

**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

*- 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.

(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/Smt/Kumari* _____ son/daughter of _____ village/ town* on 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 Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(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 (Reorganisation) 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 (Schedule Caste & Schedule Tribes) orders (Amendment) Act, 2002@ _____
 %2. Application 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/Smt/Kumari _____ Father/Mother of Shri/Smt/Kumari* _____ of village /town* _____ in District/ Division* _____ of the State/ Union Territory* _____ who belong to the _____ Caste/Tribes which is recognized as a Scheduled Castes/ Scheduled Tribe in the State/Union Territory issued by the _____ dated _____.

%3. Shri/Smt/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 quotes specific presidential order.

% Delete the paragraph which is not applicable.

NOTE: The term ordinary reside(s) used here will have the meaning as in section 20 of the Representation of the people Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificate:

- (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.

- (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.\

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

**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 an employee of this Organisation/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
ofin the Office/Department of with effect from
.....

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

Signature Name
Designation
Ministry/Office
Address
Office SEAL

Place :

Date :

* Strike out whichever is not applicable.

EXPERIENCE CERTIFICATE

(The form of certificate to be produced by candidates for claiming experience)

Letter Head of the Institution/Issuing Authority

Telephone No.

Fax No.

Name of Organization

Address of the Organisation

Dated

This is to certify that Shri/Ms..... S/o,D/o,W/o Shri.....
was/is an employee of this Organisation/Department/Ministry and duties performed by him/her
during the period (s) are as under :

Name of post held	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 experience
(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 duly signed with seal)			Place of posting	
(7)	(8)			(9)	

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

Signature :
Name of Competent Authority :
Stamp of Competent Authority :