

**CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

I hereby certify that according to the information available with me (No.)  
\_\_\_\_\_(Rank)\_\_\_\_\_(Name)\_\_\_\_\_ is due to  
complete the specified term of his engagement with the Armed Forces on the (Date)  
\_\_\_\_\_.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

**APPENDIX -V(A)**

**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

**APPENDIX -V(B)**

**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.

Place:

Dated:

Signature of Candidate

**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/ her 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/ her 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/ her parents are dead, the officer signing the certificate should be of the district in which the candidate himself / herself ordinarily resides otherwise than for the purpose of his/ her own education. Wherever a photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(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, 1991@  
The Constitution (ST) orders (Amendment) Ordinance 1996

**#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/ Shrimati/ 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 a 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 resides 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/ 1<sup>st</sup> 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 a caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**Annexure-VII**

**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  
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 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: \_\_\_\_\_

Seal: \_\_\_\_\_

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\* The authority issuing the certificate may have to mention the details of the Resolution of the 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 \_\_\_\_\_ caste which is  
not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport-size  
attested photograph of the  
applicant

\*Note 1: Income covered all sources i.e., salary, agriculture, business, profession etc.  
\*\* Note 2: The term 'Family' for this purpose includes the person, who seeks the  
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 has 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.

**Nativity/ Identity Certificate for West Pakistani Refugees**

Office of the Sarpanch/ Numberdar/ Naib Tehsildar \_\_\_\_\_

Photograph

**IDENTITY CERTIFICATE FOR WEST PAKISTANI REFUGEE RESIDING IN THE  
UTs OF JAMMU AND KASHMIR/ LADAKH**

This is to certify that Shri/ Ms./ Smt. \_\_\_\_\_ S/o, D/o, W/o  
Shri \_\_\_\_\_ Formerly a resident of  
Village \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ of  
undivided India (now Pakistan) presently residing at H. No. \_\_\_\_\_ Street/ Lane  
No. \_\_\_\_\_ Mohalla \_\_\_\_\_ Village  
\_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ is a West Pakistani  
Refugee after having migrated from Pakistan during the Indo-Pak Conflict of 1947.

**Sarpanch/ Numberdar/ Naib Tehildar**