

- (f) Physically handicapped certificate showing 40% and above disability issued by competent authority if applicable.
- (g) Discharge certificate in case of Ex-serviceman.
- (h) NOC in original from their present employer/competent authority in case of Government servant including serving Armed Forces Personnel if applicable.
- (j) Address proof (Passport/ Ration Card/ Voter Card/ Driving License).

30. **Candidates on selection are liable to be transferred anywhere across India including field services liability and not necessarily at the choice of location given at time of application.**

31. Any representation for redressal of grievances with regard to the recruitment will be subject to the jurisdiction of the District Court of respective stations where candidate has submitted the application.

32. The unit will not be liable/ responsible for paying any compensation in case of any injury/ death suffered by the candidate during the recruitment process.

Format of Certificate(s) for support of Claim(s)

33. A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe or the Other Backward Class 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 of the District (who has been designated by the State Government concerned as competent to issue such a certificate and as indicated below) in which his parents (or surviving parent) ordinarily reside. If both his parents are dead, the officer signing the certificate should be of the district in which the candidates himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, only attested photocopies of such certificates would be accepted and not any other attested or true copy :-

(a) The authorities competent to issue caste certificates are indicated below :-

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

(b) Format of certificate to be produced by Scheduled Caste/Scheduled Tribes applying for appointment to posts under the Government of India :-

1. 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/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe under :-

*The Constitution (Scheduled Caste) order, 1950

*The Constitution (Scheduled Tribes) order, 1950

*The Constitution (Scheduled Caste) (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 Areas (Reorganization) Act 1971 and Scheduled Castes and Scheduled Tribes order (Amendment Act 1976).

*The constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

*The constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amended 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 Tribes Order, 1964

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

*The constitution (Goa Daman and Diu) Scheduled Caste Order, 1968

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

*The constitution (Nagaland) Scheduled Tribes Order, 1970

*The constitution (Sikkim) Scheduled Caste Order, 1978

*The constitution (Sikkim) Scheduled Tribes Order, 1978

*The constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989

- *The constitution (Scheduled Caste) Orders (Amended Act), 1990
- *The constitution (Scheduled Tribes) Orders (Amended Act), 1991
- *The constitution (Scheduled Tribes) Orders (Second Amended Act), 1991

2. **This certificate is issued on the basis of the Scheduled Caste/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/Tribes* 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 ordinary reside(s) in Village/Town* _____ of _____ District/Division* of the State/ Union Territory* of _____.

Recent Passport size attested photograph of the applicant

Signature _____
 Designation _____
 (With office Seal)

Place _____
 State/Union Territory _____

Note:The term 'Ordinarily resides ' used will have the same meaning as in Section 20 of Representation of the Peoples Act, 1950.

(c) Format of certificate to be produced by Other Backward Classes applying for appointment to posts under Government of India. (Department of Personnel & Training Office Memorandum No 36033/28/94-Estt (Res), dated 02 Jul 1997)

This is to certify that Shri/Shrimati*/Kumari _____ son/daughter of _____ Village _____ District/Division _____ in the _____ State _____ belongs to the community which is recognized as a Backward Class under –

- (i) Government of India , Ministry of Welfare, Resolution No 12011/68/93-BCC (C), dated 10th September 1993, published in the Gazette of India Extraordinary, Part-I Section I, No 186, dated 13th September 1993.
- (ii) Government of India , Ministry of Welfare, Resolution No 12011/09/94-BCC (C), dated 19th October 1994, published in the Gazette of India Extraordinary, Part-I Section I, No 163, dated 20th October 1994.
- (iii) Government of India , Ministry of Welfare, Resolution No 12011/07/95-BCC (C), dated 24th May 1995, published in the Gazette of India Extraordinary, Part-I Section I, No 88, dated 25th May 1995.
- (iv) Government of India , Ministry of Welfare, Resolution No 12011/04/96-BCC (C), dated 06th December 1996, published in the Gazette of India Extraordinary, Part-I Section I, No 210, dated 11th December 1996.

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 03 of the Scheduled to the Government of India, Department of Personnel and Training OM No 36012/22/93-Estt. (SCT) dated 08 September 1993.

Recent Passport size attested photograph of the applicant

District Magistrate
 Deputy Commissioner etc
 Date :
 Seal

(d) **Format of income & assets certificate to be produced by Economically Weaker Sections applying for appointment to posts under Government of India. (Department of Personnel & Training OM No 36039/1/2019-Estt(Res) dated 31 Jan 2019)**

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 _____

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 Rupees 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 agriculture 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, Scheduled Tribes and Other Backward Classes (Central List)).

Recent Passport size attested photograph of the applicant

Signature with seal of Office _____

Name _____

Designation _____

*Note1. Income covered all sources i.e. salary, agriculture, business, profession etc.

**Note 2. The term "Family" for this purpose include the person, who seeks benefits 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.

***Note3. 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.

APPLICATION FORM
(To be sent neatly/ typed or hand written)

(DAVP Advertisement No _____)

Recent Passport size
photograph of the
applicant

To,

(Unit Address as mentioned
at para 1 of advertisement)

1. Post applied for (along with Unit as mentioned at para 1 of advertisement) : _____ Unit: _____
2. Name of the candidate (In Block letters) : _____
3. (a) Father's /Husband's Name : _____
(b) Mother's Name : _____
4. Date of Birth (DD/MM/YYYY) :

		/			/				
--	--	---	--	--	---	--	--	--	--
5. Age as on last date of receipt of application : Years _____ Months _____ Days _____
6. Nationality : _____
7. Religion : _____

<p>8. Correspondence address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin- _____ State _____</p> <p>Contact/Mobile No _____</p> <p>Email ID _____</p>	<p>9. Permanent home address :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin- _____ State _____</p> <p>Contact/Mobile No _____</p> <p>Email ID _____</p>
--	--

10. Category (UR/ SC/ ST/ OBC/ EWS(UR)/ ESM): _____
(Please enclose photocopy of relevant certificate)
Abbreviations used:UR- Un-reserved, SC- Schedule Caste, ST- Schedule Tribe, OBC- Other Backward Class, EWS- Economically Weaker Section, PwBD- Person with Benchmark Disability, ESM- Ex-Serviceman

11. If applied for the post in "Physically Handicapped" category:

Type of disability (B, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, ASD (M, MoD), SLD (M), MI(M))	Percentage of disability (40 % and above)

(Please enclose photocopy of disability certificate issued by CMO/Civil Surgeon of Government hospital certifying the disability duly self attested)

Abbreviations used:B- Blindness, LV- Low Vision, D- Deaf, HH- Hard of Hearing, OL- One leg, OA- One Arm, OAL- One Arm and One Leg, CP- Cerebral Palsy, Dw- Dwarfism, AAV- Acid Attack Victim, LC- Leprosy Cured, ASD(M, MoD)- Autism Spectrum Disorder (M-Mild, MoD- Moderate), SLD(M)- Specific Learning Disability(M-Mild), MI(M)- Mental Illness (Mild), MD- Multiple Disability

12. Length of Combatant Service (applicable for ESM only): Years _____ Months _____ Days _____
Date of enrolment (In Army/Navy/Air Force): _____ Date of retirement: _____
(Please enclose photocopy of discharge certificate)

13. Details of age relaxation required _____
(Applicable as per Central Govt Policy)

14. Qualifications:

(i) Educational:

Name of examination	Year	Board/University/Institution	Percentage of marks obtained	Grade/Division

(Please enclose photocopy of educational/qualification certificate)

(ii) Experience:

Organization	Whether Govt/PSU/Private	Post/Appointment	From	To

(Please enclose photocopy of experience certificate)

15. List of enclosures:-

Ser	Enclosures
(a)	
(b)	
(c)	
(d)	
(e)	

16. Details of any Identity proof (Enclose copy):-

Aadhar Card No :	PAN Card No :
Driving Licence No :	Passport No :

DECLARATION

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. There is no criminal proceeding pending/ contemplated/ held against me. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India. I agree that Department has the right to transfer me anywhere in India.

Place :

Date:

(Signature of the applicant)

Note: Candidate to ensure the following are enclosed:-

- (i) One self-addressed envelope duly affixed with Rs 5/- postal stamp.
- (ii) Self-attested photocopies of certificates (_____) sheets.
- (iii) Two self –attested Photographs (Name and Mother’s/Father’s name on the back side of photo)
- (iv) Acknowledgement/ Admit card

ACKNOWLEDGEMENT / ADMIT CARD

1. Post applied for _____
2. Unit applied for _____
3. Name of candidate _____
(IN BLOCK LETTERS)
4. Date of Birth _____
5. Mother's Name _____
6. Father's/ Husband's Name _____
7. Category applied for _____
8. Correspondence address
House No./Street /Village _____
Post Office _____ Tehsil _____
District _____ State _____ Pin Code _____
9. Tele/Mob No _____ E Mail ID _____

Recent Passport size
photograph of the
applicant

FOR OFFICE USE ONLY

Your application is hereby accepted

10. Index No _____
11. Written test (a) Date _____ (b) Reporting Time _____
(c) Place _____

Date: _____

(Signature of controlling officer)

Note:- (i) Candidates will report for written test along with original documents / certificates i.e. Educational, Caste, Domicile, Birth, Discharge certificate/NOC and Physically Handicapped certificate. Only after verification of original documents and Biometric Attendance, candidates will be allowed to appear for written test. The safe custody of the documents is the responsibility of the individual.

(ii) Candidates should reach at least one hour before the scheduled time at examination centre on aforementioned date. No candidate will be allowed for examination after scheduled time.

(iii) The candidates should bring their pen, pencil and clipboard for **Written Examination**. Candidates will also carry any two proof of identity (Aadhar Card/PAN card/Passport/Driving Licence)

(iv) The candidate should not keep Mobile, Calculator, Electronic item, paper and other material otherwise he/she will not be allowed for examination and his/her candidature will automatically deemed to be rejected.