भारत सरकार/ **Government of India**
वित्त मत्रांलय/ **Ministry of Finance**
राजस्व विभाग/ **Department of Revenue**
केन्द्रीय कर प्रधान मुख्य आयुक्त का कार्यालय ,बेंगलूर अंचल,
केन्द्रीय राजस्व भवन ,क्वीन्स रोड ,बेंगलूरु–560001
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX,
BENGALURU ZONE, C.R. BUILDING, QUEEN'S ROAD, BENGALURU–560001.

दिनांक/Date: ई-हस्ताक्षर/As E-sign

पहला कॉल पत्र/1st CALL LETTER

विषय: केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड मे आशुलिपिक परीक्षा, 2024 के परिणाम के आधार पर एसएससी द्वारा नियुक्ति के लिए अनुशंसित आशुलिपिक ग्रैड I के आवंटन - के संबंध में

Sub: Allocation of Stenographer Grade I recommended for appointment by SSC based on result of Stenographer Examination, 2024 in the Central Board of Indirect Tax and Customs - Reg.

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निम्नलिखित पैरा 2 में उल्लेखित अभ्यर्थियों को कर्मचारी चयन आयोग द्वारा केंद्रीय कर एवं सीमा शुल्क बोर्ड में आशुलिपिक ग्रैड I के पद पर नियुक्ति के लिए सिफारिश किया गया तथा इस अंचल के लिए आबंटन किया गया, जिसे बोर्ड के पत्र एफ.सं. A.12025/3/2025-Ad.III(B) Section-CBEदि. 09.09.2025, 10.09.2025 तथा 04.11.2025 के जरिए सूचित किया गया।

The candidate listed at para 2 below has been recommended by the Staff Selection Commission for appointment as Stenographer Gr. I, in the Central Boarc of Indirect Tax and Customs and allocated to this Zone by the Board vide letter F. No. A.12025/3/2024-Ad.III(B) Section-CBEC dated 09.09.2025, 10.09.2025 ar 04.11.2025.

2 . तदनुसार, उम्मीदवार को यह निदेश दिया जाता है कि निम्नलिखित दिनांक एवं स्थान में आयोजित दस्तावेजों के सत्यापन के लिए उपस्थित होना चाहिए।

Accordingly, the following candidate is hereby directed to appear for Document Verification **on 20.11.2025 (Thursday)** from 10:30 am onwards to be carried out on 3rd Floor, Office of the Principal Chief Commissioner of Central Tax C. R. Building, Annexe Wing, Queen's Road, Bangalore-560001 (Landmark:

Besides Cubbon Park Metro Station Entry/Exit Gate - G)

क्रमांक Sl. No.	रौल न. Roll No.	रैंक न. Rank No.	अभ्यर्थी का नाम Name of the Candidate (S/Sri/ Ms.)
1	2201016539	247	ANAND PRATAP SINGH

3 . सूचित किया जाता है कि मेडिकल परीक्षा बेंगलुरु के एक सरकारी सूचीबद्ध अस्पताल में आयोजित की जाएगी। उम्मीदवारों को सलाह दी जाती है कि वे दस्तावेज़ सत्यापन/मेडिकल परीक्षा में शामिल होने के लिए कम से कम 2 दिनों का अपना कार्यक्रम बना लें।

It is to inform that the Medical Examination will be conducted in a Govt. empaneled Hospital in Bengaluru. The candidate is advised to plan his itinerary for at least 2 days to attend Document Verification/Medical Examination.

4 . डी.ओ.पी.टी. अनुदेश के अनुसार, शारीरिक रूप से अक्षम अभिर्थियों को सक्षम प्राधिकारी द्वारा जारी अक्षमता प्रमाण-पत्र निर्धारित प्रपत्र में (मूल व फोटोकॉपी) प्रस्तुत करना होगा। अक्षमता प्रमाण-पत्र जारी करनेवाले सक्षम प्राधिकारी केंद्र या राज्य सरकार द्वारा स्थापित चिकित्सा बोर्ड होगा। प्रमाण-पत्र निर्धारित प्रपत्र के अनुरूप नहीं होने पर स्वीकार नहीं किया जाएगा।

As per DOP&T'S instructions, physically handicapped candidates must submit a Disability Certificate issued by the competent authority in the prescribed format (original & photocopy). The competent authority for issue of the Disability Certificate shall be a Medical Board duly constituted by the Central or State Government. Certificate not conforming to the prescribed format will not be accepted.

5. अभ्यर्थियों को यह भी निदेश दिया जाता है कि उपर्युक्त परीक्षण (उपर्युक्त पैरा 3 & 4 - उपयुक्त प्रमाण-पत्रों के अलावा) के लिए उपस्थित होने के समय पर सत्यापन के लिए निम्नलिखित प्रमाण-पत्र और दस्तावेज के साथ यह साक्षात्कार बुलावा पत्र प्रस्तुत करना होगा :

The candidate is also directed to produce this call letter with the following certificates and documents for verification at the time of appearing for the above tests (in addition to the certificates above-mentioned para 3 & 4 - wherever applicable):

i. दो भिन्न राजपत्रित अधिकारियों से प्राप्त चरित्र प्रमाण-पत्र (संलग्न प्रपत्र में)।
Character certificate obtained from two different Gazetted Officers of the

Central or State Government or Stipendiary Magistrates. (in the enclosed proforma). (3 sets in original for minimum 2 years known period)

ii. एक राजपत्रित अधिकारियों से प्राप्त पहचान प्रमाण पत्र (संलग्न प्रपत्र में)।
Identity Certificate from a Gazetted officer of the Central or State Government or Stipendiary Magistrates.(3 sets in original for minimum 2 years known period)

iii. अनुप्रमाणन प्रपत्र मूल रूप में (तीन प्रतियों में) और वैयक्तिक डाटा का प्रपत्र, जिसको भरके अभ्यर्थियों को हस्ताक्षरित करना है।
Attestation Form in original (triplicate) and Form of Personal Data, duly filled by the candidates and signed.

iv. मूल एस.एस.एल.सी./एस.एस.सी./10वी अंक विवरण (जन्म तारीख़ का सबूत), फोटोकॉपी सहित।
Original SSLC/SSC/10th class Marks statement (for proof of date of birth along with a photocopy.

v. मूल शैक्षिक अर्हक प्रमाण-पत्र, एक-एक फोटोकॉपी सहित ।
Original Educational Qualification certificates, along with photocopies.

vi. मूल जाति/समुदाय प्रमापत्र, अनु.जा./अनु.जन./अ.पि.व./अ.रू.क.व. के मामले में निर्धारित प्रपत्र (प्रपत्र संलग्न), एक फोटोकॉपी सहित।
Original Caste/Community Certificate, in case of SC/ST/OBC/EW Certificate in the prescribed form (format enclosed), alongwith a photocopy.

vii. भूतपूर्व सैनिक के मामले में उन्मोचन प्रमाण-पत्र।
Discharge Certificate in case of Ex-Servicemen.

viii. शारीरिक रूप से अक्षम अभ्यर्थियों को उपर्युक्त पैरा (4) में दिए गए अनुसार अक्षमता प्रमाण-पत्र (प्रपत्र संलग्न) - फोटोकॉपी सहित।
Disability Certificate as cited in para (4) above, in case of physically handicapped candidates (format enclosed) - along with a photocopy.

ix. यदि उम्मीदवार वर्तमान में केंद्र सरकार/राज्य सरकार, स्वायत्त निकाय या सार्वजनिक क्षेत्र के उपक्रम के अंतर्गत किसी कार्यालय में कार्यरत है, तो उसे अपने पूर्व नियोक्ता से डीवी में भाग लेने के लिए डिस्चार्ज प्रमाणपत्र/एनओसी प्राप्त करना होगा। यह प्रमाणपत्र इस सूचना के संदर्भ में प्राप्त किया जाना चाहिए।
Discharge Certificate / NOC to attend DV from previous employer in case

the candidate is employed in any of the office under the Central Government/State Government, Autonomous Body, and Public Sector Undertaking presently. The certificate should be obtained with reference to this Notice.

x. निर्धारित प्रोफार्मा में चरित्र प्रमाण पत्र का एक प्रारूप (अनुलग्नक 'ए'), उसमें दर्शाए गए प्राधिकारी से प्राप्त (कम से कम 2 वर्ष की ज्ञात अवधि के साथ)
One form of Character Certificate (Annexure 'A') in the prescribed proforma, obtained from the Authority indicated therein (with a known period of at least 2 years)

xi. तीन पासपोर्ट आकार छायचित्र फोटोग्राफ।
Three passport size photographs

xii. निम्नलिखित नियत फ़ोटो पहचान पत्र।
Prescribed Photo ID card like Aadhar / PAN (with one photocopy)

6. इस संबंध में कोई यात्रा भत्ता / दैनिक भत्ता नहीं दिए जाएंगे ।
No Traveling Allowance / Daily Allowance will be paid in this regard.

7 . यह साक्षात्कार बुलावा पत्र केवल आशुलिपिक ग्रैड I के पद पर नियुक्ति के लिए विचार करने की उद्देश्य के लिए है और उपर्युक्त पद पर नियुक्ति हेतु कोई अधिकार नहीं होगा । उपर्युक्त पैरा 3 से 5 पर विनिर्दिष्ट संबंधित दस्तावेजों के सत्यापन के बाद ही नियुक्ति आदेश जारी किए जाएंगे । उम्मीदवार औपचारिकता पूरी होने के बाद उसी दिन वापस जा सकते है।

This call letter is only for consideration for appointment to the post of Stenographer Grade Iand shall not confer any right for appointment to the said post. Appointment orders shall be issued only after verification of the relevant documents specified at para 3 to 5 above and will be issued thereafter.

संलग्न: यथोपरी / Encl: As above

Digitally signed by
Kamalakar Harishchandra Sarekar
Date: 07-11-2025 17:16:32

(KAMALAKAR SAREKAR/कमलाकर सरेकर)
(सहायक आयुक्त / ASSISTANT COMMISSIONER)

सेवा में/To, (BY EMAIL)
The Candidates (as per Mailing List):

क्रमांक Sl. No.	**अभ्यर्थी का नाम Name of the Candidate**	**मेल पता E-mail ID**

	(S/Sri/ Ms.)	
1	ANAND PRATAP SINGH	anandpratap.aps2@gmail.com

प्रतिलिपि/Copy to:

1. The Under Secy. (Ad.III-B), CBEC, HUDCO Vishala Building, B-Wing, Bhikaji Cama Place, R.K. Puram, New Delhi-110066
2. The Superintendent, East Commissionerate, Central Tax, Bengaluru (for uploading in website).

ATTESTATION FORM

WARNING :

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his service would be liable to be terminated.

AFFIX SIGNED PASSPORT SIZE RECENT PHOTOGRAPH

		SURNAME	NAME
1	**Name in full (in block) letters with aliases, if any** (Please indicate if you have added or dropped at any stage any part of your name or surname)		

2	**Present address in full:** House No./House Name:-	
	Lane/Street/Road:-	
	Name of Locality/Colony:-	
	Name of Vill/Town :-	
	Police Station:-	
	Post Office:-	
	District:-	
	Pin:-	
	Contact No.:-	
	e-mail id:-	
3 (a)	**Permanent address in full:** House No./House Name:-	
	Lane/Street/Road:-	
	Name of Locality/Colony:-	
	Name of Vill/Town :-	
	Police Station:-	
	Post Office:-	
	District:-	
	Pin:-	
	Contact No.:-	
	e-mail id:-	

3 (b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan), the address in that Country and the date of migration to Indian Union. **(Address to given in the same pattern as at Serial No. 2 above)**	
4	**Aadhar Card No. (if available)**	
5	**PAN No. (if available)**	
6	**Nationality**	
7 (a)	**Date of Birth**	
7 (b)	**Present Age**	
7 (c)	**Age at Matriculation**	
8 (a)	Place of birth district and state in which situated	
8 (b)	District and State in which you belong	
8 (c)	District and State to which your father originally belong	
9 (a)	Your Religion	
9 (b)	Are you a member of a Scheduled Caste/Scheduled Tribe/Other Backward Classes? (Answer Yes/No) - **[Specify SC/ST/OBC]**	

10 Particulars of places (with periods of residence) where you have resided **for more than one year at a time during the proceeding five years**. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential Address in full : [(a) House No./House Name, (b) Lane/Street/Road, (c) Name of Locality/Colony, (d) Name of Vill./Town, (e) Police Station, (f) P.O., (g) District, (h) Pin, (I) State, (J) Country]	Name of the District Head Quarter or the place mentioned in preceding column.

11		**Name (in full & aliases if any)**	**Nationality (by birth & or by domicile)**	**Place of birth**	**Occupation (if employed give designation & official address)**	**Present Postal Address (if dead give last address)**	**Permanent Home address**
	Father						
	Mother						
	Spouse						

12 Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:

Name	**Nationality (by birth & or by domicile)**	Place of birth	Country in which studying/ living with full address	Date from which studying/ living in the county mentioned in the previous column

13 Educational Qualification showing places of education with years in Schools and Colleges since 15th year of age.

Name of School/College (**With full Address**)	Date of Entering	Date of Leaving
(1) 10th/SSLC/Matriculation:-		
(2) 12th/PUC/Intermediate:-		
(3) Graduation/Degree:-		
(4) Any Other :-		

14 (a) Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi-Government body or an Autonomous body or a Public Sector Undertaking or a Private Firm or Institution? If so, give full particulatrs with date of employment up-to-date.

Period		Designation, emoluments & nature of employment	Full Name & address of Employer (Address to given in the same pattern as at Serial No. 2 above)	Reasons for leaving previous service
From	To			

14 (b) If the previous employment was under the Government of India/a State Government/ undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.

14 (c) If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rule 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date(s), before your service actually terminated?

15 (i)	(a)	Have you ever been kept under detention?	YES / NO
	(b)	Have you ever been arrested?	YES / NO
	(c)	Have you ever been prosecuted? (i.e. has a charge sheet in criminal case been filed against you in any court of law)	YES / NO
	(d)	Is any criminal case pending against your in any Court of Law at the time of filling up this Attestation Form?	YES / NO
	(e)	Have you ever been convicted by a Court of Law for any Other?	YES / NO
	(f)	Whether discharged/expelled/withdrawn from any training/instution under the Government or otherwise?	YES / NO
	(g)	Have you ever been rusticated by any University or any other educational authority/institution?	YES / NO
	(h)	Have you ever been debarred/disqualified by any Public Service Commission/Staff Commission for any of its examination/selection?	YES / NO

15 (ii) If the answer to any of the above mentiond question is 'Yes' give full particular of the case/ arrest / detention / fine / conviction / sentence / punishment etc and / or the nature of the case pending in the Court / University / Educational Authority etc at the time of filling up the attestation form:

Notes:	**(i)**	***Please also see the 'WARNING' at the top of the Attestation Form.***
	(ii)	***Specific answer in such of the questions should be given by striking out 'YES' or 'No' as the case may be***

16	**Name of two responsible persons of your locality or two reference to whom you are known.**			
	Sl.No.	Name	FULL ADDRESS	Write Full Address below
	1		House No./House Name:-	
			Lane/Street/Road:-	
			Name of Locality/Colony:-	
			Name of Vill/Town :-	
			Police Station:-	
			Post Office:-	
			District:-	
			Pin:-	
			Contact No.:-	
	2		House No./House Name:-	
			Lane/Street/Road:-	
			Name of Locality/Colony:-	
			Name of Vill/Town :-	
			Police Station:-	
			Post Office:-	
			District:-	
			Pin:-	
			Contact No.:-	

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling the form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate:

Date:

Place:

TO BE FILLED BY THE OFFICE

(I) Name, Designation and full address of the appointment authority.

(ii) Post for which the candidate is being considered.

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

(i) Gazetted Officers of the Central or State Government.
(ii) Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent/ guardian is ordinarily resident.
(III) Sub-Divisional Magistrate, Divisional Officers.
(iv) Tahsildars or Naib/Deputy Tahsildars authorized to exercise magisterial powers.
(v) Principal / Headmasters of the recognized School/College Institution where the candidate studied last.
(vi) Block Development Officer
(vii) Post Masters
(viii) Panchyat Inspectors

Certified that I have known Shri/Smt./Kum. …….

Son / Daughter of Shri …….

for last ……. years …….. months and that to the best of my knowledge and belief the particulars furnished by him / her are correct.

SIGNATURE:

PLACE:
DATE:

(Designation of Status and Address)

FORM OF PERSONAL DATA

This form should be filled by the candidate carefully

1. Name (in BLOCK letters) :

2. Full Address
   (in BLOCK letters) :

3. Father's Name :

4. Employment Exchange Registration
   Number & Date :
   (with the name of the Employment
   Exchange)

5. Community / Caste
   (If you are an Anglo Indian or a member :
   of SC / ST or OBC produce evidence in
   support of your statement)

6. Date of Birth : _____ _____ 19____
   (Evidence to be produced) ____ (Years) ____ (Months)

7. Place of Birth (Name of the Village,
   Taluk, District should be given. Name :
   also your native District if the place of
   birth is not in your own district)

8. Educational qualifications
   (Year in which qualified, evidence to :
   be produced)

9. What are your other qualifications :
   (Evidence to be produced)

10. Regional languages known
    (Kannada, Telugu, Malayalam and :
    Tamil)

11. Mother Tongue :

12. Can you read and write Hindi
    Devanagari script ? :

13. Can you ride a cycle or Drive a :
    Motor Vehicle ?

14. Do you know swimming ? :

15. What games can you play ? :
    (Have you represented your School
    or College in any match ? If so give
    details (Certificates, if any, to be
    produced)

……2/-

16. Are you an athlete? If so, give give details of distinction obtained :

17. Have you taken part in any Special activities of the School ? If so, give details :

18. Name of persons from whom Certificates of the character are produced

    1. Name :
       Designation

    2. Name :
       Designation

    3. Name :
       Designation

    4. Name :
       Designation

19. Are you employed at present ? (If so, in what capacity and on what salary ? : Give the name of your employer also with full address)

20. State your previous employments if any, with particulars regarding salary : and periods of employment and reasons for leaving the job.

21. Are you willing to serve anywhere in : in the State of Karnataka

22. Any other point which you desire to : be considered.

23. Marks of identification :

I declare that the particulars given above are correct to the best of my knowledge and belief.

Date: Signature of the Candidate

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of _____ Village/Town _____. /District/Division* _____ of the _____ State/Union Territory belongs to the _____Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.
*The Constitution Scheduled Tribes Order, 1950.
*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Uttar Pradesh) Scheduled Tribes Order, 1967.
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
*The Constitution (Goa, Daman and 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 Act, 1991.
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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 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 recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____ Signature _____
Date _____ 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 : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

NOTE - ST candidates belonging to Tamil Nadu State should submit caste certificate only from the REVENUE DIVISIONAL OFFICER.

FORM OF CHARACTER CERTIFICATE

(To be issued by a Gazetted Officer)

CERTIFIED that I have known Shri/Smt/Kum. _____Son / Daughter of Sri._____ for the past _____ years **(*)** and _____months and that to the best of my knowledge and belief, he / she bears respectable character and has no antecedents which render his / her unsuitable for Government Employment.

2 He / She is not related to me.

Place : _____ Signature: _____

Date: _____ Designation: _____

(*) Period should be not less than 2 years

****

FORM OF CHARACTER CERTIFICATE

(To be issued by a Gazetted Officer)

CERTIFIED that I have known Shri/Smt/Kum. _____Son / Daughter of Sri._____ for the past _____ years **(*)** and _____ months and that to the best of my knowledge and belief, he / she bears respectable character and has no antecedents which render his / her unsuitable for Government Employment.

2 He / She is not related to me.

Place : _____ Signature: _____

Date: _____ Designation: _____

(*) Period should be not less than 2 years

OBC CERTIFICATE FORMAT

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 recognised 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 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.

ANNEXURE 'A'

CERTIFICATE OF CHARACTER
(For Class III Services)

CERTIFIED that I have known Sri/Smt/Kum ……. son/ daughter of Sri …… for the last …… years and …….. months and that to the best of my knowledge and belief he/ she bears reputable character and has no antecedents which render him / her unsuitable for Government Employment.

2. Sri/Smt/Kum ……..…….. is not related to me.

Place : Signature …….

Date : Designation …….

(Certificate of Character to be signed by any one of the following)

1. Gazetted Officer of Central or State Government.
2. Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian is ordinarily resident;
3. Sub-Division Magistrate / Officers;
4. Tahsildars or Naib/ Deputy Tahsildars authorized to exercise Magisterial powers;
5. Principal/ Head Master of the recognized school/ college/ institution where the candidate studied last;
6. Block Development Officer;
7. Post Master;
8. Panchayat Inspector.

*****

ATTESTED

Place : Signature …….

Date : Designation …….

(To be attested by Stipendary I Class Executive Magistrate, District Magistrate or Sub-Divisional Magistrate).

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No._____ Date _____

DISABILITY CERTIFICATE

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

This is certified that Shri / Smt / Kum_____ son/wife/daughter of Shri_____age _____ sex_____identification mark(s)_____ is suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(iv) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic

(v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic

(vi) BH-Stiff back and hips (Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

(i) B-Blind
(ii) PB-Partially Blind

C. Hearing impairment:

(i) D-Deaf
(ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is ..... percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

(i)	F-can perform work by manipulating with fingers.	Yes/No
(ii)	PP-can perform work by pulling and pushing.	Yes/No
(iii)	L-can perform work by lifting.	Yes/No
(iv)	KC-can perform work by kneeling and crouching.	Yes/No
(v)	B-can perform work by bending.	Yes/No
(vi)	S-can perform work by sitting.	Yes/No
(vii)	ST-can perform work by standing.	Yes/No
(viii)	W-can perform work by walking.	Yes/No
(ix)	SE-can perform work by seeing.	Yes/No
(x)	H-can perform work by hearing/speaking.	Yes/No
(xi)	RW-can perform work by reading and writing.	Yes/No

(Dr_____) (Dr._____) (Dr._____)
Member Member Chairperson
Medical Board Medical Board Medical Board

Countersigned by the
Medical Superintendent / CMO/Head of
Hospital (with seal)

***Strike out which is not applicable.**

Annexure-XI

Government of .....

(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_____PostOffice_____District_____in the State/ Union Territory_____PinCode_____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

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

** Note 2: The term 'Family' for this purpose include 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.

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