



**CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY**  
[Council of Scientific & Industrial Research]  
Jorhat-785006, Assam



**Advertisement No. 1/2025-REC**

*“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”*

**Date of Commencement of Online Application : 14.01.2025 (09:00 AM)**

**Last date of submission of Online Application : 14.02.2025 (05:00 PM)**

**Last date of receipt of Hardcopy of Online Application : 28.02.2025 (05:00 PM)**

CSIR-North East Institute of Science and Technology, Jorhat, is a premier institute under the Council of Scientific and Industrial Research (CSIR) an Autonomous Body of Department of Scientific and Industrial Research, Govt. of India involved in multidisciplinary R&D programmes of both basic and applied nature across various scientific disciplines for economic, environmental and societal benefits for the people of India. The Institute is equipped with sophisticated state-of-art analytical and other equipment's, lab and pilot facilities to carry out research activities in frontier areas of Science.

CSIR-NEIST invites online applications from Indian citizens for the following Administrative posts as per the particulars given below:

Post Code	Name of Post	No. of posts & Reservation	Upper Age Limit as on 14.02.2025	Pay Level in Pay Matrix	Essential Qualifications
JST-01	Junior Stenographer	No. of Posts - 04 Category UR - 03 OBC - 01	27 years	Pay Level – 4 (Rs 25,500 – 81,100/-) As per 7 <sup>th</sup> CPC Pay Matrix	10+2/XII <sup>th</sup> or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.
JSA-02	Junior Secretariat Assistant (General)	No. of Posts - 03 Category UR - 03	28 years	Pay Level –2 (Rs 19,900 - 63,200/-) As per 7 <sup>th</sup> CPC Pay Matrix	10+2/XII <sup>th</sup> or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time.
	Junior Secretariat Assistant (Finance & Accounts)	No. of Posts - 01 Category UR - 01			
	Junior Secretariat Assistant (Stores & Purchase)	No. of Posts - 04 Category UR - 03 OBC - 01			

- Out of 04 posts of Jr. Stenographer, 01 post is reserved for Persons with Benchmark Disabilities (PwBD).
- Out of 08 posts of Junior Secretariat Assistant, 01 post is reserved for Ex-Servicemen.
- Abbreviations : **UR**- Unreserved ; **OBC** - Other Backward Class
- The selected candidates will be allotted General, Finance & Accounts and Stores & Purchase cadre on the basis of their merit in Competitive Written Examination and preference given in application form.

**Job requirement for JSA (G/F&A/S&P):** Candidates are required to provide assistance to the General Administration/Stores & Purchase/Finance & Accounts besides any other official work as and when assigned.

**Job requirement for Jr. Stenographer:** To provide secretarial/stenographic assistance/Typing and other official work as and when assigned.

**Note:** The number of vacancies indicated against each post code is provisional and may increase or decrease.

### **Suitability for PwBDs**

<b>Designation</b>	<b>Suitable category of Benchmark Disability</b>
Junior Stenographer	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above

Category identified as suitable for Junior Stenographer : B=Blind, LV=Low Vision, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL-One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD(M)=Autism Spectrum Disorder(M=Mild), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities involving all the above categories. (S.NO.39 at page 1836)

Sl. No and Page No mentioned in the above paras refer to Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India Notification No. 38-16/2020-DD-III. dated 04.01.2021, as amended from time to time.

### **A. Junior Stenographer**

#### **1. Minimum Educational Qualification**

10 +2/XII<sup>th</sup> or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.

**Note:** In respect of the equivalent clause, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce an order/letter in this regard, issued by the Competent Authority, indicating the authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected. The decision of the CSIR-NEIST with regard to equivalence of qualification(s) and about recognition of Board/Universities/Institutes shall be final and binding.

#### **2. Selection Procedure :**

A Selection Committee duly constituted by the Director, CSIR-NEIST, will shortlist candidates fulfilling the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on the Competitive Written Examination and proficiency test in stenography, the details of which are mentioned below.

#### **a. Scheme of Competitive Written Examination for Junior Stenographer**

<b>Mode of Examination</b>	<b>OMR based or Computer Based Objective type multiple Choice Examination</b>
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	Class 10+2 /XII <sup>th</sup>
Total No. of Questions	200
Time allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only **one paper** with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 mark is deducted for every wrong answer
II	General Awareness	50	50	0.25 mark is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 mark is deducted for every wrong answer

**b. Proficiency Test in Stenography**

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the application form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

Sl.No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

**c. Evaluation of Transcripts of Stenography Tests- Nature of Mistakes**

The methodology of evaluation of stenography test, Calculation of mistakes, etc will be as per methodology notified by CSIR.

**d. Preparation of Merit List**

- (i) The proficiency in stenography will only be qualifying in nature.
- (ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- (iii) The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.

**e. Sequence / order of conducting Competitive Written Examination and Proficiency Test in Stenography**

The decision regarding the sequence/order of conducting the proficiency test in stenography followed by a competitive written examination or vice versa will be taken by the Selection Committee and it will be notified in the website of CSIR-NEIST viz. [www.neist.res.in](http://www.neist.res.in) for information of all concerned.

**f. Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Junior Stenographer**

- (i) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit)of written test will be placed higher;
- (ii) Date of Birth, with older candidate will be placed higher;
- (iii) Candidate acquiring essential educational qualification earlier, will be placed higher;
- (iv) Alphabetical order in which first names of the candidates appear.

**B. Junior Secretariat Assistant (General / Finance & Accounts / Stores & Purchase)**

**1. Minimum Educational Qualification:**

10+2/ XII<sup>th</sup> or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time.

**Note:** In respect of the equivalent clause, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce an order/letter in this regard, issued by the Competent Authority, indicating the authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected. The decision of the CSIR-NEIST with regard to equivalence of qualification(s) and about recognition of Board/Universities/Institutes shall be final and binding.

## 2. Selection Procedure :

A Selection Committee duly constituted by the Director, CSIR-NEIST, will shortlist candidates fulfilling the terms and conditions of this advertisement. However, detailed scrutiny will be done only at the time of final selection.

The selection will be made based on Competitive Written Examination and Proficiency Test in computer typing speed and in using computer, the details of which are mentioned below::

### a) Proficiency Test in Computer typing speed and in using computer:

English Typing @ 35 w.p.m and Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes. 35 /30 w.p.m correspond to 10500 / 9000 KDPH (Key Depression Per Hour) on an average of 5 key depression for each word.

The methodology of evaluation of type-scripts of typewriting test in Hindi/English, calculation of mistakes etc. will be as per instructions issued by CSIR. .

### b) Scheme of Competitive Written Examination :

Mode of Examination	OMR based or Computer Based Objective type multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	Class XII <sup>th</sup> /10+2
Total No. of Questions	200
Total time allotted	2 hours 30 minutes

There will be two papers (Paper-I and paper-II). Paper-I is qualifying in nature. The paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be decided by the duly constituted Selection Committee) in Paper-I. Merit list will be prepared based on marks obtained in Paper-II.

#### Paper-I

Time allotted-90 minutes

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

#### Paper-II

Time allotted-60 minutes

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

- Indicative syllabus:

- Mental Ability Test: It would include questions of both verbal and non-verbal type. The test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement etc.

- General Awareness: Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- English Language: Questions will be designed to test the candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

**c) Preparation of Merit List:**

- (i) Proficiency test in computer is qualifying in nature.
- (ii) Paper-1 of the written examination is also qualifying in nature. The Selection Committee will fix the minimum cut-off marks in Paper-1.
- (iii) Paper-2 will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-1
- (iv) The Final Merit list will be prepared only on the basis of marks obtained by the candidates in Paper-2.

**d) Sequence / order of conducting Competitive Written Examination and Proficiency Test in Computer**

The decision regarding the sequence/order of conducting the proficiency test in computer followed by a competitive written examination or vice versa will be taken by the Selection Committee and it will be notified in the website of CSIR-NEIST viz. [www.neist.res.in](http://www.neist.res.in) for information of all concerned.

**e) Methodology for resolution of tie cases wherever two or more candidates have secured equal aggregated marks for the posts of Junior Secretariat Assistant (G/F&A/S&P):**

- (i) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test will be placed higher;
- (ii) Date of Birth, with older candidate will be placed higher;
- (iii) Candidate acquiring minimum educational qualification earlier will be placed higher;
- (iv) Alphabetical order in which first names of the candidates appear.

**Note: The duly constituted Selection Committee may fix a minimum qualifying mark in Competitive Written Examination for each category of posts. The same will be notified in the website of CSIR-NEIST viz [www.neist.res.in](http://www.neist.res.in) for information of all concerned.**

**General information and conditions:-**

**1. Benefits under Council service:**

- a. The above posts carry pay and allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), and Transport Allowance (TA) etc. as admissible to the Council (CSIR) employees at the place of posting. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence allotment rules depending on availability, in which case HRA will not be admissible.
- b. In addition to the emoluments indicated above, benefits such as, reimbursements of Medical Expenses, Leave Travel Concession, etc., are available as per rules of CSIR.
- c. The selected candidates will be governed by the 'National Pension Scheme" based on defined contributions as adopted by CSIR for its employees.
- d. CSIR provides career advancement under provision of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.
- e. The selected candidate can be posted at CSIR-NEIST, Jorhat (main campus) or any of its 02 Branch Laboratories situated at Itanagar, Arunachal Pradesh & Imphal, Manipur as per the requirement of CSIR-NEIST.

## 2. Age Relaxation:-

- a) There is no age limit for CSIR departmental candidates provided they possess the prescribed qualification. CSIR departmental candidates mean the Permanent CSIR Employees only and not the temporary/ contractual/ project staff etc.
- b) The upper age limit is relaxable up to 03 (three) years for Other Backward Class (OBC) – Non Creamy Layer (NCL) candidates, as per Government of India orders in force, only in respect of those cases where the posts are reserved for the respective category.

SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts in accordance with DoPT OM No. 36011/1/98-Estt. (Res) dated 01.07.1998 and they are treated at par with general candidates in respect of their selection. Application Fee exemption is, however, applicable for eligible candidates in such cases.

- c) As for OBC certificates, both the conditions of OBC status as well as exclusion from 'Creamy Layer' with respect to Government of India criteria and not the respective State Government criteria, are to be met. The OBC (Non-creamy layer) certificate should be the latest one. The OBC certificates should be in the format APPLICABLE FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States bearing references to those State Government Orders. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their sub-caste should match with the entries in Central List of OBC's, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR, if otherwise eligible. The OBC candidates who belong to "Creamy layer" are not entitled to concession admissible to OBC category and such candidates have to indicate their category as General.
- d) The upper age limit is relaxable up to the age of 35 years for Widowed, divorced women and women judicially separated from their Husbands and who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence.
  - In case of widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - In case of divorced women and women judicially separated from their husbands, a certified copy of the judgement/decreed of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.
- e) Age relaxation to Persons with Benchmark Disabilities (PwBDs):

Age relaxation of 10 (ten) years (13 years for OBC candidates, for the post reserved for them) in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:

- |                    |   |   |
|--------------------|---|---|
| (i) Category (a)   | - | blindness and low vision;   |
| (ii) Category (b)  | - | deaf and hard of hearing;   |
| (iii) Category (c) | - | locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; |
| (iv) Category (d)  | - | autism, intellectual disability, specific learning disability and mental illness.                                   |
| (v) Category (e)   | - | multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.                       |

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

The persons claiming age relaxation under this sub-para, would be eligible for relaxation in conditions/reservation in posts only if they suffer from **not less than 40% of relevant benchmark disability**. Such candidates will have to submit Certificate of Disability issued by the Competent Authority as per the Forms V, VI and VI (as the case may be) specified in Rights of Persons with disabilities Rules, 2017 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India vide Notification No. G.S.R 591(E) dated 15.06.2017, as amended from time to time.

No application fee is payable by PwBD candidates, PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN THEIR APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OB/GEN/EWS and also produce certificate of the concerned Caste/Community, if applicable, as this is a horizontal reservation.

A candidate under the category PwBD will be considered to be eligible for appointment only if he/she is found medically fit in accordance with the standards of medial fitness as prescribed by the Government of India for Group "C" posts to be filled by Direct Recruitment.

- f) Upper age limit is relaxable by 03 years, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application.

Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R 757 (E) issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time.

Ex-Servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.

- g) Candidates belonging to OBC/PwBD may note in respect of the above that their candidature will remain provisional till the Certificate of their falling under OBC/PwBD is verified / confirmed by the Appointing Authority from the Certificate issuing Authority. Candidates who are to be provisionally appointed against the post reserved for OBC/PwBD are cautioned that if the verification reveals that their claim to belong to OBC/PwBD, as the case may be, is false, their service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
- h) There is no provision for relaxation of age limit for employee of Central Government / State Government / Autonomous Bodies, etc.

**3. Provision of Scribe and/or Compensatory time for (i) Persons with Benchmark Disability, and (ii) Persons with less than 40% Benchmark Disability and having difficulty in writing:**

- (a) In case of persons with benchmarks disabilities in the category of blindness, locomotors disability (both arms affected-BA) and cerebral palsy, the facility of scribe for competitive written examination is provided, if so desired by the candidate.
- (b) In the case of other category of persons with benchmark disabilities, the provision of scribe will be available on production of certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per Annexure enclosed.
- (c) In terms of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt of India Notification OM No.F.No.29-6/2019-DD-III date 10.08.2022, persons with specified disabilities 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**, the facility of scribe and/or compensatory time shall be granted subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write the examination on his/her behalf from the Competent Medical Authority of a Government Healthcare Institution as per Annexure enclosed with this advertisement. The Medical Authority for the purpose of certification should be a multi-member authority comprising the following:
- I. Chief Medical Officer/Civil Surgeon/Chief District Medical Officer-Chairperson
  - II. Orthopaedic/PMR specialist
  - III. Neurologist, if available\*
  - IV. Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist/Special Educator
  - V. Occupational therapist. if available\*
  - VI. Any other expert based on the condition of the candidate as may be nominated by the Chairperson

(\*the Chief Medical officer/ Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College /Institute, if the same is not

available in the District). The facility of scribe will be provided on production of certificate as per aforesaid Annexure in support of his/her claim.

- (d) The candidate will have the discretion of the opting for his/her own scribe or the facility of scribe provided by the CSIR-NEIST. Appropriate choice in this regard will have to be given by the candidate through email to 'aorecruit@neist.res.in', whenever such need arises.
- (e) In case the candidate opts for a scribe the qualification of the scribe should always be matriculation or above but not be more than the minimum qualification criteria of the examination. The scribe should not be a candidate of this examination
- (f) The candidate with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Annexure enclosed with this advertisement. In addition, the scribe has to produce a valid ID proof in original (Aadhaar Card, Voter ID Card, PAN Card, etc.) at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma as per Annexure enclosed with this advertisement. If subsequently it is founded that the qualification of the scribe is not as declared by candidate, then the candidate shall forfeit his/her right to the post and claims related thereto.
- (g) A compensatory time of 20 min per hour of examination will be provided to the persons who are allowed use of scribe as described above. The candidates referred to at preceding sub paras (b) and (c) who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (h) No attendant other than the scribe for eligible candidate will be allowed inside the examination hall.
- (i) Partially blind candidates who are able to read the normal question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the examination hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the examination hall.
- (j) The PwBD candidates who have availed the facility of scribe and/or compensatory time must produce relevant documents for the eligibility of scribe and/or compensation time at the time of written examination and later on, as and when required. Failure to produce such documents will lead to cancellation of their candidature for the examination.

#### 4. Application Fee:

- (a) Candidates belonging to General / OBC / EWS category are required to pay an application fee of Rs 500/- through Demand Draft drawn **on any nationalized bank and valid for at least 3 months in favour of "Director, CSIR-NEIST, Jorhat" payable at Jorhat.**
- (b) However, candidates belonging to SC / ST / PwBD / ESM / Women / CSIR Employees are exempted from application fee.
- (c) Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and rejected as invalid.

#### 5. Other Conditions:

- (a) The applicant must be a citizen of India.
- (b) All applicants must fulfil all the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications i.e **14.02.2025**. They are advised to satisfy themselves before applying that they possess essential qualification laid down for the post as detailed in this advertisement. No enquiry asking for advice as to eligibility will be entertained. The duly constituted Selection Committee will adopt its criteria for shortlisting the candidates. The candidature is provisional at all the stages of recruitment/selection process.
- (c) The application form should be accompanied by self-attested copies of the relevant educational qualifications such as Class 10<sup>th</sup>/SSC, 10+2/XII<sup>th</sup> or its equivalent, any other qualification mentioned by him/her in the application, experience if any, caste/community, etc. The prescribed qualifications should have been obtained through recognized Board/University /Institution etc

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



**While sending hard copy of the application form, each printed page of application form must be signed by the candidate and each page of documents enclosed therewith must be self-attested by the candidate.**

- (d) If any documents/certificates furnished are in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- (e) The date of determining the upper age limit, qualifications, etc., shall be the last date of submission of online applications i.e **14.02.2025**.
- (f) The medium of Proficiency Test / Typing Test/ Stenography Test will be the same (Hindi / English) as opted for the Written Examination. The medium once opted cannot be changed at later stage. Candidates applying for multiple post codes shall opt for only one medium (Hindi /English) for all the post codes. Therefore, this option should be chosen carefully.
- (g) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the Written Examination/Proficiency Test and Typing Test or even at the subsequent stages of the recruitment process.
- (h) It may please be well noted that the appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate that he/she belong to the OBC/PwBD is false OR it reveals that the claim of the candidate that he/she belongs to the Non creamy layer is false, his/her services/candidature will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the relevant laws for production of false certificate.
- (i) No travelling allowance will be paid to appear for Competitive Written Examination or Proficiency Test or Typing Test.
- (j) The selected candidates will be on probation for 2 years from the date of joining the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they will be considered for confirmation in accordance with the extant rules.
- (k) Applicant must disclose as to whether any of their close relatives are employees of CSIR-NEIST or CSIR or any other laboratory/Institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/brother/sister or any/ other person related to them by blood or marriage, whether they are dependent or not.
- (l) The Director CSIR-NEIST reserves the right to cancel the advertisement without assigning any reason therefore or reserves the right not to fill posts. The number of vacancies indicated against each post/category is provisional and **may increase or decrease during the selection process**. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR instructions prevalent at a given point of the time during various stages of selection process.
- (m) The decision of the Director, CSIR-NEIST in all matters to eligibility, acceptance or rejection of applications, mode of selection and conduct of written examination, typing/Proficiency test will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidates.
- (n) For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.
- (o) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- (p) **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**
- (q) **Any further information regarding this advisement like date, time and venue of tests, addendum/corrigendum or any variation in number of post/ cancellation of post etc, will ONLY be made available through CSIR-NEIST website <https://www.neist.res.in> Therefore, candidates are advised to keep visiting regularly the website of the Institute <https://www.neist.res.in>.**

## **6. How to apply:**

- a. Eligible candidates are required to apply ONLINE through our website [www.neist.res.in](http://www.neist.res.in). No other mode of application will be considered.
- b. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
- c. Candidates are advised to go through the instructions for Online Application carefully before applying.
- d. Online application will be available in the CSIR-NEIST website from **14.01.2025** and the closing date of online application will be **14.02.2025** The applicant has to take the print out of the successfully submitted online application and should send the same along with all the required documents/testimonials by post so as to reach on or before **5 PM of 28.02.2025**. The applicant has to upload his/her recent passport size photo while filling up the online application.

- e. Candidates are required to arrange for a crossed **Demand Draft for Rs.500/ drawn on any nationalized bank and valid for at least 3 months in favour of “Director, CSIR-NEIST, Jorhat” payable at Jorhat.** The last date for submitting online application and making of Demand Draft is **14.02.2025**. This date will be the same for the candidates belonging to far-flung areas. The following details must be filled up on back side of Demand Draft (i) Candidate’s Name, (ii) Candidate’s Category, (iii) Post Code Applied. The Candidates belonging to SC/ST/PH/Women/CSIR Employees are exempted from payment of application fee.
- f. The duly signed computer generated application (print-out) accompanied by self - attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, and caste certificate, if applicable along with one recent passport size (self-signed photograph) affixed together with Demand Draft (if applicable) should be sent in an envelope super scribed “APPLICATION FOR THE POST OF \_\_\_\_\_(Post Code \_\_\_\_\_)”by post to the address below:

**The Administrative Officer,  
CSIR- North East Institute of Science and Technology (NEIST),  
Jorhat-785006,  
Assam.**

- g. Candidates applying for more than one post must submit separate applications form for each post indicating the Code No. of the post. The hard copy(s) of each application must be accompanied by separate Demand Draft. Only a single application will be entertained from each applicant for each post code and in case an applicant submits multiple online applications for the same post code with different email ids, only the latest completed application will be considered in case he/she submits the hard copy (print out of the online application) within the prescribed time.
- h. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- i. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-NEIST, Jorhat.
- j. *Applications from employees of Central/State Government/Autonomous Bodies/PSUs/Local Government will be considered only if the Hard Copy of application is forwarded through proper channel, certified by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. They should also get their Vigilance Certificate forwarded alongwith application. However, Advance copy of the application submitted before the closing date will also be considered, however the applicant has to submit NOC from employer as and when asked, failing which their candidature will be cancelled.*
- k. In case of Board/University/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same in to percentage based on the formula as per their university/institute.

**5. Following Documents must be attached along with application form sent by post:**

- a. Signed copy of the printed online application form.
- b. Demand Draft of Rs.500./-(Rupees Five hundred only) as application fee, where applicable.
- c. Coloured photograph pasted on the form and signed across in full.
- d. Self Attested photocopy of Date of Birth certificate.
- e. Self Attested photocopies of education qualification certificates.
- f. Self Attested photocopy of Caste Certificate for category (if applicable), under which age relaxation is claimed.
- g. Self Attested photocopies of PwBD category certificate (if applicable).
- h. In case of widow/divorced women/judicially separated women, relevant certificate for the same.
- i. In case of Ex-servicemen, the relevant certificate/ full discharge book.
- j. No Objection Certificate (NOC) if applicable.

Sd/-  
प्रशासनिक अधिकारी/Administrative Officer  
CSIR-North East Institute of Science & Technology. Jorhat

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**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 \_\_\_\_\_ village/town \_\_\_\_\_ in District/Division belongs to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's \_\_\_\_\_ Resolution \_\_\_\_\_ No. \_\_\_\_\_ dated \_\_\_\_\_\* and/or his 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 09<sup>th</sup> March, 2004, OM No. 36033/3/204-Estt. (Res) dated 14<sup>th</sup> October , 2008 and O.M No. 36033/1/2013-Estt.(Res) dated 27<sup>th</sup> 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

- i. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1<sup>st</sup> Class stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. (not below of the rank of 1<sup>st</sup> 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. Administrative/Secretary to Administrator/Development Officer (Lakshadweep)

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

**ANNEXURE-II**

**Form of declaration to be submitted by the OBC –NCL candidate**  
**(in addition to the community certificate)**

I \_\_\_\_\_ Son/daughter of Shri  
\_\_\_\_\_ resident of village/town/city \_\_\_\_\_ district  
\_\_\_\_\_ state \_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ community which is recognized as a backward class by the  
Government of India for the purpose of reservation in services as per orders contained in the  
Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated  
8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned  
in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M No.  
36033/3/2004-Estt.(Res.) dated 09<sup>th</sup> March, 2004 and O.M No. 36033/3/2004-Estt.(Res.) dated  
14<sup>th</sup> October, 2008 and as amended time to time.

I also declare that the condition of status / annual income for creamy layer of my  
Parents/guardian is within prescribed limits as on last date of application.

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Place : \_\_\_\_\_

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

Form-V

Certificate of Disability

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

[See rule 18(1)]

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

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

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

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).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorised Signatory of  
Notified Medical Authority

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

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

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested  
photograph (showing face only)  
of the person with disability

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that we have carefully examined Shri/Smt./Kum. \_\_\_\_\_

son/wife/daughter \_\_\_\_\_ of Shri \_\_\_\_\_

Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female.

Registration No. \_\_\_\_\_ permanent resident of House No.

\_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post

Office \_\_\_\_\_ District \_\_\_\_\_ State, whose photograph is affixed above, and  
am satisfied that:

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

Sl. 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 \_\_\_\_\_ percentage

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)

@ - 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

5. Signature and seal of the Medical Authority

Name and Seal of Member	Name and seal of Member	Name and Seal of the Chairperson

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



Form-V  
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 passport size attested  
Photograph (Showing face only)  
Of the person with disability

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

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 ( \_\_\_\_\_ number and date  
of issue of the guidelines to be specified) and is show against the relevant disability in the table below:

S. No.	Disability	Affected par 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			

S. No	Disability	Affected par of body	Diagnosis	Permanent physical impairment/mental disability (in%)
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

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

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

3. Reassessment of disability is:

(i) Not necessary

or

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

@ - 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  
(Counter signature and seal of the  
Chief Medical Officer/Medical Superintendent/  
Head of Government, 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.
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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.

**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 \_\_\_\_\_ years, 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 scribed for writing the examination.

2. The above candidate uses aids and assistive device 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 maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist / Rehabilitation Psychologist/Psychiatrist/ Special Educator	Neurologist(if available)	Occupational therapist (if available)	Other Expert, as nominated by Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital /Health Care Centre with Seal

Place :

Date:

**Letter of Undertaking by the 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.**

I \_\_\_\_\_, 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 \_\_\_\_\_.

1. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.
2. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his 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)

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

Place-

Date-

**Letter of Undertaking for Using Own Scribe**

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: \_\_\_\_\_

**Certificate regarding physical limitation of an Examinee to Write**

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 health care  
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–Orthopedic specialist/PMR).

**CERTIFICATE TO BE PRODUCED BY SERVING / RETIRED / RELEASED ARMED FORCES  
PERSONNEL AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT  
RECRUITMENT**

Form of Certificate applicable for Released/Retired Personnel

It is certified that Rank.....Name ..... whose date of birth is.....has rendered service from.....to.....in Army, Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

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

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

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

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

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

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

Place: \_\_\_\_\_

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

Signature, Name and Designation of the  
Competent Authority \*\*  
SEAL

%. Delete the paragraph which is not applicable.