

भारत सरकार
Government of India
 संचार मंत्रालय, डाक विभाग
Ministry of Communications, Department of Posts
 कार्यालय चीफ पोस्टमास्टर जनरल, सन्देश भवन, चंडीगढ़ – 160017
 Office of the Chief Postmaster General, Punjab Circle, Chandigarh – 160017.

Notification No. RECTT/1-5/2020
 Dated: 10.07.2021

Subject: Notification for recruitment of meritorious sportspersons in the cadre of Postal Assistant / Sorting Assistant / Multi-Tasking Staff in Punjab Postal Circle.

Applications are invited from Indian Nationals in the Proforma (Annexure-I) for Direct Recruitment of meritorious sportspersons from open market under **SPORTS QUOTA** for the vacancy years upto 2020 to the following Group 'C' posts in Punjab Postal Circle.

- i) Postal Assistant (PA) in Post Offices/SBCO
- ii) Sorting Assistant (SA) in Railway Mail Service
- iii) Multi-Tasking Staff (MTS) in Post Offices/Postal Accounts Office

The recruitment process will be based on the guidelines issued by the Department of Personnel and Training, Government of India vide Memo No. 14034/01/2013-Estt. (D) dated 03-10-2013 and instructions issued thereto.

2. Scale of Pay:

| S.No. | Post | Scale of Pay |
|-------|--|---|
| 1 | Postal Assistant/ Sorting Assistant | Rs. 25500 to Rs. 81100 in Level-4 as per Pay Matrix specified in Part A of schedule of CCS (Revised Pay) Rules 2016 plus admissible allowances. [Rs 5200-20200 (Pay band -1) + Grade pay Rs 2400/- under Pre-revised scale]. |
| 2 | Multi-Tasking Staff | Rs. 18000 to Rs. 56900 in Level-1 as per Pay Matrix specified in Part A of schedule of CCS (Revised Pay) Rules 2016 plus admissible allowances. [Rs 5200-20200 (Pay band -1) + Grade pay Rs 1800/- under Pre-revised scale]. |

3. Age: The crucial date for determining the age-limit shall be **18.08.2021** i.e. the closing date for receipt of applications from candidates.

| S. No. | Post | Age limits |
|--------|--|---|
| 1 | Postal Assistant/ Sorting Assistant | Between 18-27 years. [Relaxable by 3 years for OBC; by 5 years for SC/ST] Up to 40 years for Government Servant as per extant instructions of Govt of India. |
| 2 | Multi-Tasking Staff | Between 18-25 years. [Relaxable by 3 years for OBC; by 5 years for SC/ST] Up to 35 years for Government Servant as per extant instructions of Govt of India. |

In addition, a special relaxation of upper age limit to a maximum of 5 years for all categories will be admissible. This concession will be available only to those sportspersons who satisfy all other eligibility conditions relating to educational qualifications, etc. and furnish a certificate in the form, from an authority as mentioned.



Note: The candidates should note that only the Date of birth as recorded in the Matriculation / Secondary Examination Certificate as on the date of submission of applications will be accepted and no subsequent request for change will be allowed.

4. **Vacancy Position:** The details of cadre wise vacancy position are as follows:

| S. No. | Name of the Division/Unit/Office | Name of the Post | | |
|--------|--|------------------|-------------------|---------------------|
| | | Postal Assistant | Sorting Assistant | Multi-Tasking Staff |
| 1 | Amritsar Division | 6 | | 1 |
| 2 | Bathinda Division | - | | |
| 3 | Chandigarh Division | 8 | | 1 |
| 4 | Faridkot Division | 3 | | |
| 5 | Ferozepur Division | - | | |
| 6 | Gurdaspur Division | 2 | | |
| 7 | Hoshiarpur Division | 6 | | |
| 8 | Jalandhar Division | 7 | | |
| 9 | Kapurthala Division | 1 | | |
| 10 | Ludhiana City Division | 4 | | |
| 11 | Ludhiana Muffasil Division | 4 | | |
| 12 | Patiala Division | 3 | | |
| 13 | Sangrur Division | - | | |
| 14 | RMS 'LD' Division, Ludhiana | - | 5 | |
| 15 | RMS 'I' Division, Jalandhar | - | 4 | |
| 16 | Postal Accounts Office, Kapurthala | - | | 1 |
| 17 | Savings Bank Control Organization (SBCO) | 1 | | |
| | Total | 45 | 9 | 3 |

Note: The Chief Postmaster General, Punjab Circle reserves the right to revise or cancel the vacancies. The Chief Postmaster General reserves the right to post the selected candidates to any of the Division / unit / office mentioned above or to any other place in Punjab Circle depending upon the category of post.

5. **Probation and Training**

| | | | |
|-----|-----------|---|--|
| i) | Probation | : | The candidates selected will be appointed and will be on probation as per rules. |
| ii) | Training | : | The training will be imparted to the candidates selected as prescribed. |

6. **Educational and Other Qualifications:**

(i) **Postal Assistant / Sorting Assistant:**

- (a) Candidates must have passed 12th Standard or equivalent from a recognized Board or University.
- (b) Candidates will be required to furnish certificate of Basic Computer Training from a recognized Computer Training Institute before issuance of appointment letter. Computer Training Certificates from Central Government / State Government / University / Boards etc. will also be accepted. This requirement of Basic Computer knowledge certificate is relaxable in cases where a candidate has studied computer as a subject in matriculation or Class XII or higher educational qualification and in such cases a separate certificate will not be insisted upon.

(ii) **Multi-Tasking Staff:**

- (a) Candidates must have passed 10th standard pass from a recognized Board.
- (b) Knowledge of local language of the concerned State or Union Territory. The candidate should have studied local language at least upto 10th standard.

Note:

(i) As per Ministry of Human Resource Development Notification dated 10-06-2015 published in Gazette of India all the degrees/ diplomas /certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grant Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission.

(ii) In case of the candidates possessing equivalent education qualification, such candidates shall also attach relevant equivalence certificate from the concerned authorities. **The Chief Postmaster General, Punjab Circle reserves the right for the final decision in respect of selection of such candidates.**

7. **Sports Eligibility for the post of PA / SA / MTS:** Appointments will be made of sportspersons considered meritorious with reference to the following criteria:

| | |
|----|---|
| a) | Sportsmen who have represented a State or the country in the National or International competition in any of the games/sports listed at para no. 8 |
| b) | Sportsmen who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Boards in any of the games/sports listed at para no. 8 |
| c) | Sportsmen who have represented the State Schools Teams in the National Sports/Games for schools conducted by the All India School Games Federations in any of the games/sports listed at para no. 8 |
| d) | Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive. |

8. The List of sports which qualify the appointment of meritorious Sportspersons:

| S. No. | Name of the Sport | S. No. | Name of the Sport | S. No. | Name of the Sport |
|--------|--|--------|--|--------|---------------------|
| 1 | Archery | 23 | Handball | 45 | Rowing |
| 2 | Athletics (including Track and Field events) | 24 | Hockey | 46 | Rugby |
| 3 | Atya-Patya | 25 | Ice-Hockey | 47 | Sepak Takraw |
| 4 | Badminton | 26 | Ice-Skating | 48 | Soft Ball |
| 5 | Ball-Badminton | 27 | Ice-Skiing | 49 | Soft Tennis |
| 6 | Baseball | 28 | Judo | 50 | Squash |
| 7 | Basketball | 29 | Kabaddi | 51 | Swimming |
| 8 | Billiards & Snookers | 30 | Karate | 52 | Table Tennis |
| 9 | Body-Building | 31 | Kayaking & Canoeing | 53 | Taekwondo |
| 10 | Boxing | 32 | Kho – Kho | 54 | Tenni-Koit |
| 11 | Bridge | 33 | Kudo | 55 | Tennis |
| 12 | Carrom | 34 | Mallakhamb | 56 | Tenpin Bowling |
| 13 | Chess | 35 | Motor Sports | 57 | Triathlon |
| 14 | Cricket | 36 | Net Ball | 58 | Tug-of-war |
| 15 | Cycling | 37 | Para Sports (for sports discipline included in para Olympics and Para Asian Games) | 59 | Volleyball |
| 16 | Cycle polo | 38 | Pencak Silat | 60 | Weightlifting |
| 17 | Deaf Sports | 39 | Polo | 61 | Wushu |
| 18 | Equestrian | 40 | Powerlifting | 62 | Wrestling |
| 19 | Fencing | 41 | Shooting | 63 | Yachting |
| 20 | Football | 42 | Shooting Ball | 64 | Tennis ball cricket |
| 21 | Golf | 43 | Roll Ball | | |
| 22 | Gymnastics | 44 | Roller Skating | | |

9. The details of the competent authority for awarding certificate are as under: -
 Only Certificates awarded by the authorities mentioned hereunder will be taken into account as evidence in support of having participated in any of the above Sports / games while considering eligibility of the applicant. **A candidate who cannot produce self-attested copies of at least one certificate issued by one of the authorities mentioned here under along with application need not apply.**



| S. No. | Competition | Authority awarding Certificate | Specimen |
|--------|---------------------------------------|--|--------------|
| 1 | International Competition | Secretary of the National Federation of the Game concerned. | Annexure-'A' |
| 2 | National Competition | Secretary of the National Federation or Secretary of the State Association of the Game concerned | Annexure-'B' |
| 3 | Inter-University Tournaments | Dean of Sports or other officer in overall charge of sports of the University concerned | Annexure-'C' |
| 4 | National / Sports / Games for Schools | Director or Additional / Joint or Deputy Director in overall charge of Sports / games for schools in the Directorate of Public Instructions / Education of the State | Annexure-'D' |
| 5 | Physical Efficiency Drive | Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Educations & Social Welfare, Government of India | Annexure-'E' |

10. **METHOD OF SELECTION:** Selection of the candidates will be made on educational and sports qualification and subject to fulfillment of prescribed conditions.

Meritorious Sportspersons will be selected for appointment based on the instructions contained in the Department of Personnel & Training OM no.14015/1/76-Estt. (D) dated 04-08-1980 and as amended from time to time and consolidated instructions issued by DOPT vide OM No. No.14034/01/2013-Estt. (D) dated 03-10-2013.

The order of preference is as under:-

- a) First Preference: Candidates who have represented the country in an **INTERNATIONAL COMPETITION** with the clearance of the Department of Youth Affairs and Sports.
- b) Second Preference: Candidates who have represented a State / Union Territory in the **SENIOR OR JUNIOR LEVEL NATIONAL CHAMPIONSHIPS** organized by the National Sports Federations recognized by the Department of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships / games, the candidates having participated and won medal in Senior National Championship gets preference.
- c) Third Preference: Candidates who have represented a University in an **INTER-UNIVERSITY COMPETITION** conducted by Association of Indian Universities / Inter-University Sports Board and have won medals or positions up to 3rd place in finals.
- d) Fourth Preference: Candidates who have represented the State Schools in the **NATIONAL SPORTS / GAMES FOR SCHOOLS** conducted by the All India School Games Federation and have won medals or positions up to 3rd place.
- e) Fifth Preference: Candidates who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
- f) Sixth Preference: Candidates who have represented a State / Union Territory / University / State School Teams at the Levels (b) to (d) above but could not win a medal or position, in the same order of preference.



Note 1: In the event of tie those who have secured a higher position or won more than one medals will be given the preference.

Note 2: Participation in individual and team event / item will be given the same preference.

Note 3: No preference will be given for winning more than one medal / position.

Note 4: In case of any doubt the status of a tournament, the matter will be decided by the Department of Personnel & Training in consultation with Department of Sports and Youth Affairs.

Note 5: The decision of competent authority i.e. Chief Postmaster General, Punjab Circle will be binding on all.

11. DISQUALIFICATION:

- i. Person who has entered into or contracted a marriage with a person having a spouse living; or
- ii. Person who having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment to said posts.

Provided that Central government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

12. DISCLAIMER:

- (i) Success in the Proficiency in the game / Ground (field trial) confers no right to appointment unless Department is satisfied after such enquiry, as may be considered necessary, that the candidate is suitable in all respect for appointment to the post.
- (ii) In case suitable candidates are not available in any of the above Games / Sports, the Department of Posts will reserve its right not to consider such games / sports.
- (iii) The Department of Posts reserves the right to cancel this recruitment process without assigning any reason.
- (iv) The vacancies notified are subject to change without assigning any reason and Department reserves the right to cancel the recruitment.

13 SPECIAL INSTRUCTIONS TO THE APPLICANTS:

- a) The candidate should fill up all the fields of the Application form. No column should be left blank.
- b) One envelope should contain one application only.
- c) The application complete in all respect should be sent through **Speed Post/Registered Post** only. **Those sent through other means, private couriers, by unregistered post and given by hand shall not be accepted.**
- d) Applications received after due date will not be entertained under any circumstances. Incomplete, unsigned applications or applications without the required Annexures will be rejected summarily and no correspondence in the matter will be made with the applicant.
- e) Application without fees is liable to be rejected straightway. Application received



without original copy of challan meant for Chief PMG, Punjab Circle, Chandigarh will be rejected straightway.

- f) Application received without proof of date of birth will be rejected straightway.
- g) Self-attested copies of all documents, viz. (i) date of birth certificate, (ii) sports qualifications (iii) educational qualifications, (iv) Basic Computer Training certificate (v) Best performance proof (vi) caste certificate, if any, etc. should invariably accompany the signed application form. The documents / marks lists / certificates submitted at a later date will not be entertained. **ORIGINAL CERTIFICATES** should not be submitted. The selected candidates should produce relevant original certificates only at the time when it is called for.
- h) Community Certificate for SC/ST/OBC/EWS in the prescribed form issued from the competent authority is to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will not be accepted.
- i) The candidates on appointment shall be liable for posting at any place in Punjab Circle.
- j) Further, self-attested latest colored passport size photograph, shall also be pasted on the application form in the space provided for the purpose. Additional Photo to be pinned to the application form.
- k) The Department reserves the right either to revise the number of vacancies or to cancel the recruitment, if so warranted and the Department will not be liable to return the fee or pay any compensation to the applicant.
- l) No correspondence in person, e-mail, telephone etc. will be made.
- m) Failure to comply with instructions / conditions prescribed in the notification, the application will be rejected and no intimation will be served. No communication in this regard will be entertained.

14 **Payment of fees:**

- (i) The candidate has to pay Application fees of Rs. 100/- (Rupees One hundred only) through e-payment (using Challan form) in the name of **CPMG PUNJAB CIRCLE** (NATIONAL E-BILLER ID No. 70090), at any of the computerized post office in India.
- (ii) Challan form available with the notification may be downloaded, filled in completely and fees be paid at any Post office through e-Payment. The post office shall retain one copy of challan form & Candidate will get Chief PMG, Punjab Circle, Chandigarh's copy and candidate's copy.
- (iii) Original receipt of fee issued by Post office should be pasted on the Chief PMG Punjab Circle, Chandigarh's copy and must be submitted along with application form, while candidate may retain himself candidate's copy for future reference.
- (iv) Fee paid through any other mode will not be accepted and such application will be summarily rejected.
- (v) *Fees once paid shall not be refunded under any circumstances.*



15 **HOW TO APPLY:** The eligible candidates may submit their applications only in the prescribed format in Annexure-I, affixing their recent passport size photograph, duly filled in along with enclosures in an envelope super scribed as “APPLICATION FOR RECRUITMENT TO THE POST OF UNDER SPORTS QUOTA IN PUNJAB CIRCLE” addressed to “ASSISTANT DIRECTOR POSTAL SERVICES (Recruitment), Office of CHIEF POSTMASTER GENERAL, PUNJAB CIRCLE, SECTOR 17, SANDESH BHAWAN, CHANDIGARH – 160017” so as to reach on or before the last date i.e. 18.08.2021 by SPEED POST / REGISTERED POST ONLY. Application sent through private courier, unregistered post, ordinary mail, other means and by hand will not be accepted.

The application form can be downloaded from the website. www.punjabpostalcircle.gov.in or <https://www.indiapost.gov.in> under the link “Recruitment of meritorious sportspersons in the cadre of PA/SA & MTS in Punjab Circle”.



[Balbir Singh]

Assistant Director Postal Services (Recruitment)
Punjab Circle, Chandigarh – 160017.

Enclosures / Annexures

- 1) Application form. [Annexure I]
- 2) Fee Challan Form. [Annexure II]
- 3) Format of SC/ST/OBC/EWS Certificate. [Annexure III to V]
- 4) Specimen in which sports certificate is to be awarded / attached. [Annexure A to E].

ANNEXURE - I

Application for Recruitment of Meritorious sportspersons as Postal Assistant / Sorting Assistant & Multi-Tasking Staff under Sports Quota – 2020 in Punjab Postal Circle.

Affix self-attested recent passport size photograph.

Also pin up one spare photograph

- 1 Name of the candidate (IN BLOCK LETTERS) :
- 2 Aadhar No. :
- 3 Father's / Husband's Name :
- 4 Present Postal Address :
- 5 Contact / Mobile No. (Mandatory) :
- 6 Community (OC/OBC/SC/ST/EWS/PwD) :
- 7 Date of Birth (As per Matriculation certificate) : (DD-MM-YYYY)
- 8 Age as on closing date for receipt of application :
- 9 Whether availing age relaxation : Yes / No.
- 10 Nationality :
- 11 Gender :
- 12 e-mail id, if any. :
- 13 Application fees : i) Amount :; ii) Name of Post office :; iii) Receipt no. iv) Date of Payment :
- 14 Post wise preference: (Candidate should clearly indicate preference i.e. Postal Assistant, Sorting Assistant, Multi-Tasking Staff.)
1st Preference :; 2nd Preference :
3rd Preference :

15 Educational Qualification.: (Copies of detailed marks certificate should be attached)

| S. No. | Examination passed | Year of passing | Marks obtained | Total Marks | % age of Marks | Name of the Board / University |
|--------|---------------------------------|-----------------|----------------|-------------|----------------|--------------------------------|
| 1 | Matriculation/ 10 th | | | | | |
| 2 | 10+2 / 12 th | | | | | |
| 3 | Bachelor Degree | | | | | |
| 4 | | | | | | |

16 Whether Basic Computer Training / computer certificate attached : Yes / No.

Sports Qualifications : (The candidate should refer para 7 – Sports eligibility & para 8 of the notification - list of sports which qualify the appointment of meritorious sportspersons)

- a Name of the Discipline / Sport of the candidate :
- b Whether represented Country at International level. : (Yes / No); Position secured:
- c Whether represented State/UT in the Senior or Junior level National Championship. : (Yes / No); Position secured:
- d Whether represented University in inter-university tournaments. : (Yes / No); Position secured:
- e Whether represented State Schools Teams in the National Sports / Games for schools. : (Yes / No); Position secured:

- f Whether awarded National Awards in Physical Efficiency under National Physical Efficiency Drive : (Yes / No)
- g Whether represented State / UT / University / State school teams at the level mentioned in (c) to (e) above. : (Yes / No)

h

| S. No. | Name of Competition / Event | When it was held, month & year | Position secured | Details of Authority who awarded medal / certificate. |
|--------|-----------------------------|--------------------------------|------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note : - Attach self-attested photocopies of certificates issued by the competent authority in the prescribed proforma as mentioned in para 9 of the notification. (Specimen annexed as Annexure 'A' to 'E')

17 List of documents attached (Self-attested / attested by the Government Officer):

- i)
- ii)
- iii)
- iv)
- v)
- vi)

Declaration:

I, hereby declare that all the information / statements made in this application are true and correct to the best of my knowledge and belief. Nothing has been concealed therefrom. I understand that in the event of suppression of material facts, misinformation, concealment of any information or found false or incorrect or ineligible at a later stage, I am liable to be punished; my appointment will be terminated and my claim for recruitment will stand forfeited. I also understand that in the event of any failure to complete pre-appointment formalities / training for whatsoever reasons, my selection is liable to be cancelled. I also understand that in the event of contravention of extant Rules, my application will be rejected summarily by the Department. I undertake that I have not submitted any other application for this post.

Date:
Place:

[Signature of candidate]

(Mandatory for candidates claiming benefits under OBC/SC/ST/EWS/PwD category)

Declaration :

I, understand that my selection is liable to be cancelled, if it is found later on that I have availed benefits relating to OBC/SC/ST/EWS/PwD community for which I am not entitled.

Date:
Place:

[Signature of candidate]

Copy to be retained by the concerned Post Office



e-Payment

Challan for application fee for recruitment of meritorious sports persons 2020 in Punjab Circle

National e-Biller Id: 70090

e-Biller name: CPMG PUNJAB CIRCLE

Details of the Candidate (to be filled by the candidate)

Name of the candidate:

Father's Name:

Mother's Name:

Name of Post Office along with State name:

Signature of Candidate

Signature of PA with stamp of Post Office

Copy to be sent to Chief PMG, Punjab Circle, Chandigarh alongwith application



e-Payment

Challan for application fee for recruitment of meritorious sports persons 2020 in Punjab Circle

National e-Biller Id: 70090

e-Biller name: CPMG PUNJAB CIRCLE

Details of the Candidate (to be filled by the candidate)

Name of the candidate:

Father's Name:

Mother's Name:

Fee paid: Rs. 100/- (Rs. One Hundred only)

Date of Deposit:

Receipt No.

Name of Post Office:

Paste Receipt here:-

Signature of Candidate

Signature of PA with stamp of Post Office

Copy to be retained by the candidate



e-Payment

Challan for application fee for recruitment of meritorious sports persons 2020 in Punjab Circle

National e-Biller Id: 70090

e-Biller name: CPMG PUNJAB CIRCLE

Details of the Candidate (to be filled by the candidate)

Name of the candidate:

Father's Name:

Mother's Name:

Name of Post Office along with State name:

Signature of Candidate

Signature of PA with stamp of Post Office

FORMAT OF SCHEDULED CASTES OR SCHEDULED TRIBES 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 Re-organization Act, 1966, the State of Himachal Pradesh Act 1970, the North - Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh, Act, 1986 and the Goa, Daman and Diu (Re-organization) Act, 1987).

@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
 @The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002.
 @The Constitution (Scheduled Caste) Orders (Amendment) Act 2002.
 @The Constitution (Scheduled Caste and Scheduled Tribe) 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 to another.

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
_____.

Place : _____
Date : _____

Signature _____
**Designation _____
(with seal of office)
State / Union Territory*

* 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 Scheduled Caste / Scheduled Tribe Certificates:**

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / 1st Class Stipendiary Magistrate / +Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
+ (not below of the rank of 1st Class Stipendiary 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.
- (v) Administrator / Secretary to Administrator / Development Officer (Lakshadweep).

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

Ref no:- (O.M.NO.36012/6/88-Estt. (SCT) dated 24.4.1990 and OM No.36012/22/93-Estt(Res) dated 15.11.1993 & OM No. 36011/3/2009- Estt (Res) dated 02.09.2009)

**(FORMAT 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, O.M, No.
36033/3/2004 - Estt (Res) dated 9th March, 2004, O.M. No. 36033/3/2004 – Estt. (Res) dated 14th
October, 2008 and O.M. No. 36033/1/2013 – Estt. (Res) dated 27th May, 2013 **.

Signature : _____

Designation : _____ \$

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.

\$ List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste / Scheduled Tribe Certificates.

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 India
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST 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 possesses 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 _____

| |
|--|
| <p>Recent passport size attested photograph of the applicant</p> |
|--|

*Note1: Income covered all sources i.e. salary, agriculture, 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.

FORM - 1

[for representing India in an International Competition in one of the recognized Games/Sports]

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF _____

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

Certified that Shri/Smt/Kumari
son / wife / daughter of Shri
resident of
(complete address) represented the Country in the game / event of
in competition / Tournament held at
..... from to

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

The Certificate is being given on the basis of record available in the office of National
Federation / National Association of

Place:

Date :

Signature :

Name :

Designation :

Name of the Federation
/ National Association :

Address :

Seal: :

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

(Annexure B of the Department of Personnel & Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM – 2

[for representing a State in India in a National Competition in one of the recognized Games/Sports]

STATE ASSOCIATION OF IN THE GAME OF

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

Certified that Shri/Smt/Kumari
son / wife / daughter of Shri
resident of
(complete address) represented the State of in the game
/ event of 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 is being given on the basis of record available in the office of State
Association of

Place:

Date :

Signature :

Name :

Designation :

Name of the State Association :

.....

Address :

.....

Seal: :

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

(Annexure B of the Department of Personnel & Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM – 3

[for representing a University in the Inter-University Competition in one of the recognized Games/Sports]

UNIVERSITY OF

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

Certified that Shri/Smt/Kumari
son / wife / daughter of Shri
resident of
student of represented the University of
..... in the
game / event of in inter-university competition / Tournament held at
..... from to

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

The Certificate is being given on the basis of records available in the office of Dean of
Sports or Officer in overall charge of sports in the University of
.....

Place:

Date :

Signature :

Name :

Designation :

Name of the University :

Address :

Seal: :

**Note: This Certificate will be valid only when signed personally by Dean / Director or other officer in
overall charge of sports in the University of**

(Annexure B of the Department of Personnel & Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM - 4

[for representing a State School Team in the National Games for School in one of the recognized Games/Sports]

DIRECTORATE OF PUBLIC INSTRUCTIONS / EDUCATION OF THE STATE OF

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

Certified that Shri/Smt/Kumari
son / wife / daughter of Shri
resident of
(complete address) student of
represented the State School Team in the game /
event of in the National Games for Schools held at
..... from to

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

The Certificate is being given on the basis of record available in the office of Directorate
of Public Instructions / Education of
.....

Place:

Date :

Signature :

Name :

Designation :

Address :

Seal: :

**Note: This Certificate will be valid only when signed personally by Director or Additional / Joint or
Deputy Director in overall charge of sports / games in the Directorate of Public Instruction /
Education of the State.**

(Annexure B of the Department of Personnel & Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM - 5

[for the awardees in Physical Efficiency Performances conducted by the Ministry of Education and Social Welfare]

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

Certified that Shri/Smt/Kumari
son / wife / daughter of Shri
resident of
(complete address) represented the
State School Team in the game / event of
in/ at the National Competition held at
from to

The Certificate is being given on the basis of record available in the office of Directorate
of Public Instructions / Education of
.....

Place:

Date :

Signature :

Name :

Designation :

Address :

.....

Seal: :

Note: This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

(Annexure B of the Department of Personnel & Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)