

## **FORMAT OF APPLICATION**

Paste your  
recent passport  
size photograph

**Advertisement No.....**

1. Name of the post applied for .....
2. Name of the Candidate (**IN BLOCK LETTERS**)

### 3. Father's/Husband's Name

4. Employment Exchange Card No, if any .....

5. Correspondence address with phone No. (In **Block Letters**)

**6. Permanent Address: (In Block Letters)**

11. Date of birth

a. In figures:

D	D	M	M	Y	Y	Y	Y

b. In words.....

12. Sex .....

13. Education/Professional Qualification possessed /examination passed (Duly supported by certificates)

Name of the examination	Name of the Institute/Board/University	Register no	Year of Passing	Percentage

14. Work Experience (if any) (in chronological order) dully supported by experience certificate in the prescribe format.

Sl.No	Name & full address of Institution/Establishments	Govt/Semi Govt/Private	Designa <sup>n</sup> tion	Nature of duties performed	Pay Drawn	From	To	Duration of service		
								Y	M	D

### **DECLARATION**

I hereby declare that all the information furnished above regarding my educational qualifications, experience, and other particulars in support of my candidature for the post of ..... is true, complete, and correct to the best of my knowledge and belief. I understand that if any of the information provided by me is found to be false, incorrect, or misleading at any stage, my candidature shall be liable for cancellation and my employment terminated forthwith without any further notice.

**Place:**

**Date:**

**Signature of the candidate**

List of copies of documents enclosed

(1).....

(2).....

(3).....

(4).....

**FOR OFFICIAL USE ONLY**

1. Application received on: \_\_\_\_\_
2. Application accepted/rejected: \_\_\_\_\_
3. Reason of rejection: \_\_\_\_\_
  
4. Index No: \_\_\_\_\_

Signature

## **Annexure-II**

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

[Govt. of India, Department of Per & Trg. OM No.36033/28/94-Estt(Res) dated 02.07.1997]

This is to certify that.....son/daughter  
of.....Vill.....District/Division  
.....in the .....State belongs to  
the.....community which is recognized as a backward class under:-

- (i) Government of India, Min of Welfare, Resolution No. 12011/68/93-BCC© dated the 10 September 1993 published in the Gazette of India, Extraordinary, Part-I, Section-I, No.186 dated the 13<sup>th</sup> September 1993.
- (ii) Government of India, Min of Welfare, Resolution No.12011/9/94-BCC dated the 19<sup>th</sup> Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, Section No.163, dated the 20<sup>th</sup> October, 1994.
- (iii) Government of India, Min of Welfare, Resolution No.12011/7/95-BCC dated the 24<sup>th</sup> May 1995, published in the Gazette of India, Extraordinary, Part-1, Section-1, No.88, dated the 25<sup>th</sup> May 1995.
- (iv) Government of India, Min of Welfare, Resolution No.12011/44/96-BCC dated the 6<sup>th</sup> December 1996, published in the Gazette of India, Extraordinary, Part-1, Section-1, No.210, dated the 11<sup>th</sup> December 1996.

Shri \_\_\_\_\_ and or his family ordinary resides in  
the \_\_\_\_\_ District/Division \_\_\_\_\_ State. This is to also 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 and Training, OM  
No.36012/22/93-Estt(SCT) dated 08.09.1993.

District  
Magistrate,  
Deputy  
Commissioner, etc.

Dated:

Seal:

Note: (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 certificates are indicated below:-

District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1 Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1 Class Stipendiary Magistrate)

Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.  
Revenue Officer not below the rank of Tehsildar; and  
Sub-Divisional Officer of the area where the candidate and/or his family resides.

### Annexure-III

#### **(FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of village/town\* on District/Division  
\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to  
the Caste/Tribes\* \_\_\_\_\_ which is recognized as a Scheduled Caste/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 Schedules Castes and Scheduled Tribes Lists (Modification) Order, 1956, the  
Bombay Reorgnisation Act, 1960, the Punjab Reorgnisation Act, 1966, the State of Himachal Pradesh  
Act 1970 & the North-Eastern Area (Reorgnisation) Act. 1971 and the Scheduled Castes and  
Scheduled Tribes Orders, (Amendment) Act, 1976.]

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman & 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 @

2. Application in the case of Scheduled Castes, Scheduled Tribes persons who have migrated form  
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 belongs 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 \_\_\_\_\_.

**Place:**

**Signature:**

**Date:**

**Designation:**

**(with seal of office)**

Please delete the words which are not applicable.

Delete quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1<sup>st</sup>Class Stipendiary Magistrate).

Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

Revenue Officer not below the rank of Tehsildar.

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.

## Annexure-IV

### FORM-GEN-EWS

Government of .....  
(Name & Address of the authority issuing the certificate)

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

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

1. 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 Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size attested photograph of the applicant

The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

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

**\*\*Note-2:** The term “Family” for this purpose includes 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.

**Experience Certificate**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ son/daughter of \_\_\_\_\_, is an employee of this Organization/Department/Ministry and duties performed by him/her during the period (s) are as under:

Name of the post	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of appointment, Permanent, Regular, Temporary Part-time, Guest Honorary etc	Department/ Specialty/ field of
(1)	(2)	(3)	(4)	(5)	(6)
Pay Scale and last Salary Drawn	Duties performed /experience gained in brief in each post (please give details, if need be, in attached sheet) (in case of medical posts, please mention field of specialization)			Place of posting	Specialty in Weaving practical classes & research work etc.
(7)	(8)	(9)	(10)		

It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry

Signature:

Name of competent authority  
Stamp of competent authority

## **Annexure-VI**

The form of certificate to be produced by Government servants for claiming Age concession

### **(Letter Head of the Institution/Issuing Authority)**

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri ..... is a regularly appointed n employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

Certified that:

\*(a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with effect from .....

\*(b) Shri/Smt./Kum ..... has been continuously in temporary service on a regular basis under the Central Government in the post of .....in the Office/Department ..... with effect from .....

Signature.....

Name.....

Designation .....

Ministry/Office.....

Address.....

Office SEAL.....

Place: .....

Date: .....