Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI)
(A Govt. of India undertaking)
4th Floor, Office Block, Tower 1, Plate A, NBCC, Kidwai Nagar East, New Delhi-110023.
CIN : U67100DL2011NPL215270 www.cersai.org.in/CERSAI/home.prg

Recruitment Notification Advt. No. 01/2026

RECRUITMENT NOTIFICATION FOR REGULAR EMPLOYEES

The Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI) is a Government of India undertaking (CPSE) licensed under section 8 of the Companies Act 2013. The company was constituted for the purpose of operating a Security Interest Registry which encompasses security interest of movable, immovable, intangible properties and assignment of receivables attached to Banks and other financial institutions. Subsequently, the Central KYC Record Registry was also included in its ambit to cater to all entities that report to the four financial sector regulators in the country namely RBI, SEBI, PFRDA, IRDA and also IFSCA. Further, in line with the BUDS Act 2019, CERSAI has been authorized to operate a portal accessible to the public, containing information relating to deposit takers.

In order to manage the day to day working of CERSAI, and to cater to the need of complying with various regulators guidelines, CERSAI is looking for dynamic professionals to become part of its team. Recruited professionals will be permanent employees of CERSAI having career progression opportunities according to their performance and capabilities. Applications for following posts from the eligible candidates, aspiring to take an unconventional path to contribute towards nation building, are invited as under :-

Vacancy Details :

1. Posts/Levels/Scale of Pay/No. of Vacancies – Regular Employees

Post Code	Name of Post and Level	Scale of Pay*	Total No. of Vacancies	UR	OBC (NCL)	SC	ST	EWS	PwBDs
1	Deputy General Manager (Operations)/E-5	Rs. 80,000-Rs. 2,20,000/-	01	01	0	0	0	0	0
2	Assistant General Manager (IT)/E-4	Rs. 70,000-Rs. 2,00,000/-	01	0	01	0	0	0	0

Post Code	Name of Post and Level	Scale of Pay*	Total No. of Vacancies	UR	OBC (NCL)	SC	ST	EWS	PwBDs
3	Assistant General Manager (Legal)/E-4	Rs. 70,000-Rs. 2,00,000/-	01	01	0	0	0	0	0
4	Assistant General Manager (IT-BUDS)/E-4	Rs. 70,000-Rs. 2,00,000/-	01	01	0		0	0	0
5	Assistant General Manager (HR & Training)/E-4	Rs. 70,000-Rs. 2,00,000/-	01	01	0	0	0	0	0
6	Assistant General Manager (CKYC Operations)/E-4	Rs. 70,000-Rs. 2,00,000/-	01	0	0	01	0	0	0
7	AGM (SI Operations) /E-4	Rs. 70,000-Rs. 2,00,000/-	01	01	0	0	0	0	0
8	Chief Manager (Risk & Compliance)/E-3	Rs. 60,000-Rs. 1,80,000/-	01	01	0	0	0	0	0
9	Chief Manager (IT)/E-3	Rs. 60,000-Rs. 1,80,000/-	01	01	0	0	0	0	0
10	Senior Manager (IT-Data Privacy)/E-2	Rs. 50,000-Rs. 1,60,000/-	01	01	0	0	0	0	0
11	Senior Manager (IT-Digital & Communication)/E-2	Rs. 50,000-Rs. 1,60,000/-	01	01	0	0	0	0	0
12	Manager (SI Operations)/E-1	Rs. 40,000-Rs. 1,40,000/-	01	01	0	0	0	0	0
13	Manager (Accounts & Admin)/E-1	Rs. 40,000-Rs. 1,40,000/-	01	01	0	0	0	0	0

Post Code	Name of Post and Level	Scale of Pay*	Total No. of Vacancies	UR	OBC (NCL)	SC	ST	EWS	PwBDs
14	Manager (IS-SOC)/E-1	Rs. 40,000-Rs. 1,40,000/-	01	0	01	0	0	0	0
15	Manager (CKYCR Operations)/E-1	Rs. 40,000-Rs. 1,40,000/-	01	01	00	0	0	0	0
16	Assistant Manager (PA to MD)/E-0	Rs. 30,000-Rs. 1,20,000/-	01	01	0	0	0	0	0

*All the admissible allowances like D.A. (IDA Scale of CPSEs), H.R.A, Cafeteria Basket allowances etc. as per Govt. Guidelines and approval of the Board for the respective pay scales will be payable. CTC for various scales based on joining basic pay at the existing DA rate will be as follows:

S. No.	Levels	Designation	CTC per annum
1.	E-5	DGM	Approximately 24 lakhs
2.	E-4	Assistant General Manager	Approximately 21 lakhs
3.	E-3	Chief Manager	Approximately 18 lakhs
4.	E-2	Senior Manager	Approximately 15 lakhs
5.	E-1	Manager	Approximately 12 lakhs
6.	E-0	Assistant Manager	Approximately 09 lakhs

(Legend : UR- Unreserved; OBC(NCL) – Other Backward Classes (Non-Creamy Layer); SC- Scheduled Caste; ST- Scheduled Tribe; EWS- Economically Weaker Section ; PwBDs- Persons with Benchmark Disabilities)

Important Notes :

(i) Vacancies for PwBD including other reserved categories given in the notice are not separate but are included in the total number of vacancies.

(ii) Number of vacancies indicated in this notice is provisional and may undergo any change (increase/decrease) at any stage of the recruitment process or even after completion of the recruitment process due to administrative requirements of CERSAI.

(iii) As the examination will be conducted in one common session only for all the above mentioned posts, the candidates are advised to apply for only one post from above.

(iv) Before applying for a post, candidates should ensure his/her eligibility in respect of educational qualifications, vacancy availability in the particular category etc.

(v) Job descriptions for various posts are attached as Annexure-I to this vacancy notice.

(vi) **Place of Posting** : At present, CERSAI is having only one office at New Delhi and all the candidates will be posted at our Head Office/Registered Office at New Delhi. However, all the candidates are liable to be transferred/posted throughout the country in case of opening of our branch/offices outside Delhi in due course or any exigency/requirement. Refusal of posting will attract disciplinary action including termination from service.

(vii) **Nationality/Citizenship:** A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before Jan. 1962 with the intention of permanently settling in India or (v) a person of India Origin who has migrated from Pakistan, Burma, Srilanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/ discussions/interview conducted by CERSAI, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him/her by Govt of India is submitted to the company.

2. Age, Educational Qualifications, Experience etc.:

Post Code	**Name of Post**	***Upper Age Limit & Category**	**Minimum Educational/Professional Qualification**	**Desirable Certification**	**#Minimum Post Qualification Experience Required.**
1**	DGM (Operations)	45yr/ UR	Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks.	Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Minimum Post Qualification Experience of 13 years in a Scheduled Commercial Bank or any other PSU/CPSE/Private Organization of repute in business operations, process management, or logistics. Out of the total experience, a minimum of 5 years should be in Grade E-4 (Pay Scale: ₹70,000 – ₹2,00,000) or an equivalent grade.

Post Code	Name of Post	*Upper Age Limit & Category	Minimum Educational/Professional Qualification	Desirable Certification	#Minimum Post Qualification Experience Required.
2	AGM (IT)	45Yr/ OBC	BCA/MCA/B. Tech in Computer Science/IT/Electronics/ Electronics and Telecommunications/ Electronics and Instrumentations or equivalent degree from a recognized institution with Min 50% Marks in BCA/B. Tech or MCA.	Certificate course (in any one or more) - CISM/PMP/ Prince 2 from recognized institution.	Minimum Post Qualification Experience of 11 years in Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization of repute in software development, IT support, systems administration, or IT infrastructure .
3	AGM (Legal)	45Yr/ UR	LLB/Bachelor of Law (3 year/5 year) full time from a UGC recognized university or equivalent Degree with Min 50% Marks.	Full-time LL.M. (Master of Law) from a UGC-recognized university (or an equivalent degree) with at least 50% marks	Minimum Post Qualification Experience of 11 years in Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization of repute in legal research, corporate law, contract management, or legal compliance.
4	AGM (IT-BUDS)	45Yr/ UR	BCA/MCA/B. Tech in Computer Science/IT/Electronics/ Electronics and Telecommunications/ Electronics and Instrumentations or equivalent degree from a recognized institution with Min 50% Marks in BCA/B. Tech or MCA.	Certificate course in any one or more) - CISM/PMP/ Prince 2 from recognized institution.	Minimum Post Qualification Experience of 11 years in Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization of repute in software development, IT support, systems administration, or IT infrastructure.

Post Code	Name of Post	*Upper Age Limit & Category	Minimum Educational/Professional Qualification	Desirable Certification	#Minimum Post Qualification Experience Required.
5	AGM (HR & Training)	45Yr/ Ur	MBA/PGDM in HR Management from a UGC recognized university and approved by AICTE or equivalent Degree with Minimum 50% Marks.	Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Minimum Post Qualification Experience of 11 years in Scheduled Commercial Bank/ or any other PSU/CPSE/ Private Organization of repute in the areas related to HR, Training Management, Recruitment, Employee Relations, Talent Management etc. Relevant experience in Banks/ Financial Institutions/PSU/CPSE will be preferred.
6	AGM (CKYC Operations)	45Yr/ SC	Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks.	1.Certificate course in any one or more) – Six Sigma/PMP /Prince 2. 2. Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Minimum Post Qualification Experience of 11 years in Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization of repute in business operations, process management, or logistics.
7	AGM (SI Operations)	45Yr/ Ur	Graduation in any Discipline from a UGC recognized university or equivalent Degree with Minimum 50% Marks.	Certificate course of at least six months in MS Office from recognized institution or	Minimum post qualification experience of 11 years in any scheduled commercial bank out of which minimum 05 years experience must

Post Code	Name of Post	*Upper Age Limit & Category	Minimum Educational/Professional Qualification	Desirable Certification	#Minimum Post Qualification Experience Required.
				equivalent course	be in Branch working. Should have experience in debt recovery processes and enforcement of security interest. Should have knowledge of Security Interest Enforcement Rules and SARFAESI Act, 2002, RDB Act, Recovery of Debts Due to Banks and Financial Institutions Act and IBC. Experience in business operations, process management, or logistics
8	Chief Manager (Risk and Compliance)	40Yr/ UR	Graduate in Finance, Risk Management, Economics, Business Administration, Statistics or in related fields with Minimum 50% Marks having any of the following post- graduate qualifications from Recognized University/ Institution: • MBA / Post Graduate Diploma in Management, in Finance or equivalent • M. Tech • Chartered Accountant (CA) • Cost and Management Accountant (CMA)	N/A	Minimum Post Qualification Experience of 08 years in a Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization of repute in the areas related to Comprehensive Risk, Management profile and analytics, Understanding of Credit Risk, Market Risk and/ or Liquidity Management and/or Operational Risk, Due Diligence and Risk Assessment. The candidate should have knowledge and expertise in the area of

Post Code	Name of Post	*Upper Age Limit & Category	Minimum Educational/Professional Qualification	Desirable Certification	#Minimum Post Qualification Experience Required.
			• Company Secretary (CS)		Credit Risk, Market and Operational Risk. Candidate should also have knowledge of screening of projects and mitigation of risk.
9	Chief Manager (IT)	40Yr/ Ur	BCA/MCA/B. Tech in Computer Science/IT/Electronics/ Electronics and Telecommunications/ Electronics and Instrumentations or equivalent degree from a recognized institution with Min 50% Marks in BCA/B. Tech or MCA.	Certificate course in any one or more) - Microsoft Certified: Azure or AWS cloud equivalent CCNA/CCNP from recognized institution.	Minimum Post Qualification Experience of 8 years in Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization of repute in software development, IT support, systems administration, or IT infrastructure .
10	Senior Manager (IT–Data Privacy)	40Yr/ Ur	1. BCA/MCA/B. Tech in Computer Science/IT/Electronics /Electronics and Telecommunications/ Electronics and Instrumentations or equivalent degree from a recognized institution with Minimum 50% Marks in BCA/MCA/B.Tech 2. Compulsory Professional Qualification : Certification in any one or more Professional certifications like CIPP-E (Certified Information Privacy Professional/ Europe) / CIPP-A (Certified Information Privacy	Certifications in FIP / CIPT / CISM / CISA / ISO 27001. Expert Knowledge of data privacy laws and practices. Exposure to Data Privacy Rules, Laws & Regulations such as General Data Protection Regulation ("GDPR"), etc.	Minimum post qualification experience of 05 Years preferably in the BFSI Sector/Scheduled Commercial Bank / PSU/ CPSE / Pvt. Institution of repute in Data Privacy, Data Transfer, Data Encryption and Data Sharing. Possess specialized knowledge and skill in the General Data Privacy Regulation and similar Data Privacy regulations worldwide, underpinned by theory and experience. Expertise in Data Privacy laws &

Post Code	Name of Post	*Upper Age Limit & Category	Minimum Educational/Professional Qualification	Desirable Certification	#Minimum Post Qualification Experience Required.
			Professional/Asia) / CIPM (Certified Information Privacy Manager) / DCPP (DSCI Certified Privacy Professional) / DCPLA (DSCI Certified Privacy Lead Assessor).		regulations such as General Data Protection Regulation (GDPR), Digital Personal Data Protection (DPDP) Act, 2023. Should have implementational knowledge of Data Privacy processes and practices.
11	Senior Manager (IT–Digital & Communication)	40Yr/ Ur	BCA/MCA/B. Tech in Computer Science/IT/Electronics /Electronics and Telecommunications/ Electronics and Instrumentations or equivalent degree from a recognized institution with Minimum 50% Marks in BCA/MCA/B.Tech.	Certified CCNP or above.	Minimum post qualification experience of 05 years in IT Department of Scheduled Commercial Bank/ or any other PSU/CPSE/Private Institution of repute in network administration and monitoring at Data Centers. Preference would be given to candidates having experience as network administrator related to IT/digital infrastructure.
12	Manager (SI Operations)	35Yr/ Ur	Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks.	Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Minimum post qualification experience of 03 years in any scheduled commercial bank out of which minimum 02 years experience must be in Branch working. Should have knowledge of Security

Post Code	Name of Post	*Upper Age Limit & Category	Minimum Educational/Professional Qualification	Desirable Certification	#Minimum Post Qualification Experience Required.
					Interest Enforcement Rules and SARFAESI Act, 2002. Experience in business operations, process management, or logistics.
13	Manager (Accounts & Admin)	35Yr/ Ur	Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks.	Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Minimum Post Qualification Experience of 3 years in Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization of repute in accounting, administration, or finance roles.
14	Manager (IS-SOC)	35Yr/ OBC	Bachelor's degree in computer science, Information Technology, or a related field with Min 50% Marks.	Certificate course in information security such as Certified Information Systems Security Professional (CISSP) or Certified Information Security Manager (CISM) preferred.	Minimum Post Qualification Experience of 3 years in Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization of repute in cybersecurity, risk management, network security, or IT compliance.
15	Manager (CKYCR Operations)	35Yr/ Ur	Graduation in any Discipline from a UGC recognized university or equivalent Degree with Min 50% Marks.	Certificate course of at least six months in MS Office from recognized institution or	Minimum post qualification experience of 03 years in any scheduled commercial bank out of which minimum 02 years experience must be in Branch working.

Post Code	Name of Post	*Upper Age Limit & Category	Minimum Educational/Professional Qualification	Desirable Certification	#Minimum Post Qualification Experience Required.
				equivalent course.	Should have knowledge of PML Act, PMLA Rules and Regulatory directions/guidelines issued for KYC. Experience in business operations, process management, or logistics.
16***	Asst Manager (PA to MD)	35Yr/ Ur	Graduation in any Discipline from a UGC recognized university or equivalent Degree.	Certificate course of at least six months in MS Office from recognized institution or equivalent course.	Minimum Post Qualification Experience of 5 years in Scheduled Commercial Bank/ or any other PSU/CPSE/Private Organization. The candidate should possess hands-on experience working as a Personal Assistant (PA) to a Managing Director (MD) or General Manager (GM). Preference will be given to candidates with relevant experience in Banks, Financial Institutions, PSUs, or CPSEs. Desirable: Knowledge in Ms. Office/ Ms. Excel/ Power point.

***Age relaxation to various categories has been indicated in Annexure-IV of this vacancy notice. For more details, please refer point 5 below.**

**** Post Code 1 (Deputy General Manager – Operations) will not have a written test and the selection process shall consist of Group Discussion and/or Personal Interview.**

***** Post Code 16 (Assistant Manager – PA to MD) will comprise of a written test (qualifying in nature with 40% minimum marks including English exam), followed by a Skill test and Personal Interview.**

#All relevant post-qualification experience should be full-time work experience only.

In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:

In case where conversion into percentage is not provided by university/institutes: if university/Institute do not have the provision for conversion of CGPA/OGPA/CPI/DGPA or letter grade into percentage, then 6 on 10-point scale will be considered as 60%, for example. On any scale different from 10-point scale the score will be prorated accordingly.

In case where conversion into percentage is provided by university/institutes: Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned university/institute. A certificate to this effect may be obtained by the candidate from the university/institute, which shall be required to be produced at the time of document verification before interview or at any other stage of recruitment or even after appointment, as demanded by CERSAI.

2.1 Educational/Professional Qualifications : All the educational/professional qualifications mentioned in para 2 should be obtained from a recognized University/ Deemed University/ Autonomous Institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act or from institution recognized/approved by AICTE or any other accrediting organizations under the Government of India.

2.2 Experience : For computing the length of experience, the experience in any Govt, Scheduled Commercial Bank, PSU, CPSE, Pvt Institutions of repute as applicable for above posts duly supported by documents only shall be taken into consideration. However, Teaching/ Academic experience and such training/ summer training/ apprenticeship/ projects etc., which are part of curriculum for award of any academic/ professional qualifications, will not be taken into consideration for computation of length of experience mentioned above. In case of practicing advocates, the cut-off date for experience will be date of Bar Council Membership.

3. Crucial Date of Determining Eligibility : Applicants should meet requisite eligibility criteria regarding age, educational/professional qualifications, length & nature of post-qualification experience and other eligibility criteria **on or before 30.04.2026.** Candidates will be required to show certificates/ mark-sheets of professional/ technical qualifications/ length of experience and other requisite documents before he/she is allowed to appear in interview, if shortlisted for the same. The candidates waiting for final results of prescribed educational/professional qualifications should NOT apply.

4. IMPORTANT DATES:-

Uploading of detailed vacancy notice on CERSAI Website	18/06/2026
Opening date for Online registration and filling of applications (including payment of application fee)	21/06/2026
Last date for completion of on-line registration and filing of applications (including payment of application fee)	20/07/2026

5. Relaxation in Maximum Age Limit : Please refer Annexure – IV

5.1 Age relaxation in respect of SC/ST/OBC categories will be allowed only in cases where posts are reserved for these categories as detailed in Annexure-IV.

5.2 Candidates belonging to PwBDs category may also apply against a post where no posts have been specifically earmarked for such category. For these posts, they are eligible for age relaxation as applicable for PwBDs as detailed in Annexure-IV.

5.3 If a candidate is eligible for relaxation of age on two or more ground mentioned in Annexure-IV, he/she would be accorded only the highest of the age relaxation for which he/she is eligible.

6. INSTRUCTIONS FOR PERSONS WITH BENCHMARK DISABILITIES :

Please refer Annexure-V.

6.1 Reservation for PwBDs shall be on horizontal basis and the selected candidates will be placed in the appropriate UR/SC/ST/OBC-NCL/EWS category vacancies, if such vacancies are available. It is advised that before applying for a post PwBDs should confirm that the post is available/ reserved for his category (i.e. UR, OBC-NCL, SC, ST, EWS) also.

6.2 Prescribed format of Disability Certificate should be submitted by the PwBDs as per Form V to VII (as applicable) of Ministry of Social Justice and Empowerment Notification dated 15.06.2017 (Annexure-IX, X & XI to this vacancy notice).

7. SC/ST CERTIFICATE: Candidates belonging to SC/ST category should submit an attested copy of Caste/Tribe certificate issued by the Competent Authority as per DoPT guidelines at the time of interview. The original certificate shall also be produced for verification. Proforma of relevant certificate is attached as Annexure-VI to this vacancy notice.

8. OBC CERTIFICATE : The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid certificate at the time of interview in support of their belonging to OBC community (non-creamy layer) issued by the Competent Authority as per DoPT guidelines in the prescribed format (attached as annexure-VII to this vacancy notice) for this purpose so as to prove **that they do not belong to "Creamy Layer" of the OBCs on the crucial date**. The crucial date of this purpose will be the 1st date of the month in which vacancy notification issued. A declaration shall also be submitted by the candidate, when he/she reports to CERSAI for his/her pre-appointment formalities stating that he does not belong to the creamy Layer of OBC (attached as annexure-VIIA to this vacancy notice). Further, the caste to which the candidate belongs should be the one included in the Central list of OBCs issued by the Government of India as per latest instructions in this regard.

8.1 Only those OBCs belonging to non-creamy layer of OBCs, which are in the central lists of OBCs **as on the 1st date of the month in which notification issued,** are eligible for appointment on the posts reserved for OBCs.

9. ECONOMICALLY WEAKER SECTION (EWS) CERTIFICATE : The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the Competent Authority as per DoPT guidelines (format attached as Annexure-VIII to this

vacancy notice). The candidate applying against the vacancies reserved for EWS must possess Income and Asset Certificate so as to prove that he/she belongs to EWS as on the 1st date of the month in which vacancy notification issued.

10. Category as on the 1st date of the month in which notification issued for this vacancy notice shall only be considered for availing reservation benefits, if eligible, and any change in the Category/EWS status of the candidate thereafter shall not be entertained. The candidate will have to produce the original caste/Income and Asset Certificate before he/she is allowed to appear in interview, if shortlisted.

11. SCHEME OF SELECTION : The scheme of examination will be as under :-

S. No.	Exam	Maximum Marks	Duration of Exam	Location of Exam Centers
1.	Online Examination having Multiple Choice Questions with Negative Marking	150	120 Minutes	Delhi/NCR, Mumbai, Kolkata, Chennai or any place decided by the management to accommodate the candidates.
2.	Interview	100	N.A.	New Delhi

There will be negative marking for wrong answers i.e. 1/4th of the weightage of marks for each question will be deducted for each wrong answer. No marks will be awarded for un- attempted / marked for review questions.

Notes : *(a) The standard of questions on professional subject will commensurate with the educational/professional qualification and requisite experience in areas of experience/knowledge specified for the post.*

(b) Candidates should exercise options of the test city in the on-line form. No change of test city/test center will be permissible at a later date. However, CERSAI, for administrative reasons, reserves the right to direct the candidate to appear for online test at any test city other than the one chosen by the candidate. Management has the discretion not to hold the online examination at any one or more cities mentioned above.

11.1 Nature of On-line Test : On-line test would be expected to test candidates against the following parameters :

Sr. No.	***Name of Tests**	**Number of Questions**	**Maximum Marks**	**Duration**	**Version**
1	Numerical Ability	40	40	120 Minutes	English and Hindi
2	Aptitude	40	40		
3	General Knowledge	20	20		
4	Professional Knowledge	25	50		
5	**English (Qualifying)**	**25**	**25**		
	Total	125	150	120 Minutes	

Note :- Marks obtained in the qualifying test (with qualifying criteria of 50%) will not be counted towards aggregate marks obtained by the candidates. Minimum Qualifying Marks for Interview will be 50% for General Category.

Candidates up to six times the number of vacancies will be called for an interview based on written test, subject to meeting the minimum written test marks. Cut off marks will be decided according to the merit for each post separately.

***Written exam for Post Code 15 (Assistant Manager – PA to MD) will comprise of a written test (qualifying in nature with 40% minimum marks), followed by a skill test and Personal Interview.)**

(Syllabus enclosed as Annexure II)

12. Application Fee : Rs. 1000/- (Rs. 500/- for SC/ST/PwBDs). The fee will be collected through payment gateway only during online registration process. Any processing charges, bank charges, applicable taxes etc. towards the same, if any, will be borne by the applicant.

12.1 The application fee of Rs. 500/- paid by SC/ST/PwBDs is refundable subject to their actual participation in the recruitment. This fee shall be refunded, duly deducting bank charges as applicable on their appearing in written examination.

12.2 The examination fee paid by the candidates whose application is incomplete or those who have not submitted their application by any reason whatsoever or whose application is rejected, will not be refunded.

12.3 Application fee once received shall not be returned in any circumstances, except in cases mentioned in para 12.1. No correspondence from such applicants and from ineligible applicants will be entertained regarding return of application fee.

13. HOW TO APPLY : Candidates are advised to read all the instructions contained in this recruitment notice carefully before applying online and ensure that they fulfill all the eligibility conditions including age, educational/professional qualifications, certifications, nature and period of experience and medical standards for the post to be applied by them. They should also make sure that the post for which they desire to apply is available for their categories or unreserved post is available. They should also read carefully all the instructions given on main instructions page of the online application.

i) Candidates are required to apply online only through the link available on www.cersai.org.in/CERSAI/home.prg**.** No other means/mode of submission of applications will be accepted under any circumstances. Link for online applications will be made available in Notification section of our website on 21/06/2026. The Link will be active for applications till 11:59:59 p.m. of 20/07/2026. However candidates are advised to apply early to avoid last hour rush.

ii) Signatures of the candidates on all documents should be identical in all stages of recruitment process and must be in running handwriting and not in block/capital or disjoined letters. Signatures in different style at the time of on-line test, interview, medical examination, joining the post etc. may result in cancellation of candidature.

iii) Applicants shall not be allowed to change their categories (e.g. OBC-NCL/SC/ST/EWS/PwBDs) after they have submitted their on-line applications.

iv) Before registering/submitting applications on the website, the candidate must possess the followings:

a. **Valid E-mail ID/Mobile Number:** The Email ID/mobile number entered in the online application form should remain active till the recruitment process is complete. No change in E Mail ID/mobile number will be allowed once registered. All correspondence regarding this recruitment shall be done on the E mail ID/on-line including issue of admit card for online examination and call letter for document verification/Interview, if shortlisted.
b. Scanned copy of latest passport size color photograph (not more than 3 months old), scanned left thumb impression and scanned signature in digital format (as per dimensions given in para 13.1 below) for uploading the application.
c. All relevant documents relating to the eligibility criteria viz Education Qualification, certifications, Caste Certificate & EWS Certificate if applicable, Experience Certificate, Disability Certificate, Discharge Certificate in case of Ex-Servicemen etc.
d. Details for making payment of examination fee on-line. Examination fee will be accepted through Net Banking/Credit Card/Debit Card/UPI etc. as prescribed.
e. Candidates are advised to take print out of fee payment receipts and complete application form for future reference. **Candidates are not required to send original or hard copies of any documents to the office of CERSAI.**
f. Candidates are required to submit the necessary documents proving their eligibility on last date of application at the time of interview. If it is found at any time during the process of recruitment that false information has been submitted by the applicant, his/her candidature will be cancelled without any consideration and necessary action will be taken against them.

Note : Candidates should mention percentage in the fields where percentage is required to be filled in application format. Percentage obtained in requisite qualifying examinations, as mentioned in consolidated mark sheet issued by University/Institution will be considered. However, in case consolidated marksheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.

In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:

(a) In case where conversion into percentage is not provided by university/institutes: if university/Institute do not have the provision for conversion of CGPA/OGPA/CPI/DGPA or letter grade into percentage, then 6 on 10 point scale will be considered as 60%, for example. On any scale different from 10-point scale the score will be prorated accordingly.
(b) In case where conversion into percentage is provided by university/institutes : Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned university/institute. A certificate to this effect may be obtained by the candidate from the university/institute, which shall be required to be produced at the time of document verification before interview or at any other stage of recruitment or even after appointment, as demanded by CERSAI.

13.1 Detail Process for submission of online application:

Detailed Process for submission of online applications for the candidates has been provided as Annexure-III.

14. OTHER INSTRUCTIONS:

a) Issue of admit card for online examination/ call letters for interview:

Hall ticket/admit card will be issued online only and has to be downloaded and printed by the applicants itself. The applicants can download their admit card using their credentials. Intimation regarding downloading of admit card for online test will be available on the CERSAI website. **The applicants are requested to visit CERSAI website regularly for latest updates/information.** Applicants will not be allowed to enter the examination hall without a valid admit card. In addition, the applicants are required to carry a valid photo identity proof and a passport size photograph to the examination centre.

b) Candidates are advised in their own interest to register/submit their application/ pay their fee online much before the last date of registration/ submission of application/ payment of application fee. They should not wait till the last date of on-line registration/ submission/ payment of fee etc. to avoid the possibility of disconnection/ inability/ failure to log on the CERSAI/Exam conducting Institution on account of heavy load on internet/ website jam/ disconnection.

c) CERSAI does not assume any responsibility for the candidate not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of CERSAI.

d) Candidates should note that in case a communication is received from their employer by CERSAI withholding permission to the candidates applying for/ appearing at the examination/ interview or during any stage of selection/ empanelment, their application/ candidature shall be rejected/ cancelled.

e) Admit cards for online test/ aptitude test/ skill test or interview issued to the candidates shall be provisional. In case any ineligible candidate is issued admit card and appears in the online examination or even called for the interview or allowed to join CERSAI, his/her candidature will automatically be treated as cancelled WITHOUT ANY NOTICE on grounds of his/her ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications at any stage of recruitment process, or before or after his/her appointment in CERSAI.

f) Decision of CERSAI about the mode of selection/ scheme of examination, number of posts/ vacancies, education qualifications for the posts, certifications, other eligibility conditions, shortlisting of candidates for online test/interview etc. shall be final and binding. Management reserves the right to cancel/restrict/enlarge/modify alter the selection/recruitment process at any time without issuing any further notice or assigning any reason. No correspondence will be entertained in this regard.

g) No request for postponement of interview will be entertained on any ground, if called for interview.

h) The process of examination/recruitment shall not involve any correspondence by CERSAI with candidate at any stage regarding deficiency in application/ documents/ payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself/herself as to his/her fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/ documents etc. **Data once filled by the candidate during filling of application form will be treated as final and no correspondence/ request regarding correction of any data at any stage will be entertained**. No correspondence will be entertained from the candidates found ineligible or not shortlisted and thus not called for online test/interview or for their non-selection.

i) The decision of CERSAI in all aspects pertaining to the application, its acceptance or rejection, conduct of examination/interview and at all consequent stages culminating in selection or otherwise of any candidate shall be final and binding on all concerned, CERSAI reserves its right to alter/modify any condition laid down in this vacancy notice or any backed process for conduct of selection during its various stages as warranted by any unforeseen circumstances arising during the course of this process or as deemed necessary by CERSAI at any stage.

15. **NO OBJECTION CERTIFICATE(NOC):** Candidates currently serving in Govt/Quasi Govt offices/ PSUs/PSBs/ other Scheduled Commercial Banks etc. on regular basis are advised to inform the appropriate authority in their departments about their applying for the post in CERSAI in response to this notice. Candidates shortlisted for interview shall be required to submit "No Objection Certificate" from their employer for appearing in CERSAI's interview at the time of verification of documents prior to interview, failing which they shall not be allowed to appear in interviews and their candidatures shall be treated as cancelled.

16. **ACCEPTANCE OF RESIGNATION :** On final selection, candidates working in Govt/PSU/Private entity, should produce the document conveying the acceptance of his/her resignation from service of his/her last employer. In the absence of such document, he/she shall not be allowed to join services of CERSAI.

17. VERIFICATION OF DOCUMENTS : The candidates called for interview shall be required to produce **original** documents relating to date of birth, educational qualifications, certifications, experience, caste certificates, his/her identification etc. for verification and also to submit self-attested photocopies thereof at the time of interview. Such documents shall be listed in the interview call letter. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he is found ineligible for the post applied for or any other claim made in his/her application if found to be incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated as cancelled. The onus is on the candidates to prove with valid documents that all the information submitted by them in the on-line application is true.

18. TRAVELLING EXPENSES:

i) No travelling expenses will be paid to the candidates for appearing in online test.

ii) The SC/ST/PwBDs candidates who are not already in service, when called for the interview, shall be reimbursed AC-III class to and fro Rail or bus fare by the shortest route

on production of original tickets from the Rly Station/Bus Stand nearest to their normal place of residence to the place of interview. This condition will be applicable only if post is reserved for the category concerned.

19. Medical Examination : Successful candidates will have to pass the requisite Medical Standards as decided by CERSAI. The certificate will be required to issued by Civil Surgeon/CMO of the residential place of the candidate or any other Medical Officer as decided by CERSAI.

20. BACKGROUND CHECK : In case of selection on the above said post, such selection/ appointment on the post shall be provisional subject to verification of character and antecedents of the candidates through any fit and suitable means as decided by CERSAI.

21. Probation : On initial appointment the incumbents shall be on probation for a minimum period of 24 months. During this period, an employee shall be liable to be discharged from the service of the Company without notice or without assigning any reason at the sole discretion of CERSAI. The probation period may be extended or curtailed in individual cases by the Competent Authority on the merits of each case. Probation period will extend by the no. of days of unauthorized absence of probationer. On satisfactory completion of probation, their services shall be regularized/confirmed. MD and CEO will be the competent authority to approve the termination during probation/extension of probation or confirmation of service after probation.

22. SERVICE AGREEMENT : CERSAI will do substantial investment on recruitment of its employees, their training/on –job training etc. Any discontinuation of the employment by a recruited employee before expiry of three years will be unfair and not in the interest of the company without any prejudice. As such, selected candidates will have to execute a service agreement of three years and bond of Rs. 200000/- (Rs. Two Lakhs only) at the time of joining.

23. RESIGNATION: Three months prior notice shall be required before seeking resignation from CERSAI. This notice shall not absolve the executive of the liabilities of service agreement mentioned in para 22 above or vice-versa.

24. SCRIBE: Conditions/eligibility criteria for use of scribe for candidates in category of persons with benchmark disabilities :

a) Indicate option for scribe if you are a PwBDs candidate and eligible for scribe. Only the candidates suffering from Low Vision or the candidates whose writing speed is affected by Cerebral Palsy/ Muscular Dystrophy/ candidates with Locomotor disability (one arm) are eligible for availing scribe.
b) The highest educational qualification of the scribe should be one step below the qualifications of the candidate taking examination.
c) **The Persons with Benchmark Disabilities in the category of Low Vision will be allowed Compensatory Time of twenty minutes per hour of the examination.** In case of other categories of PwBDs, the facility will be provided on production of a certificate to the effect that the persons concerned has physical limitation to write, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Healthcare Institution as per the proforma.

d) For engaging the SCRIBE, the candidate will have to fill up information about the SCRIBE while registering himself (Format enclosed as Annexure-XII to this vacancy notice)
e) The candidate will have to arrange his/her own SCRIBE at his/her own costs during the examination. Separate Admit Card will be issued to the SCRIBE accompanying the candidate. The admit card will contain the particulars, photo and signature of the SCRIBE.
f) The candidate as well as the SCRIBE will have to give an undertaking at the time of online test declaring that the SCRIBE fulfils all the stipulated eligibility criteria for a SCRIBE mentioned in this paragraph.
g) In case it transpires at a later date that the SCRIBE did not fulfil the laid down conditions/eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination.
h) The candidate shall be responsible for any misconduct on the part of the SCRIBE brought by him.
i) The same scribe should not be engaged by more than one candidate. (further detailed under point 26)

25. ACTION AGAINST MISCONDUCT:

(i) Candidates are advised in their own interest not to furnish any documents/information which are false, tampered, fabricated and they should not suppress any material information while filling up the on-line application/paper application, as the case may be.
(ii) Canvassing in any form will disqualify a candidate.
(iii) At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as :
   a) Using unfair means during the examination; or
   b) Impersonating or procuring impersonation by any person; or
   c) Misbehaving in the examination hall; or
   d) Resorting to any irregular means in connection with his/her candidature during selection process ; or
   e) Using undue influence for his/her candidature by any means; or
   f) Submitting false certificates/documents/information etc.
   g) Writing irrelevant matter including obscene language or pornographic matter in script(s); or
   h) Being in possession of mobile phone, pager, pen-drive, calculator, wrist watches (whether analog or digital/smart), tablet, Bluetooth devices, headphone, earplug, laptop, ipad, electronic car keys, electronic reading device, any paper material or other computing/ communication devices etc;

He/She, in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:

a) Disqualified from the examination and/or
b) Debarred either permanently or for a specified period from any examination/ recruitment and/ or

c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice even after his/her appointment to the service of CERSAI.

26. Online form filling Process & general terms.
DOWNLOAD OF CALL LETTER

Candidates will have to visit the **CERSAI** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is two hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch

between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

CENTRE CLAUSES :

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. CERSAI, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. CERSAI also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and CERSAI will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, CERSAI reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, CERSAI reserves the right to allot any other centre to the candidate.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same 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. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

•Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
•Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
•During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will 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.
(ii)Guidelines for Candidates with locomotor disability and cerebral palsy
A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).
(iii)Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

OTHER CLAUSES

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of CERSAI in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the CERSAI in this behalf.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across

sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

4. CERSAI would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by CERSAI in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, CERSAI reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any CERSAI recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

(i)Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii)The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

i. on scores in individual tests
ii. on Total Score

Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 21/06/2026 to 20/07/2026 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) **scan their :**
- **photograph (4.5cm × 3.5cm)**
- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Point C.**

(ii) **Signature in CAPITAL LETTERS will NOT be accepted.**

(iii) **The left thumb impression should be properly scanned and not smudged. (**If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) **The text for the hand written declaration is as follows –**
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (**In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) **Keep the necessary details/documents ready to make** Online Payment **of the requisite application fee/ intimation charges**

(vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CERSAI may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the **CERSAI** website (www.cersai.org.in/CERSAI/home.prg) click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. **PAYMENT OF FEES**

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details . **Please note that if the same cannot be generated, online transaction may not have been successful**.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.

- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above

- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

(1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.

.ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a) to be disqualified from the examination for which he/ she is a candidate

(b) to be debarred either permanently or for a specified period from any examination conducted by bank

(c) for termination of service, if he/ she has already joined the Bank.

27. FACILITATION FOR GUIDANCE OF APPLICANTS:

Applicants may raise technical queries/ ask for clarifications relating to the filling up of ONLINE APPLICATION, via Helpdesk Tab integrated in application portal or any means made available by the recruitment agency.

27. INFORMATION UNDER RTI ACT: Any application under RTI act seeking any information will not be entertained till the completion of the entire recruitment process.

28. CERSAI will not be responsible for any inadvertent errors of any kind in this notification and reserves right to correct such errors.

29. **INFORMATION ON WEBSITE:** Any corrigendum to this notice/further information/details regarding applications or applicants/ any other information regarding schedule of examinations or interviews/ call letters for interview/ notices / results / panels

shall be posted only on the official website of CERSAI (www.cersai.org.in/CERSAI/home.prg). No publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the official website of CERSAI frequently.

30. The legal jurisdiction will be New Delhi in case of any dispute/cause.

Place : New Delhi Sd/-

Date : 18/06/2026 Deputy General Manager (HR)

WARNING: Beware of touts/ job racketeers trying to deceive by false promises of securing job in CERSAI either through influence or by use of unfair and unethical means. CERSAI has not authorised any person or any agency for any action on its behalf for interacting with candidates in relation to this recruitment. Candidates are advised to visit only the official website of CERSAI (www.cersai.org.in/CERSAI/home.prg) and beware of fake websites and social media contents put up by the unscrupulous elements.

Attachments : Annexure I to XII

Annexure-I

Job Descriptions for the Posts

S. No.	Name of the Post	Illustrative List of Job Descriptions required for posts.
1	DGM (Operations) /E-5	• Oversee and direct overall business operations within the organization. • Manage and optimize end-to-end process management workflows. • Align operational strategies with the overarching goals of the institution. • Ensure operational efficiency across various internal departments. • Implement process improvements to enhance productivity. • Make strategic decisions regarding day-to-day operational execution. • Lead cross-functional teams to achieve operational targets. • Monitor performance metrics related to business and logistical operations. • Any other duty as may be allotted by the CERSAI from time to time.
2	AGM (IT)/ E-4	• Overall responsibility of developing, procuring, implementation, performance monitoring of innovative products/Services pertaining to Information Technology based on organizational needs and market trends. • To define the Technology strategy, vision and build the technology competency. It involves decision making, team selection, technology stack selection, partner selection, implementation and operations etc. • Should have overall experience in handling system administration, network management, Database administration, project management etc. • Maintain technology vendor relationship and compliance with service level agreements/ contractual commitments. • Mentor operations and project team to achieve budgeted results through service excellence and adoption of best practices. • Set up and run Data Analytics platform, and actively contribute to business. • Also, will be responsible to lead the digital technology implementation and projects ensuring maximum uptime for all the digital channels;

		• Identifying emerging technologies (IOT, Blockchain, Robotics, AI etc.) that can support, enhance, redefine the products, processes, digital assets and platforms; • Give inputs to top management on industry trends, Monitor daily operations and performance of Digital Devices and ensuring servicing of defunct Digital Devices, handling shifting/relocation/replacement of Digital Devices; • Develop and implement comprehensive IT/digital framework and infrastructure for CERSAI; • Implementation and promotion of the digital products/ services and monitoring its performance on a continuing basis; • Any other duty as may be allotted by the CERSAI from time to time.
3	AGM (Legal) /E-4	• Processing of all legal issues raised by any entity against CERSAI in any court of the country. • To examine and report impact including legal risk of any legal matter raised by the Reporting Entities, Regulators, DFS and other stakeholders. • To respond all queries of all the stakeholders requiring reply quoting the prevailing law in the matter concern. • Close co-ordination with advocates/Tax Consultants looking after the litigations for/against CERSAI. • Any other specific job allotted by CERSAI as per time and demand.
4	AGM (IT-BUDS)/ E-4	• Act as the primary coordinator between the system integrator and Reporting Entities to resolve all BUDS related issues. • Take proactive initiatives for improvements in the BUDS system based on suggestions from Regulated Entities (REs). • Spread awareness among the REs regarding the latest developments, issues, and solutions in respect of BUDS. • Work in close coordination with REs to improve the download, upload, and update of records. • Manage and oversee large-scale data infrastructure. • Handle the transition from outsourced IT models to captive IT models. • Manage IT budgeting and formulate vendor exit strategies. • Lead team-building initiatives within the IT department. • Perform any other duty allotted by CERSAI from time to time.

5	Assistant General Manager (HR & Training)/E-4	• Recruitment/Employee Engagement activities of CERSAI. • Coordinate employee onboarding and orientation programs to ensure new hires are properly integrated into the bank. • Developing and implementing learning and development strategies, conducting training needs assessments to identify skill gaps and learning requirements, designing and delivering training programs, and managing related budgets and reporting. • Supporting talent management initiatives and identifying talent for higher responsibilities. • Payroll management including Salary, Annual Increments, Professional Tax, Income Tax, Payment of Bonus, Other Compliances. • Reimbursement of various perks & benefits. • Processing of various claims i.e. T.A. Bills, Medical Bills, etc. • Accounting and Payment of Bills of Deputed Employees. • To assist in framing HR Policy, handling/maintaining the HRMS system. • Maintaining/Processing Performance appraisal of all employees, Labour Law Compliance, Industrial Dispute Act, Gratuity Act, Minimum Wages Act, Equal Remuneration Act, Employment Exchange Act, Bonus Act etc. in respect of regular, contractual and outsourced employees. • Assisting for smooth implementation of promotion process as per HR Policy. • Handling employees' grievance and providing guidance as per rules / guidelines of the CERSAI. • Processing of terminal benefits i.e. Provident Fund, Gratuity on superannuation/VRS, resignation etc. Handling staff grievances and providing resolutions. • Co-ordination with Training imparting institutions for providing necessary training to employees. • Any other duty as may be allotted by the CERSAI from time to time.
6.	AGM (CKYC Operations)	• Oversee areas strictly related to business operations, IT, or Analysis. • Apply comprehensive knowledge of the CKYCR & PMCR act 2002.

		• Take initiatives to improve the CKYCR system and spread awareness among REs. • Processing of applications received from Reporting Entities and Onboarding them. • Working as Co-ordinator between system integrator and Reporting Entities for resolving all type of CKYCR related issues. • Take Initiatives for improvement in the CKYCR system as suggested by Regulated Entities (REs). • Spreading Awareness among the REs in respect of all latest developments, issues and solutions in respect of CKYCR. • Working with close coordination with REs for improving downloads/upload and update of records. • Any other duty as may be allotted by the CERSAI from time to time.
7.	AGM (SI Operations)	• Responsible for Oversight and Management of SI Registry. • Will be responsible for compliance with applicable provisions related to Security Interest Enforcement Rules and SARFAESI Act, 2002, RDB Act, Recovery of Debts Due to Banks and Financial Institutions Act and IBC. • Management of applications received from Reporting Entities and their Onboarding. • Co-ordination between system integrator and Reporting Entities for resolving all type of SI and AOR related issues. • Take Initiatives for improvement in the SI Registry system as suggested by Regulated Entities (REs). • Grievance Redressal on matters related to SI Registry. • Spreading Awareness among the REs in respect of all latest developments, issues and solutions in respect of SI and AOR. • Working in close coordination with REs for improving registration of records. • Any other duty as may be allotted by the CERSAI from time to time.
8.	Chief Manager (Risk and Compliance)/ E-3	• Identification and assessment of risks including potential risks to CERSAI ensuring adherence to relevant laws and regulations, and developing strategies to mitigate risks. • Responsible for all regulatory, statutory and other compliances of CERSAI. • Formulation and implementation of risk management and compliance policies and procedures.

		• Co-ordination with Risk Management Committees and other Risk related Committees and ensuring compliance with advisories issued. • Conduct of compliance assessment/compliance testing. • Collaborating with other departments and external parties on risk and compliance issues. • Monitoring key risk indicators and compliance activities to identify potential problems early. • Any other specific job allotted by CERSAI as per time and demand.
9.	Chief Manager (IT), E-3	• Software development including Application design and architecting of web, implementation/ upgradation/ DC / DR Management. • Management of IT related Audits, IT support, systems administration, or IT infrastructure with understanding of government policies, regulations, and compliance related to IT. • Data administrator in IT related areas /projects. • Addressing User issues regarding hardware, software, and networking as part of basic desktop support operations. • Support for installing applications and computer peripherals. • Guide/Support users with simple, step-by-step instructions for issue resolution. • Follow up with the vendors to ensure their systems are functional. • Creating Technical Documents and Manuals. • Should have working knowledge of MS Office and Computer Peripherals. • Should have basic knowledge of network security practices and anti-virus programs. • Any other duty as may be allotted by the CERSAI from time to time.
10.	Senior Manager (IT–Data Privacy), E-2	• Responsible for ensuring compliance with the requirements of data protection and privacy legislation of India (DPDP 2023) and other applicable laws. • Perform periodic personal data protection audits of the CERSAI's customers or reviews, including all relevant manual filing systems, archived systems, and backup data, in order to ascertain the Bank's compliance limited to the Digital Personal Data Protection (DPDP) Act of India 2023. • Analyze and take appropriate measures to rectify any deficiencies identified by the personal data protection audit stated in point 2 above. • Conduct Data Protection Impact Assessment (DPIA) and periodically review the same.

		• Create and submit relevant reports to reporting authority and to the Senior Management/ Board as and when required. • Collaborate with supporting functions (Legal, IT, IS & Compliance, etc.) to stay up to date with new processes and policies. • Maintain records of processing operations [Personally Identified Information (PII), Data flow Diagram & Records of Processing Activities (RoPA)] • Provide education by way of imparting training and alternate awareness programs to customers on data privacy. • Provide customer data protection-related advice while developing new IT systems and procedures, drafting of data protection notices, obtaining consent from data subjects, and operation of the HR function related to data privacy. • Put in place processes and procedures to deal with data subject (customer) access requests and aid & and advice in respect of such requests. • Provide advice and assistance for managing PII (Personally Identifiable Information) related data breaches (if any), including liaising with the Supervisory Authority on behalf of the CERSAI and coordinating with the CISO, ITD, and Legal for any additional data protection requirements and legal management of Data protection. • Discuss with Operations Risk to ensure risks documented, controls are in place and monitoring/testing is carried out. • Any other duty as may be allotted by the CERSAI from time to time.
11.	Senior Manager (IT–Digital & Communication), E-2	• Management of IT/digital infrastructure and platforms. • Handling network management, system administration, management of projects related to network infrastructure, etc. • Management of Projects related to Network including procurement and implementation. • Will be responsible to assist the digital technology implementation and projects for all the digital channels. • Identifying emerging digital and communication technologies that can support, enhance, redefine the products, processes, digital assets and platforms of CERSAI. • Monitor daily operations and performance of Network Devices and ensuring servicing of defunct Network Devices, handling

		shifting/relocation/replacement/disposal of Network and Digital Devices of CERSAI. • Develop and implement comprehensive digital framework and infrastructure for CERSAI; • Implementation and promotion of the digital products/ services and monitoring its performance on a continuing basis; • Any other duty as may be allotted by the CERSAI from time to time.
12.	Manager (SI Operations), E-1	• Processing of applications received from Reporting Entities and Onboarding them. • Working as Co-ordinator between system integrator and Reporting Entities for resolving all type of SI and AOR related issues. • Take Initiatives for improvement in the SI Registry system as suggested by Regulated Entities (REs). • Spreading Awareness among the REs in respect of all latest developments, issues and solutions in respect of SI and AOR. • Working with close coordination with REs for improving registration of records. • Any other duty as may be allotted by the CERSAI from time to time.
13.	Manager (Accounts & Admin),E-1	• Reconciliation of Bank Accounts. • Investment of Excess Fund as per Investment Policy of the Company. • Ensuring entry of all income and expenses in Tally system and timely supervision. • Working with close co-ordination with Internal Auditor, Consultant CA and Statutory Auditor. • Ensuring timely remittance of Direct and Indirect taxes and filing of returns thereof in time. • Follow- up and Co-ordination with all vendors for timely processing of Bills and Payments. • All Accounts, Tax and Audit related work. • Any other duty as may be allotted by the CERSAI from time to time.
14.	Manager (IS-SOC), E-1	• Operate SOC services through on-premises or managed mode of service provider . • Operate a SIEM product and other security tools, handling log management and incident management . • Apply knowledge of network protocols (TCP/IP, DNS, HTTP, SMTP), firewalls, IDS/IPS, VPNs, and proxies . • Identify and manage threats related to malware types, phishing, ransomware, and DDoS attacks .

		• Perform basic Linux and Windows administration, apply Active Directory concepts, and manage endpoint security tools (antivirus, EDR). • Any other duty as may be allotted by the CERSAI from time to time.
15.	Asst Manager (PA to MD), E-0	• Working as PA to MD and CEO • Liaison with Shareholders/Directors and Administrative Ministry. • Co-ordination with officers of Administrative Ministry and CERSAI officials and ensure providing of information as required by Administrative Ministry or another department. • Maintenance of Record of all inward/outward letters etc. • Maintenance of Record all communication to/from MD and CEO to any shareholder/Administrative Ministry/Others etc. • Any other directions given by MD and CEO /Other Senior official of CERSAI. • Any other duty as may be allotted by the CERSAI from time to time.
16.	Manager (CKYCR Operations)	• Processing of applications received from Reporting Entities and Onboarding them. • Working as Co-ordinator between system integrator and Reporting Entities for resolving all type of CKYCR related issues. • Take Initiatives for improvement in the CKYCR system as suggested by Regulated Entities (REs). • Spreading Awareness among the REs in respect of all latest developments, issues and solutions in respect of CKYCR. • Working with close coordination with REs for improving downloads/upload and update of records. • Any other duty as may be allotted by the CERSAI from time to time.
Note : Above Job Profile of Concerned officers is illustrative only and it may vary in accordance with the updated policy of the company.		

Annexure-II

Syllabus for Online Test examination (Indicative):-

Common Syllabus for all posts

Quantitative Aptitude Or Numerical Ability Syllabus	Number System Data Interpretation - Bar Graph, Line Graph & Pie chart HCF & LCM Profit & Loss Simple Interest & Compound Interest Time & Work Time & Distance Decimal & Fraction Averages Mensuration Simplification Partnership Percentages Ratio & Proportion Averages Case Studies Charts and Graphs Permutation & Combination Probability
General Awareness Syllabus	Current Affairs National International Current Affairs Sports Abbreviations Currencies & Capitals General Science Government Schemes & Policies Banking Awareness Awards and Honors RBI Books and Authors National Parks & Sanctuaries
English Language Syllabus	Reading Comprehensions Grammar / Vyakaran Spotting Errors Fill in the Blanks Misspelled Words Jumbled Words Rearrangement of Sentence Jumbled up sentences Idioms and Phrases

	Cloze Tests One word Substitution Antonyms and Synonyms
Aptitude	Inequalities (Direct & Coded) Alphabet/Number Series Blood Relations Calendars Distance & Directions Input Output Puzzle Seating Arrangement Number Series Input-Output, etc. Puzzle Syllogism. Coding–Decoding Alphanumeric Series

Syllabus (Indicative) for Professional Knowledge for various posts

Assistant General Manager (IT)/E-4

- Software Engineering
- Hardware and memory structure basics.
- Web Technologies
- AI Basics and Emerging technologies
- Cloud Technologies - Cloud service models: IaaS, PaaS, SaaS
- Virtualization concepts: hypervisors, containers
- Compute, network & storage management in cloud
- Cloud deployment models: public, private, hybrid, multi-cloud
- Cloud security & compliance (data protection, IAM, GDPR/DPDP in cloud)
- Digital Banking Concepts
- Secure coding principles
- OWASP Top 10 vulnerabilities (XSS, SQL Injection, CSRF, etc.)
- Cryptographic basics: hashing, encryption, PKI
- Identity & Access management, Authorization Models and Authentication
- Software project management: planning, effort estimation, risk management
- AI basics: applications in security
- Database Management System including Relational Database
- ER-model, Relational Model
- Relational algebra & relational calculus
- Database design: integrity constraints, functional dependencies, normal forms
- SQL: queries, joins, subqueries, triggers, views
- Recovery: logging, checkpoints.
- NoSQL databases basics
- PostgreSQL internals (indexes, query planner, vacuum)
- Data Communication and Networking
- Operating System
- Data Structure

- Computer Organization, Microprocessor Object
- Object-oriented programming
- Information Security

Assistant General Manager (Legal)/E-4

- Fundamentals Constitutional Law
- Administrative Law
- Criminal Law & Procedure
- Civil Law & Procedure
- Legal Drafting and Vetting - Contracts, MoUs, NDAs, SLAs
- Jurisprudence
- Legal Theory
- Principles Of Legislation
- Legislative Drafting and Interpretation
- Labour Law
- Constitution of India: Fundamental Rights, Directive Principles, Writs (Article 32/226).
- Separation of powers, judicial review.
- Principles of natural justice in administrative actions.
- Delegated legislation & tribunals.
- Companies Act, 2013: Incorporation, Board powers, Directors' duties, Corporate Governance, Audit & Accounts.
- Limited Liability Partnership Act
- Insolvency & Bankruptcy Code (IBC), 2016: Corporate Insolvency Resolution, Liquidation, NCLT/NCLAT framework
- Contract Act, 1872: essentials, performance, breach, remedies.
- Sale of Goods Act, 1930
- Partnership Act, 1932
- Negotiable Instruments Act, 1881 (cheques, dishonour, penalties).
- Transfer of Property Act, 1882 (mortgages, charges, lease).
- Registration Act, 1908.
- Civil Procedure Code: suits, jurisdiction, injunctions, appeals, execution.
- Bharatiya Nagarik Suraksha Sanhita (BNSS): trial process, appeals, cognizance.
- Bharatiya Nyaya Sanhita (BNS): offences related to fraud, forgery, criminal breach of trust, cheating.
- Bharatiya Sakshya Adhiniyam (BSA): relevancy, admissibility, presumptions in financial cases.
- Arbitration & Conciliation Act, 1996: domestic & international arbitration, interim relief, enforcement of awards
- Mediation, conciliation, negotiation
- Loan & security documentation: hypothecation, pledge, mortgage deeds
- Power of attorney, indemnities, guarantees
- Legal opinions on contracts & compliance

AGM (IT-BUDS)/E-4

- Objectives of the BUDS Act (prohibition of unregulated deposit schemes, protecting depositors' interests)
- Key definitions: deposit taker, deposit, unregulated deposit scheme, regulated deposit scheme
- BUDS Rules

- Identification of banned schemes: Ponzi schemes, chit funds (distinction between legal & illegal)
- Responsibilities of regulators (RBI, SEBI, IRDAI, State Govts, etc.)
- Offences & penalties: imprisonment, fines, attachment of property
- Role of Competent Authority & Designated Courts
- Role of CERSAI as Central Database for BUDS: filing, registry, compliance monitoring
- Case laws & examples of enforcement under BUDS Act
- Key Provisions of the Banning of Unregulated Deposit Schemes Act, 2019
- Attachment, Restitution & Recovery Mechanisms
- Offences, Penalties & Legal Consequences
- Operational & Managerial Aspects (Monitoring & Surveillance of Deposit Schemes, Coordination with Other Agencies and Record-keeping, Reporting & Database Management)

Assistant General Manager (HR & Training)/E-4

- Principles of Management
- Human Resource Management
- Industrial Relations & Labour Laws
- Organizational Behaviour
- Compensation Management
- Performance Management
- Training & Development
- Labour Welfare & Social Security
- HR Theories
- Training & development needs identification
- Training methods: on-the-job, off-the-job, e-learning, coaching, mentoring
- Evaluation of training effectiveness (Kirkpatrick model)
- Assessment centres & development centres
- Quality of work life (QWL) concepts
- Talent management & succession planning
- Performance management systems (PMS), Performance Appraisal Methods (360°, MBO, BARS)
- Competency mapping & development
- Organizational culture & climate
- Principles of natural justice
- Fundamental Rights related to labour & employment
- Directive Principles of State Policy on labour welfare
- Manpower planning, job analysis, job evaluation
- Recruitment & selection methods
- Career planning & succession planning
- Compensation management: wages, salary structures, incentives, productivity-linked pay, perquisites
- Employee engagement: rewards & recognition
- Grievance handling procedures

AGM (CKYC Operations)/E-4

- Legal and Regulatory Framework (Prevention of Money Laundering Act (PMLA), Maintenance of Records)

- RBI Master Direction on KYC: Customer Due Diligence (CDD) – Individuals and Legal Entities, Risk categorization and enhanced due diligence (EDD)
- KYC document verification standards, Periodic KYC updating
- Central KYC Records Registry (CKYCR) (Structure and Objective, CKYC Data Lifecycle, Security and Privacy)
- KYC Process Flow Management, Operational Risk Management, Process Optimization.
- KYC fundamentals: objectives, individual/non-individual KYC, OVDs, small/simplified accounts
- CKYCR: role of CERSAI, Forms (KYC09/10/11), CKYC number, updating, error handling
- AML & PMLA: PMLA 2002, Rules 2005, STRs, CTRs, FIU-IND, red flags

Regulatory framework: RBI Master Direction on KYC, SEBI/IRDA norms, FATF recommendations, PEPs, sanctions lists

Assistant General Manager (SI Operations)/E-4

- Legislative & Regulatory Framework: SARFAESI Act (Objectives, Applicability & exemptions, Appeal mechanisms and rights of borrowers and Amendments)
- SARFAESI Act, 2002: scope, definitions (secured creditor, borrower, security interest), taking possession, sale of assets, borrower's rights, appeals before DRT/DRAT.
- Security Interest (Enforcement) Rules, 2002: notice, valuation, auction procedures, reserve price fixation, publication.
- Powers of Central Registrar
- Recovery of Debts & Bankruptcy Act (RDBA/DRT Act): jurisdiction of DRT/DRAT, filing recovery applications, execution of decrees, recovery officers' powers.
- Insolvency & Bankruptcy Code, 2016: CIRP, role of creditors, CoC, liquidation process, priority of secured creditors, NCLT/NCLAT.
- Indian Contract Act, 1872: contracts of loan, guarantees, indemnities.
- Transfer of Property Act, 1882: mortgages, assignments, rights/liabilities.
- Companies Act, 2013: registration of charges, liquidation/winding-up in debt enforcement.
- Asset Management & Sale / Auction Process and Documentation & Legal Compliance.
- Basics of financial products: secured vs unsecured lending.
- Collateral valuation principles: fair value vs distress sale value.
- Introduction to CERSAI (Central Registry of Securitisation Asset Reconstruction and Security Interest) – Objectives, legal basis as per SARFAESI Act, and scope of operations.
- Purpose and Importance of Security Interest Registration – Transparency in lending, prevention of multiple financing against the same asset
- Types of Transactions Registered with CERSAI – Creation, modification, rectification and satisfaction of security interest on movable/immovable/Intangible assets, assignment of receivables and factoring transactions.
- Entities to Register with CERSAI – Banks, financial institutions, NBFCs, ARCs, and other secured creditors.
- Types of Charges: Purpose, Various types of charges, Lien, Negative Lien, Set Off, Assignment, Pledge, Hypothecation, Mortgage - different types of mortgages.
- The Factoring Regulation Act, 2011

Chief Manager (Risk & Compliance)/E-3

- Compliance Risk
- Consequences/ Risks of Non-Compliance
- Compliance Risk Management
- Steps in Compliance Risk Management

- Compliance Risk Mitigation
- Essentials of a Successful Compliance-Risk Management Program,
- Risk Identification
- Mitigation and Audit: Risk Identification
- Risk Analysis
- Risk Measurement
- Risk Mitigation
- Risk Elimination
- Functions of Risk Management Committee
- Clarification and Investigation
- Risk Audit
- Understanding of Credit Risk
- Market Risk Management
- Liquidity Risk Management
- Operational Risk Management
- Compliance Culture: Three Lines of Defence model
- Audit & Assurance: Internal Audit, External Audit, Compliance Audits.
- Compliance Testing

Chief Manager (IT)/E-3

- Software Engineering
- Hardware and memory structure basics.
- Web Technologies
- AI Basics and Emerging technologies
- Cloud Technologies - Cloud service models: IaaS, PaaS, SaaS
- Virtualization concepts: hypervisors, containers
- Compute, network & storage management in cloud
- Cloud deployment models: public, private, hybrid, multi-cloud
- Cloud security & compliance (data protection, IAM, GDPR/DPDP in cloud)
- Digital Banking Concepts
- Secure coding principles
- OWASP Top 10 vulnerabilities (XSS, SQL Injection, CSRF, etc.)
- Cryptographic basics: hashing, encryption, PKI
- Identity & Access management, Authorization Models and Authentication
- Software project management: planning, effort estimation, risk management
- AI basics: applications in security
- Database Management System including Relational Database
- ER-model, Relational Model
- Relational algebra & relational calculus
- Database design: integrity constraints, functional dependencies, normal forms
- SQL: queries, joins, subqueries, triggers, views
- Recovery: logging, checkpoints.
- NoSQL databases basics
- PostgreSQL internals (indexes, query planner, vacuum)
- Data Communication and Networking
- Operating System
- Data Structure
- Computer Organization, Microprocessor Object

- Object-oriented programming
- Information Security

Senior Manager (IT-Data Privacy)/E-2

- Provisions of Digital Personal Data Protection (DPDP) Act, 2023
- Data Protection Laws in India
- Rights and Duties of Data Principal
- Data Fiduciaries
- Data Protection Board of India (DPBI)
- Core principles of data protection
- Data governance frameworks
- PIA (Privacy Impact Assessment) and a DPIA (Data Protection Impact Assessment)
- Managing data subject rights, handling data breaches
- Global / Comparative Privacy Laws and Standards
- Privacy / Personal Data Rights & Principles
- Data Security Measures (Encryption (at rest / in transit), pseudonymization / anonymization & Access controls, authentication, authorization, identity management)
- Digital Personal Data Protection Rules, 2025
- Cross-Border Data Transfers (Mechanisms, agreements, standard contractual clauses)

Senior Manager (IT-Digital & Communication)/ E-2

- Digital & Communication Technologies
- IT Infrastructure
- Systems Support
- Digital Transformation & Governance
- Compliance & Standards
- General IT & Managerial Competencies (Servers, databases, cloud, storage, virtualization basics)
- Risk, Security & Compliance (Risk assessment in digital & communication projects Cybersecurity awareness, data loss prevention)
- Network & Communication Infrastructure
- ISO/OSI & TCP/IP models
- LAN technologies: Ethernet, Wi-Fi
- Flow & error control: ARQ protocols, CRC, parity
- Routing algorithms: distance vector, link state, RIP, OSPF, BGP
- Congestion control techniques (TCP Tahoe, Reno)
- Transport protocols: TCP/UDP, sockets.
- IP addressing: IPv4, IPv6, subnetting.
- Application layer protocols: ICMP, DNS, SMTP, POP3, FTP, HTTP/HTTPS.
- Devices: hubs, switches, routers, gateways.
- Wireless tech basics (Wi-Fi, Bluetooth, LTE/5G).
- Network security: symmetric/asymmetric cryptography, digital signatures, certificates, firewalls, IDS/IPS.

Manager (SI Operations)/ E-1

- Legislative & Regulatory Framework: SARFAESI Act (Objectives, Applicability & exemptions, Appeal mechanisms and rights of borrowers and Amendments)
- SARFAESI Act, 2002: scope, definitions (secured creditor, borrower, security interest), taking possession, sale of assets, borrower's rights, appeals before DRT/DRAT.

- Security Interest (Enforcement) Rules, 2002: notice, valuation, auction procedures, reserve price fixation, publication.
- Powers of Central Registrar
- Recovery of Debts & Bankruptcy Act (RDBA/DRT Act): jurisdiction of DRT/DRAT, filing recovery applications, execution of decrees, recovery officers' powers.
- Indian Contract Act, 1872: contracts of loan, guarantees, indemnities.
- Transfer of Property Act, 1882: mortgages, assignments, rights/liabilities.
- Companies Act, 2013: registration of charges, liquidation/winding-up in debt enforcement.
- Basics of financial products: secured vs unsecured lending.
- Collateral valuation principles: fair value vs distress sale value.
- Introduction to CERSAI – Objectives, legal basis as per SARFAESI Act and scope of operations.
- Purpose and Importance of Security Interest Registration – Transparency in lending, prevention of multiple financing against the same asset
- Types of Transactions Registered with CERSAI – Creation, modification, rectification and satisfaction of security interest on movable/immovable/Intangible assets, assignment of receivables and factoring transactions.
- Entities to Register with CERSAI – Banks, financial institutions, NBFCs, ARCs, and other secured creditors.
- Time Limits and Condonation for filing of Security Interest/AOR Transactions as per the SARFAESI Act & The Factoring Act 2011.
- Types of Charges: Purpose, Various types of charges, Lien, Negative Lien, Set Off, Assignment, Pledge, Hypothecation, Mortgage - different types of mortgages.

Manager (Accounts & Admin)/E-1

- Accounting Principles and Standards
- Journal, Ledger, Trial Balance
- Final Accounts
- Financial Statement Analysis
- Cost Accounting basics
- Taxation basics (GST, TDS, Income Tax)
- Accounts Payable & Receivable
- Office Administration
- Vendor Management
- Contract Management
- Procurement Process
- Asset Management
- Inventory Control
- Record Management
- General Administration Procedures
- Indian Accounting Standard.
- Companies Act (Basic).
- Auditing & Assurance (Basic).

Manager (IS-SOC)/E-1

- CIA Triad (Confidentiality, Integrity, Availability)
- Information Security Principles
- Security Policies and Procedures

- Access Control Models
- Identity & Access Management (IAM)
- Authentication, Authorization, Accounting (AAA)
- Password Security & MFA
- SOC Functions and Architecture
- Security Monitoring
- Log Management
- Threat Detection
- Security Incident Handling
- Escalation Matrix
- Security Event Correlation
- Use Cases and Playbooks
- Alert Triage
- SIEM Concepts
- Log Collection and Analysis
- Event Correlation
- Rule Creation
- Use Case Development
- Dashboard and Reporting
- Splunk / QRadar / ArcSight basics
- Incident Response Lifecycle
- Malware Analysis basics
- Phishing Detection
- Ransomware handling
- Threat Intelligence
- IOC (Indicators of Compromise)
- Root Cause Analysis
- Forensics basics
- Firewalls
- IDS / IPS
- VPN
- Proxy
- NAC
- DLP
- Web Security
- Email Security
- Network Protocols (TCP/IP, DNS, DHCP, HTTP, HTTPS)
- Vulnerability Assessment
- Penetration Testing basics
- Patch Management
- Risk Assessment
- Compliance Monitoring
- Security Audits
- ISO 27001 basics
- RBI / CERT-In / Cyber Security compliance basics
- Antivirus / EDR / XDR
- Endpoint Monitoring
- Server Security
- Cloud Security basics

- Data Protection

Manager (CKYCR Operations)/E-1

- Legal and Regulatory Framework (Prevention of Money Laundering Act (PMLA), Maintenance of Records)
- RBI Master Direction on KYC: Customer Due Diligence (CDD) – Individuals and Legal Entities, Risk categorization and enhanced due diligence (EDD)
- KYC document verification standards, Periodic KYC updating
- Central KYC Records Registry (CKYCR) (Structure and Objective, CKYC Data Lifecycle, Security and Privacy)
- KYC Process Flow Management, Operational Risk Management, Process Optimization.
- KYC fundamentals: objectives, individual/non-individual KYC, OVDs, small/simplified accounts
- CKYCR: role of CERSAI, Forms (KYC09/10/11), CKYC number, updating, error handling
- AML & PMLA: PMLA 2002, Rules 2005, STRs, CTRs, FIU-IND, red flags
- Regulatory framework: RBI Master Direction on KYC, SEBI/IRDA norms, FATF recommendations, PEPs, sanctions lists.

Assistant Manager (PA to MD)/E-0

- MS Word: Document drafting, formatting, mail merge, templates, official correspondence
- MS Excel: Data handling, formulas, pivot tables, charts, basic data analysis
- MS PowerPoint: Presentation design, slide structuring, animations, executive presentations
- MS Outlook: Email management, calendar scheduling, meeting coordination
- File management, cloud storage, and basic troubleshooting
- Basic components of a computer (CPU, input/output devices, memory, storage)
- Types of computers and operating systems
- Basic knowledge of Computers

Annexure-III

Detailed Process for submission of online applications for the candidates:

The link for Registration and submission of Online Application with detailed instructions is as under:

www.cersai.org.in/CERSAI/home.prg

Annexure-IV

RELAXATION IN MAXIMUM AGE LIMIT

Relaxation in maximum age limit for the following categories is given as indicated in the table below subject to submission of requisite certificates (as on the crucial date of eligibility)

S. No.	Categories	Relaxation in upper age limit (or) maximum upper age	
a)	OBCs (non-creamy layer)	3 Years	
b)	SC/STS	5 Years	
c)	Persons with Benchmark Disabilities (UR)	10 Years	
d)	Persons with Benchmark Disabilities (OBCS-NCL)	13 Years	
e)	Persons with Benchmark Disabilities (SC/ST)	15 Years	
f)	Ex- Servicemen including Commissioned Officers and ECOs/SSCOs, who have rendered at least 5 years military service **as on last date of receipt of on-line application** and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from **last date of receipt of on-line application** otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to military- service, or (iii) on invalidment.	UR -	5 Years
		OBCs-NCL	8 Years
		SC/ST-	10 Years
g)	Ex-servicemen including ECOS/SSCOs who have completed an initial period of assignment of five years of military service as on **last date of receipt of on-line application** and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and they will be released on three months' notice on selection from the date of receipt of offer of appointment	UR -	5 Years
		OBCs-NCL	8 Years
		SC/ST-	10 Years
h)	Defence Service Personnel disabled in operation during hostilities with any foreign country or in a disturbed area, and released as a consequence thereof on or before **last date of receipt of on-line application.**	UR	3 YEARS
		OBCs-	6 YEARS
		SC/ST	8 YEARS

Note:-

I. Age relaxation in respect of SC/ST/OBC categories will be allowed only in cases where posts are reserved for these categories.

II. Candidates belonging to PwBDs category may also apply against a post where no posts have been specifically earmarked for such category. For these posts, they are eligible for age relaxation as applicable for PwBDs.

III. If a candidate is eligible for relaxation of age on two or more ground mentioned above, he/she would be accorded only the highest of the age relaxation for which he/she is eligible.

Annexure-V

INSTRUCTIONS FOR PERSONS WITH BENCHMARK DISABILITIES

Functional classification and functional requirement of PwBDs posts: Only those category (ies) of disabilities mentioned below and meeting the functional requirements mentioned in column no- 4 below, shall apply for the examination under Persons with Benchmark Disabilities Category.

S. No.	Categories for which identified	Functional Classification	Functional Requirements for posts
Col. 1	Col. 2	Col. 3	Col. 4
1	Category-(a) Visually Impaired (VI)	A person, having not less than 40% visual impairment only is eligible to apply under VI Category. The candidates with the following types of disabilities only where independent-mobility is not affected, shall be acceptable under this category: **'Low Vision'**	S, ST, SE, RW, BN, MF, C, W, H
2	Category-(b) Hearing Impaired	A person, having not less than 40% hearing impairment in the better ear in the conversational range of frequencies, shall be eligible to apply under HH Category. The candidates with the following types of disabilities only shall be acceptable under this category: **'Hard of hearing'.**	S, ST, SE, RW, BN, MF, C, W, H
3	Category-(c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim, Muscular Dystrophy.	A person having not less than 40% physical disability of such type with which the independent mobility is not affected] is eligible to apply under OH Category- The candidates with only one of the following types of disabilities shall be acceptable under this category: a) Only one leg affected (right or left). b) Impaired reach of only one leg. c) Weakness of grip of only one leg. d) Only one arm affected (right or left) e) Impaired reach of only one arm. f) Weakness of grip of only one arm. g) Dwarfism h) leprosy cured i) Acid attack victim.	S, ST, SE, RW, BN, MF, C, W, H

4	Category (d)- Autism, intellectual Disability, specific learning disability, mental illness Category (e) multiple disabilities from amongst persons under clauses (a) to (d) above.	A person having not less than 40% physical disability of such type with which the independent mobility is not affected] is eligible to apply under 'D' Category. The candidate should be able to meet the physical requirements indicated in column no. 4 of this table.	S, ST, SE, RW, BN, MF, C, W, H

Legend: Functional Requirements

Codes	Functional Requirement	A PwBDs will be considered to be eligible for appointment only if he/she (after such physical examination as the appointing authority may prescribe) is found by the RailTel to satisfy the requirements of physical and medical standards for the concerned posts to be allocated to PwBDs It will be necessary that PwBDs should meet the functional requirement detailed in column no.4 of table given on pre-page.
S	Work performed by sitting (on bench or chair)	
ST	Work performed by standing	
SE	Work performed by seeing	
RW	Work performed by reading and writing	
BN	Work performed by bending	
MF	Work performed by manipulation of fingers	
C	Work performed by communication	
W	Work performed by walking	
H	Work performed by hearing	

Annexure VI

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/ Srimati/ Kumari* ..... son/daughter* of.....Village/Town ..... District/Division*.....of the ..... State/Union Territory* belongs to the .....Caste*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe under:-

*The Constitution Scheduled Castes Order 1950.

*The Constitution Scheduled Tribes Order 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962

*The Constitution (Pondicherry) Scheduled Castes Orders, 1964

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

1. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri / Srimati *.....father / mother* of Shri / Srimati / Kumari ..... of Village / Town* ..... in District / Division *..... of the State / Union Territory *..... who belongs to the.....Caste*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe in the Station/ Union Territory* issued by the ..... dated .....

2. Shri / Srimati / Kumari*.....and /or* his/her* family ordinarily resides in Village / Town*..... District / Division* ..... of the State/ Union Territory* of .....

Place.....

Date.....

Signature.....

Designation.....

(with seal of Office)

State/ Union

Territory.....

* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term "ordinarily reside(s)' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub- Divisional Officer of the area where the candidate and / or his / her family normally reside(s).
5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

Annexure VII

OBC CERTIFICATE FORMAT

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

This is to certify that Shri / Smt. / Kumari..... son / daughter of ..... of Village/Town ....in District/ Division ..... in the State / Union Territory .....belongs to the ..... community which is recognised as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ..... Dated ..... *.

Shri/Smt./Kum.* ..... and /or his/her family ordinarily reside(s) in the ..... District / Division of the ..... State / Union Territory. This is also to certify that he/she does not belong to the persons / sections (Creamy layer) mentioned in column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017**.

Date:

DISTRICT MAGISTRATE / DY. COMMISSIONER ETC.

(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 as OBC.**

**** As amended from time to time.**

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

DECLARATION

Annexure VII A

Proforma for declaration to be submitted by Other Backward Class Candidates at the time of document verification

I, ... son/daughter of Shri ..... resident of Village/Town/City ....., district..... State ..... hereby declare that I belong to the ..... (indicate your sub caste) community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993. 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 08.03.1993 and its subsequent revision through O.M.No.36033/1/2013-Estt. (Res) dated 27 05.2013 and 13.09.2017.

Place: Signature of the Candidate

Date: Name of the candidate

Government of_____ **Annexure VIII**

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No._____ Date:_____

VALID FOR THE YEAR_____

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

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

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

Recent Passport size Attested Photograph of the Applicant

Signature with seal of
Office_____
Name_____
Designation_____

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

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

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

ANNEXURE IX

FORM-V

Certificate of Disability

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

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

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

Certificate No.:..... Date: .....

This is to certify that I have carefully examined Shri / Smt / Kum ..... son / wife / daughter of Shri ..... Date of Birth .... (DD/MM/YYYY) Age..... Years, Male/Female ..... Registration No. ..... Permanent Resident of House No..... Ward / Village / Street ..... Post Office..... District..... State ....., whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

*Locomotor Disability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is .....

(1) He / She has .....% (in figure)..... percent (in words) permanent locomotor disability / dwarfism/blindness in relation to his/her ..... (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

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

(Signature and Seal of Authorized Signatory of notified Medical Authority)

ANNEXURE X

FORM-VI

Certificate of Disability

(In case of multiple disabilities)

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

Certificate No..... Date: .....

1. This is to certify that we have carefully examined Shri/Smt./ Kum ..... son/wife/daughter Of Shri ..... Date of Birth .....(DD/MM/YYYY) Age.....years, Male/Female .....Registration No. ..... Permanent Resident of House No. ..... Ward/Village/Street ..... whose photograph is affixed above and are satisfied that:

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

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

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotors 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	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: .....percent , In words :.....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is :

i) not necessary. Or

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

@ e.g. Left/Right/both arms/legs; # e.g Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residance:

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

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

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

ANNEXURE XI

FORM-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

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

Certificate No.:..... Date: .....

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

1. This is to certify that we have carefully examined Shri / Smt. / Kum ..... son / wife / daughter of Shri..... Date of Birth.....(DD/MM/YYYY) Age ..... years, Male / Female ..... Registration No. ..... Permanent Resident of House No..... Ward/Village/Street ..... whose photograph is affixed above and I am satisfied that He / She is a case of_____**Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: ..... percent, In words.....percent

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

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after .....Year .....months, and thereforethis certificate shall be valid till ..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g Single eye/both eyes; £e.g. Left/Right/both ears

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

Nature of Document	Date of issue	Details of authority issuing certificate

Countersigned [(Countersignature and seal of the CMO / Medical Supdt.) Superintendent / Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]		(Authorised Signatory of notified Medical Authority) (Name and Seal)

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

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908(E),dated the 31st December, 1996.

Annexure XII

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: (a) Candidates suffering from low vision or candidates whose writing speed is adversely affected permanently by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm) are eligible for Scribe.

(b) The candidate will have to arrange his/her own scribe at his/her own cost.

(c) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

(d) Please ensure you are eligible to use a scribe as per Government of India rules governing the recruitment of Persons with Disabilities.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate .....
2. Roll No .....
3. Name of CBT Center .....
4. Qualification of Candidate .....
5. Disability Type .....
6. Name of the Scribe .....
7. Date of Birth of the Scribe .....
8. Father's Name of the Scribe .....
9. Address of the Scribe :
   (a) Permanent Address .....
   .....
   (b) Present Address .....
   .....
10. Educational Qualification of the Scribe .....
    .....
11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.)

Signature of SCRIBE in the above box below the photograph

12. DECLARATION:

i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the recruitment regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.

ii) We do hereby undertake that the qualification of scribe is mentioned correctlyand the qualification of the scribe is one step below qualification of candidate. Incase, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.

iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.

iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

(Signature of the Scribe)

Left thumb impression of the Candidate in the box given above

Left thumb impression of the Scribe in the box given above

Signature of the Invigilator