

**(Format of certificate to be submitted by Government Employees  
seeking age – relaxation)**

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that Shri/Smt/Kum. \_\_\_\_\_  
is a Central Government Civilian employee holding the post of \_\_\_\_\_  
in the pay scale of Rs. \_\_\_\_\_ with 03 years regular/continuous  
service in the grade as \_\_\_\_\_.

2. There is no objection to his appearing for the post of \_\_\_\_\_ and document  
verification for the said recruitment.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Tele No. \_\_\_\_\_

Office Seal \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(\*Please delete the words which are not applicable)

(Format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

**FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Shrimati\*/Kum\* \_\_\_\_\_  
son/daughter\* of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in  
District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_  
belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognised as a Scheduled  
Caste/Scheduled Tribe\* 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, 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 & 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) Order (Amendment) Ordinance, 1996@

**2. \*\*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 Caste/ Scheduled Tribes Certificate issued to Shri/Shrimati/Kumari \_\_\_\_\_  
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 recognised 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)

State/Union Territory\* of \_\_\_\_\_

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/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.

**(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/section(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 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.

**(Undertaking to be given by serving Armed Force personnel who are due to be released within one year)**

It is certified that Ser. No..... Rank.....  
Name..... whose date of birth is .....

I understand that, if selected on the basis of the recruitment/examination to which the application 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.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

**Signature and Name of Candidate**

Place:

Date: