

FORMAT FOR SC/ST CERTIFICATE

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari _____ Son/daughter of _____ of village/town/* _____ in District / Division * _____ of the State / Union Territory* _____ belongs to the Caste/Tribes which is recognized as a Scheduled _____ Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
 The Constitution (Scheduled Tribes) order, 1950 _____
 The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
 The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
 The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
 The Constitution (Pondicherry) Scheduled Castes Order 1964@
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
 The Constitution (Goa, Daman & 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 1991@ The Constitution (ST) orders (Second Amendment) Act, 991@ The Constitution (ST) orders (Amendment) Ordinance 1996

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes Certificate issued to Shri/Shrimati _____ Father/mother _____ of Shri/Srimati/Kumari of village/town* _____ District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe which is recognized

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

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ the State/Union Territory of _____

** Signature _____
Designation _____
(with seal of office)

Place: _____

Date: _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Dy.Collector/ Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORMAT OF CERTIFICATE BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that _____ son/daughter
of _____ of village _____
District/Division _____ in
_____ the _____ State
_____ belongs to the _____ Community which is
recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary - Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India - Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri _____ and/or his family ordinarily reside(s) in the
_____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008

Dated:
Seal:

District Magistrate or
Deputy Commissioner etc.

Note-I (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II The **closing date for receipt of application** will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-II issued by the competent authority on or before the Closing Date as stipulated in the Notice.

OBC Alternate Format

Annexure

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of
of village/town _____
in District/Division _____ in the State/Union Territory
belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No. _____ dated
*. Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
State/Union Territory. This is also to certify that he/she does
not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to
the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 -
Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner
etc.

Dated:

**FORMAT OF DISABILITY CERTIFICATE
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No.....

Date.....

**Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board**

This is certified that Shri / Smt. / Kum..... son / wife
/daughter of Shri..... Age
sex..... identification mark(s)..... is suffering from
permanent disability of following category:—

A. Locomotor or cerebral palsy:-

- i. BL-Both legs affected but not arms.
- ii. BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- iii. BLA-Both legs and both arms affected
- iv. OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- v. OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- vi. BH-Stiff back and hips (Cannot sit or stoop)
- vii. MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- i. B-Blind
- ii. PB-Partially Blind

C. Hearing impairment:

- i. D-Deaf
- ii. PD-Partially Deaf
(Delete the category, whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of.....years.....months.*
3. Percentage of disability in his / her case is.....percent.
4. Sh. / Smt. / Kum.....meets the following physical requirements for discharge of his / her duties:—

- | | |
|---|----------|
| i. F-can perform work by manipulating with fingers. | Yes / No |
| ii. PP-can perform work by pulling and pushing. | Yes / No |
| iii. L-can perform work by lifting. | Yes / No |
| iv. KC-can perform work by kneeling and crouching. | Yes / No |
| v. B-can perform work by bending. | Yes / No |
| vi. S-can perform work by sitting. | Yes / No |
| vii. ST-can perform work by standing. | Yes / No |
| viii. W-can perform work by walking. | Yes / No |
| ix. SE-can perform work by seeing. | Yes / No |
| x. H-can perform work by hearing / speaking. | Yes / No |
| xi. RW-can perform work by reading and writing. | Yes / No |

(Dr)
Member
Medical Board

(Dr)
Member
Medical Board

(Dr)
Chairperson
Medical Board

Countersigned by the
 Medical Superintendent ICMO /
 Head of Hospital (with seat)

* Strike out which is not applicable.

PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

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

- 2. He has been released from military services:
 - a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release
 - b) on account of physical disability attributable to Military Service.
 - c) on invalidment after putting in at least five years of Military service

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

Place:

**Signature. Name and Designation of the
Competent Authority****

Date:

SEAL

PROFORMA – B

Form of Certificate for Serving Personnel

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

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

2. He is due for release/retirement on completion of his specific period of assignment on.....
3. No disciplinary case is pending against him.

Place
Date

Signature, Name and Designation of the Competent Authority**

SEAL

PROFORMA – C

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

It is certified that No..... Rank..... Name..... whose date of birth is

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

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

Signature and Name of Candidate

PROFORMA - D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

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

2. He has already completed his initial assignment of five years on and is on extended assignment till
3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place

Date

Signature, Name and Designation of the Competent

Authority**

SEAL

(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqs., New Delhi; Navy: Directorate of Personnel, Naval Hqs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqs., New Delhi.

(b) in case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.