

PROFORMA OF CERTIFICATE FOR EMPLOYED PERSONNEL

It is informed that Shri/ Kum./Smt. working as (Rank) in (Unit/ Office) has applied for the post of as advertised by (name of recruiting agency) vide Advt. No..... dated

2. I hereby, with the information available, verify in respect of Shri/ Kum./ Smt. (Name) No..... (Rank), as follows: -

- i. He/ She will be completing the prescribed period of engagement of Years (in words) for acquiring Ex-servicemen status, subject to fulfilment of other conditions, on (date). Shri/ Kum./ Smt. shall complete..... years of service (in words) at the time of leaving of military service.
- ii. He/ She will be released on selection to the posts.

Commanding Officer

Place: (Signature)

Dated:

Office Seal

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL
POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that if selected based on the Recruitment Examination to which this Application Form 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-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that as per the DoP&T OM No.36034/1/2014-Estt.(Res.) dated 14.8.2014, if I apply for various vacancies before joining any civil employment, I can avail of the benefit of reservation as Ex-servicemen for any subsequent employment provided that to avail of this benefit, as soon as I join any civil employment, I should give self-declaration/undertaking to the concerned employer about date-wise details of application for various vacancies for which I had applied for before joining the initial civil employment, in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-Servicemen.

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, bearing Roll No.....,
appearing for the Document Verification of the
Examination, 20....., do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned Examination for which I had applied for before joining the present civil employment; or
- (d) I have already availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as on..... in the office of Therefore, I am not eligible for the benefit of reservation provided to ex-servicemen;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:
Name:
Roll Number:
Date:
Date of appointment in Armed Forces:
Date of Discharge:
Last Unit/ Corps:
Mobile Number:
Email ID:

FORMAT FOR SC/ ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education.

(The Form 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 Re-organisation Act, 1960 the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act 1970 and the North-Eastern Area(Re-organisation) 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 (Puducherry) 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@27

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.

The Scheduled Caste and Scheduled Tribes Orders(Amendment)Act,2002

The Constitution (Scheduled Caste) Orders (Amendment) Act,2002

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act,2002

The Constitution (Scheduled Caste) Order (Amendment) Act,2007

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

2. 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* _____ in _____ 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* _____ of 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.

(Form of Certificate to be produced by Other Backwards Classes)

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 recognized 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 Scheduled 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:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

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

Government of.....

**(Name & Address of the authority issuing the certificate)
INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS**

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

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

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

2. Shri/ Smt/ Kumari _____ belongs to the

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.

**FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO INTEND
TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT**

Certified that Shri _____ S/o Shri _____ is permanent resident
of village _____, Tehsil/Taluka _____ District _____ of
_____ State.

2. It is further certified that:

- * Candidates falling in the categories of Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the State/ UT of Assam, Himachal Pradesh, Jammu & Kashmir, Ladakh.
- * Candidates hailing from the North Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura and candidates hailing from Gorkha Territorial Administration (GTA) comprising of the three Sub-Divisions of Darjeeling District namely Darjeeling, Kalimpong and Kurseong and includes the following “Mouzas” Sub-Division of these districts:

(1) Lohagarh Tea Garden, (2) Lohagarh Forest, (3) Rangmohan, (4) Barachenga, (5) Panighata, (6) Chota Adalpur, (7) Paharu, (8) Sukna Forest, (9) Sukna Part-I, (10) Pantapati Forest-I, (11) Mahanadi Forest, (12) Champasari Forest, (13) Salbari Chhat Part-II, (14) Sitong Forest, (15) Sivoke Hill Forest, (16) Sivoke Forest, (17) Chhota Chenga, (18) Nipania.

Signature

District Magistrate / Sub-Division Magistrate / Tehsildar

Date:

Place:

* Delete whichever is not applicable.

**SPORTSPERSONS OF GAMES/ SPORTS ELIGIBLE FOR AGE
RELAXATION.**

1. Archery
2. Athletics
3. Badminton
4. Basketball
5. Boxing
6. Cricket
7. Cycling
8. Equestrian
9. Football
10. Gymnastics
11. Hockey
12. Judo
13. Kabaddi/ Circle Kabaddi/ Beach Kabaddi
14. Karate
15. Kho-Kho
16. Swimming
17. Shooting
18. Table Tennis
19. Tennis
20. Triathlon
21. Volleyball
22. Wrestling
23. Weightlifting

(For representing a State in India in a National Competition
in one of the recognized Games/Sports)

STATE ASSOCIATION OF _____ IN THE
GAME OF _____

(AFFILIATED WITH STATE OLYMPIC ASSOCIATION)

*Passport size
photograph
duly signed
by issuing
authority.*

Certificate to meritorious sportsman for employment to
Groups 'C' and 'D' Services under the Central Government

Certified that Shri/Smt./Kumari _____ son/wife/daughter of
Shri _____, Date of birth _____ resident of _____ (complete
address) represented the State of _____ in the game/championship of
_____ in _____ in the National Competition/Tournament
held at _____ from _____ to _____.
The position obtained by the individual/team in the above said Competition/Tournament
was _____.

The Certificate has been issued on the basis of record available in the Office of State Association
of _____.

Place _____

Date _____

Signature _____

Signature _____

Name _____

Designation _____

Name of State Association/ Federation _____

Address _____

Seal _____

Designation _____

Name of the State Association/federation _____

Note: This certificate will be valid only when signed personally by the Secretary of the State
Association.

ANNEXURE-C

(For representing India in an International Competition
in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION
OF _____

(AFFILIATED WITH INDIAN OLYMPIC ASSOCIATION)

*Passport size
photograph
duly signed
by issuing
authority.*

Certificate to meritorious sportsman for employment to
Group 'C' and 'D' Services under the Central Government

Certified that Shri/Smt./Kumari _____ son/wife/daughter of
Shri _____ Date of birth _____ resident of _____ (complete address)
represented the Country in the game/championship of _____ in
_____ Competition/Tournament held at _____
from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament
was _____.

The Certificate has been issued on the basis of record available in the Office of National
Federation/National Association of _____.

		Place _____
		Date _____
Name	Signature	_____
	Designation	_____
	Name of State Association/Federation	_____
	Address	_____
	Seal	_____

Note: This certificate will be valid only when signed personally by the Secretary, National
Federation/National Association.

**CERTIFICATE SHOWING THE CANDIDATE AS WARD OF
SERVING/RETIRED/ DECEASED POLICE PERSONNEL OR MULTI-
TASKING STAFF OF DELHI POLICE.**

It is certified that Shri/ Smt. _____ (name of the Police Personnel/ MTS) Rank _____ Range/Constabulary No. /PIS No. _____ is serving/retired/deceased since/ on _____ in/from _____ Distts./Units. His/ Her son/un-married daughter _____ (name) want to appear in the test for recruitment of Constable in Delhi Police provisionally.

Signature of DCP/ADDL.DCP/ACP/HQ _____
of concerned District/Units.
(Name & Designation of the Officer with seal)

Dated _____.

CERTIFICATE SHOWING THE CANDIDATE AS DEPARTMENTAL CANDIDATE

It is certified that Shri/ Smt. _____ (Name of Police Personnel), Range/Constabulary/Belt No. _____ and PIS No. _____ was enlisted in Delhi Police on _____ and has completed three years of continuous service in the present rank/ department. He/ she is presently posted in _____ District/ Units of Delhi Police and wish to appear in the test for recruitment of Constable (Exe.) Male/ Female in Delhi Police provisionally. It is also clarified that he/ she has completed the period of probation satisfactorily on _____ and during his/ her service, he/ she has been awarded _____ No. of Major and _____ No. of Minor punishments. At present no DE/ PE/ Criminal case is pending against him/ her as per record (if yes mention the present status thereon).

Signature of DCP/Addl. DCP/ACP/HQ
of concerned District/Units.

(Name & Designation of the Officer with seal)

Dated _____.

Note: A 'Departmental Candidate' means Bandsman, Bugler, Mounted Constable, Dispatch Rider, Driver, Dog-Handler and Multi-Tasking Staff enlisted in Delhi Police with a minimum of three years continuous service in Delhi Police **on the closing date of receipt of Online Application Form** and who otherwise fulfils all educational and other physical qualifications.