinees.
4. Any misconduct committed by the scribe shall amount to a misconduct committed by me (Applicant name: _____) who is using the scribe and is liable for disciplinary action as may be deemed appropriate.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the applicant's appointment, his/her services are liable to be terminated. In such circumstances, both Signatories will be liable to criminal prosecution.

Given under our signature:

Photo of the Scribe (Passport size, attested by Gazetted Officer)	Photo of the Applicant (Passport size, attested by Gazetted Officer)
---	--

Name: _____ Postal Address: _____ _____	Name: _____ Post Applied & Post Code: _____ Postal Address: _____ Mobile No.: _____
Signature of the Scribe	Signature of the Applicant



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ANNEXURE-III

The hard copy to be filled by the candidate in his/her own handwriting. All the columns should be properly filled in. Incomplete application form will be rejected summarily.

*Affix recent
passport size
photograph
duly signed by
the candidate*

Advertisement No.R/06/2026(01)

1. Post applied for and Post Code	
2. Name of candidate (in Block Letters)	
3. Marital Status	
4. Father's / Spouse Name	
5. Date of Birth (DD/MM/YYYY)	___ / ___ / _____
6. Age (as on application closing date)	___ Years ___ Month ___ Days
7. Nationality	
8. Address	
a. Correspondence Address	
City & Pin Code	
State	
Mobile No.	
Email ID	
b. Permanent Address	
City & Pin Code	
State	
Mobile No.	
Email ID	



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9. Category (Please put tick mark):

SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>
GEN	<input type="checkbox"/>	PwD	<input type="checkbox"/>	EWS	<input type="checkbox"/>
Ex-Servicemen	<input type="checkbox"/>				

10. Educational / Professional Qualifications (*a self attested copy of each certificate / marks statement must be enclosed with the application*) :

	*Examination Passed	Course Duration	Division	** Percentage	Year of Passing	Board/ University	Subjects
High School							
Intermediate							
Diploma							
(Full Time / Part Time)							
Graduate							
(Full Time / Part Time)							
Post Graduate							
(Full Time / Part Time)							
Ph.D Title (Awarded/ Thesis Submitted)							
(Full Time / Part Time)							
Any other							

* Please indicate weather Examination Passed (Qualification) is Full Time or Part Time.

**Wherever CGPA is applicable, the same should be indicated in equivalent actual percentage



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11. Total Post Qualification Experience : Years _____ Months _____

12. Employment Details in (Chronological Order starting from current occupation):

Name & Address of Employer	Post Held	Pay Scale / Emoluments/ CTC	Date of Joining DD/MM/YYYY format only	Date of Leaving DD/MM/YYYY format only	Work Experience (attach self attested work experience certificate obtained from employer)

(Any additional information may be given in additional sheets)

Declaration: I _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

Date:

Candidate's Signature

Place:

(_____)

Full Name