

हाल के हस्ताक्षर एवं राजपत्रित  
अधिकारी से अभिप्रमाणित  
पासपोर्ट साईज फोटोग्राफ की  
प्रति यहाँ लगाई जाए।

Affix signed &  
attested by  
Gazetted Officer  
passport of recent  
photograph.

कार्मिक / संस्थापन-II  
PERS/ESSTT-II  
बी०एस०एल०/कार्मिक नियु०-II  
BSL-PERS. (RVII)

# स्टील अथॉरिटी ऑफ इण्डिया लिमिटेड STEEL AUTHORITY OF INDIA LTD.

बोकारो स्टील प्लान्ट  
BOKARO STEEL PLANT

प्रमाणिकरण प्रपत्र  
ATTESTATION FORM

विभाग  
Deptt.  
कर्मचारी सं०  
Staff No.  
पदनाम  
Designation

## चेतावनी

### WARNING

1. प्रमाणिकरण फार्म में गलत जानकारी देना या किसी सही जानकारी को छिपाना अनहर्ता मानी जाएगी और उससे उम्मीदवार को सरकारी नौकरी के लिए अयोग्य ठहराया जा सकता है।  
The furnishing of false information of 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 company.
2. यदि इस फार्म को भरने और देने के उपरान्त उम्मीदवार हिरासत में रखा गया या उसे सजा दी गई या वर्जित किया गया हो, तो उसका विवरण तत्काल उपप्राधिकारी को भेजा जाय, जिसके पास पहले प्रमाणिकरण प्रपत्र भेजा गया है। ऐसा न करने पर यह समझा जाएगा कि तथ्यों को छिपाया गया है।  
If detained convicted debarred etc. subsequent to the completion and submission of this form the details should be communicated immediately to the authority to whom the Attestation Form has been sent earlier failing which it will be deemed to be suppression of factual information.
3. यदि किसी व्यक्ति को सेवाकाल में किसी भी समय इस बात का पता लग जाता है कि उसने प्रमाणिकरण फार्म में गलत विवरण दिया है या किसी सही जानकारी को छिपाया है तो उसकी सेवाएँ समाप्त की जा सकती है।  
In 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 services would be liable to be terminated.

उपनाम  
Surname

नाम  
Name

1. पूरा नाम (बड़े अक्षरों में), अन्य नाम सहित, यदि कोई हो (कृपया यह बताएँ कि क्या आपने किसी समय अपने नाम या उपनाम में कुछ जोड़ा घटाया है।)  
Name in full (in Block capitals letters) with alias.  
If any (Please indicate if you have added or dropped at any stage, any part of your name or surname)
2. वर्तमान पूरा पता (अर्थात् गाँव, थाना और जिला व मकान नं०/गली/स्ट्रीट/सड़क/कस्बा) ।  
Present Address in full village, thana, and district or House Number/Lane/Street/Road/Town.
3. क) घर का पूरा पता (अर्थात् गाँव, थाना और जिला व मकान नं०/गली/स्ट्रीट/सड़क/कस्बा और जिला मुख्यालय का नाम) ।  
(a) Home address in full (i.e. Village, Thana and district or House Number, Lane/Street/Road/Town and name of District Headquarters.  
ख) यदि मूलतः पाकिस्तान के निवासी हो तो वहाँ का पता और भारत संघ में अप्रवास की तिथि।  
(b) If originally a resident of Pakistan, the address in the Country and the date of migration to India Union.

4. उक्त स्थानों का विवरण से जहाँ आप पिछले वर्षों में एक वर्ष से अधिक समय तक रहे हैं। यदि विदेश (पाकिस्तान सहित) में रहे हैं तो उन सभी स्थानों का विवरण दें जहाँ आप 21 वर्ष की आयु के पश्चात् एक वर्ष से अधिक समय तक रहे हैं।  
Particulars of places with periods of residence where you have resided for more than one year at time during the preceding 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.

से From	द्वारा to	रहने का पूरा पता (अर्थात् गाँव, थाना, और जिला अथवा मकान नं० (गली/स्ट्रीट/सड़क/कस्बा) Residential address in full [i.e. Village, Thana and District or House No./Lane/Street/Road/Town	सबसे पहले के कॉलम में बनाये गए स्थान के जिला मुख्यालय का नाम Name of District headquarters of the place mentioned in the preceding column.

नाम Name	राष्ट्रीयता (जन्म से और अधिवास या निवास से) Nationality (By birth & / or by domicile)	जन्म स्थान Place of Birth	व्यवसाय (यदि नौकरी पर हो तो पदनाम और कार्यालय का पूरा पता लिखें। Occupation (if employed, give designation and full official address)	वर्तमान डाक का पता (यदि मृत्यु हो गई तो सबसे बाद का पता दें) Present Postal address (if dead, give last address)	घर का स्थायी पता Permanent Home Address
(i) पिता (पूरा नाम, और यदि कोई अन्य नाम हो तो वह भी लिखें। Father (Name in full with alias if any)					
(ii) माता Mother					
(iii) पत्नी/पति Wife/Husband					
(iv) भाई Brother (s)					
(v) बहन Sister (s)					

क. यदि पुत्र और / या पुत्री (पुत्रियाँ) विदेश में पढ़ रहे हैं / रह रहे हैं तो उनके बारे में जानकारी दें।

a.) Information to be furnished with regard to son(s) and / or daughter (s) in case they are Studying/living a foreign country.

नाम Name	राष्ट्रीयता (जन्म से और या अधिवास से) Nationality (by birth and/or by domicile)	जन्म स्थान Place of birth	जिस देश में पढ़ रहे हैं/रह रहे हैं उसका नाम तथा पूरा पता Country in which studying/living with full address	इससे पहले के कॉलम में बताये गये देश में किस तिथि से पढ़ रहे हैं/रह रहे हैं। Date from which Studying/ living in the country mentioned in previous column
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6. राष्ट्रीयता  
Nationality

7. (क) जन्म तिथि (क)  
(a) Date of Birth (a)
- (ख) वर्तमान आयु (ख)  
(b) Present Age (b)
- (ग) मैट्रिक के समय आयु (ग)  
(c) Age at matriculation (c)

8. (क) जन्म स्थान, जिला और राज्य जिसमें वह स्थित है। (क)  
(a) Place of birth, District & State in which it is situated (a)
- (ख) जिला और राज्य का नाम जिसके आप निवासी है। (ख)  
(b) District and State to which you belong. (b)
- (ग) जिला और राज्य का नाम जिसके आपके पिता मूल निवासी हैं। (ग)  
(c) District and state to which your father originally belongs. (c)

9. (क) अपने धर्म का नाम लिखें।  
(a) Your Religion
- (ख) क्या आप अनुसूचित जाति/अनुसूचित जनजाति / अन्य पिछड़ी जाति के हैं? उत्तर 'हाँ' या 'नहीं' में दें। और यदि उत्तर 'हाँ' में हो तो जाति का नाम लिखें।  
(b) Are you a member of a Scheduled Caste/ Scheduled Tribe/OBC ? Answer 'yes' or 'No' and if, the answer is 'yes' state the names thereof.



10. 15 वर्ष की आयु के बाद आपने जो शिक्षा योग्यता प्राप्त की है उसका विवरण तथा उन स्थानों के नाम जहाँ आपने शिक्षा पाई है और वर्ष जिसमें आपने वह योग्यता प्राप्त की है :-

Educational Qualification showing places educations with year in School and College since 15th year of age:-

स्कूल/कॉलेज का नाम तथा पूरा पता Name of School/College with full address	प्रवेश की तिथि Date of entering	छोड़ने की तिथि Date of leaving	कौन-कौन सी परीक्षाएँ पास की है Examinations Passed

11. (क) क्या आप केन्द्रीय तथा राज्य सरकार या अर्धसरकारी निकाय या स्वायत्त निकाय या सरकारी उपक्रम या गैर-सरकारी फार्म या संस्थान में किस पद पर हैं या कभी रहे हैं -

- (a) Are you holding or have any time held an appointment under the central or a state Government or a semi Government or a quasi Government body or an autonomous body or a public undertaking or a private firm of institutions ? If so, give full particulars with dates of employment upto date:-

अवधि Period		पदनाम परिलब्धियाँ और कार्य का विवरण Designation, employments & nature of employment	नियोजक का पूरा नाम और पता Full name & address of employer	पिछली नौकरी छोड़ने के कारण Reasons for leaving Previous Service
से From	तक To			

- (ख) कृपया बताएँ कि क्या आप यदि पहले भारत सरकार, किसी राज्य सरकार/भारत सरकार अथवा किसी राज्य सरकार के या उसके द्वारा नियंत्रित उपक्रम / स्वायत्तशासी निकाय / विश्वविद्यालय / स्थानीय निकाय में नियुक्त थे।

If the Previous employment was under the Govt. of India or State govt. an undertaking and owned or controlled by the Govt. of India, or a State Govt. an autonomous body/University/local body.

यदि आपने केन्द्रीय सिविल सेवा (अस्थायी सेवा) नियम 1955 के नियम 5 अथवा इन नियमों के तदनुसार किन्हीं अन्य नियमों के अधीन एक महीने का नोटिस देकर नौकरी छोड़ी है तो कृपया बताएं कि क्या आपके खिलाफ कोई अनुशासनिक कार्यवाही की गई थी अथवा नौकरी समाप्त करने का नोटिस देते समय अथवा आपकी नौकरी वास्तव में समाप्त किये जाने से पहले आपको अपने आचरण सम्बन्धी स्पष्टीकरण देने को कहा गया था ?

- (b) If you had left service on giving a month's notice under rule 5 of the Centre Civil Service (Temporary Service) Rules 1955 or any similar corresponding rules were any disciplinary proceeding framed against you or had you been called upon to explain your conduct in any matter at the time you have notice of termination of service or a subsequent date before your services actually terminated ?

12. (क) क्या आपको कभी गिरफ्तार किया गया है ? ..... हाँ/नहीं  
 (a) Have you ever been arrested ? ..... Yes/No  
 (ख) क्या आप पर कभी मुकदमा चलाया गया है ? ..... हाँ/नहीं  
 (b) Have you ever been prosecuted ? ..... Yes/No  
 (ग) क्या आपको कभी हिरासत में रखा गया है ? ..... हाँ/नहीं  
 (c) Have you ever been kept under detention ? ..... Yes/No  
 (घ) क्या आपका कभी मुचलका हुआ है ? ..... हाँ/नहीं  
 (d) Have you ever bound down ? ..... Yes/No  
 (ङ.) क्या आप पर किसी विधि न्यायालय ने कभी जुर्माना किया है ? ..... हाँ/नहीं  
 (e) Have you ever been fined by Court of Law ? ..... Yes/No  
 (च) क्या आपको किसी अपराध के लिए विधि न्यायालय ने सजा दी है ? ..... हाँ/नहीं  
 (f) Have you ever been convicted by a Court of Law for any offence ? ..... Yes/No  
 (छ) क्या आपको कभी किसी परीक्षा से वर्जित किया गया है ? या किसी विश्वविद्यालय अथवा किसी अन्य शिक्षा प्राधिकरण संस्था ने अस्थायी तौर पर निष्कासित किया है ? ..... हाँ/नहीं  
 (g) Have you ever been debarred from any examination or resticated by any University or any other educational authority / Institution ? ..... Yes/No  
 (ज) क्या कभी किसी लोक सेवा आयोग ने अपनी किसी परीक्षा / चयन से आपको वंचित / अयोग्य घोषित किया है ? ..... हाँ/नहीं  
 (h) Have you ever been debarred from any Public Service Commission from appearing at any of its examination/selections ? ..... Yes/No  
 (झ) क्या यह प्रमाणिकरण प्रपत्र भरते समय आपके खिलाफ किसी विधि न्यायालय में कोई मामला लम्बित पड़ा है ? ..... हाँ/नहीं  
 (i) Is any case pending against you in any Court of Law at the time of filling up this attestation form ? Yes/No  
 (ञ) क्या यह प्रमाणिकरण फार्म भरते समय आपके खिलाफ किसी विश्वविद्यालय या किसी अन्य शिक्षा प्राधिकरण संस्थान में कोई मामला लम्बित पड़ा है ? ..... हाँ/नहीं  
 (i) Is any case Pending against you in University or any other Educational authority/Instiution at the time of filling up of this Attestation form? ..... Yes/No  
 (ट) क्या आप कभी कार्यमुक्त/नियमित किसी सरकारी प्रशिक्षण संस्था से वापस किए गए हैं ? ..... हाँ/नहीं  
 (h) Whether discharged/expielled/withdrawn from any training insitution under the Governemnt or otherwise ? ..... Yes/No  
 यदि उपर्युक्त प्रश्नों में से किसी भी प्रश्न का उत्तर 'हाँ' है तो मामला/गिरफ्तारी/हिरासत/जुर्माना/दोषसिद्धि/सजा दण्ड का पूरा विवरण दें और / अथवा इस प्रपत्र को भरते समय न्यायालय/विश्वविद्यालय/शिक्षा प्राधिकरण आदि में लंबित मामले का स्वरूप बताएँ।

If the answer to any of the above mentioned question is 'yes' give full particulars of the case/arrest/detention/ fine/conviction/sentence Punishment etc. and/or the nature of the Court/University/Educational Authority etc. at the time of filling up this Form.

नोट : [I] कृपया इस प्रमाणिकरण पत्र के सबसे ऊपर दी गई चेतावनी भी पढ़ें।

Note : [I] Please also see the warnning at the top of this Attestation Form.

[II] प्रत्येक प्रश्न का विशिष्ट उत्तर दें और 'हाँ' और 'नहीं' को जैसा भी हो काट दें।

[III] Specific answer to each questions should be given by striking out 'yes' or 'No' as the case may be.

13. अपनी बस्ती के उन दो जिम्मेवार व्यक्तियों या दो निर्देशियों (रेफरी) के नाम और पूरा पता लिखें जो आपको जानते हों।  
 Name, with complete, addresses of two responsible persons of your locality or two referees to whom you are known.

1 : .....  
 2 : .....  
 1 : .....  
 2 : .....

मैं प्रमाणित करता हूँ कि उपर्युक्त विवरण मेरी जानकारी और विश्वास के अनुसार सही और पूर्ण है, मेरी जानकारी में ऐसा कोई परिस्थितियाँ नहीं है जिनसे कि सरकार के अधीन नौकरी के लिए मेरी योग्यता पर आँच आये।  
 I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under the company.

उम्मीदवार के हस्ताक्षर

Signature of Candidate

तारीख

Date.....

स्थान

Place.....

**पहचान पत्र**  
**IDENTITY CERTIFICATE (S)**

इस प्रमाण पत्र पर निम्नलिखित में से किसी एक के हस्ताक्षर होने चाहिए :-

Certificate to be signed by any one of the following :

- (i) केन्द्रीय या राज्य सरकार के राजपत्रित अधिकारी  
Gazetted officers of Central or State Governments
- (ii) उस नियोजन क्षेत्र के संसद सदस्य या राज्य विधान मण्डल के सदस्य जिसमें उम्मीदवार या उसके माता-पिता सामान्यतः रहते हैं।  
Members of Parliament or State legislature belonging to the constituency where the candidate of his Parent/guardian is original resident.
- (iii) सब डिविजनल मजिस्ट्रेट/ऑफिसर  
Sub Divisional Magistrates/Officers
- (iv) मजिस्ट्रेट को अधिक शक्तियों का प्रयोग हेतु प्राधिकृत तहसीलदार या नयाब/उपतहसीलदार ।  
Tehsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.
- (v) मान्यता प्राप्त उन सभी स्कूलों/कॉलेजों / संस्थाओं के प्रधानाचार्यों और मुख्य अध्यापक जहाँ उम्मीदवार ने अन्तिम शिक्षा ग्रहण की है।  
Principals/Headmasters of all recognised School/College/Institution where the candidate studied last.
- (vi) प्रखण्ड विकास अधिकारी ।  
Block Development Officers.
- (vii) पोस्ट मास्टर और  
Post Master and
- (viii) पंचायत इन्स्पेक्टर ।  
Panchayat Inspectors

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी.....  
पुत्र/पुत्री/पत्नी श्री.....का गत.....वर्ष.....महीनों से जानता हूँ  
और उन्होंने जो विवरण दिया है वह मेरी जानकारी और विश्वास के अनुसार सही है।  
Certified that I have known Shri/Shrimati/Kumari.....son/daughter/wife of  
Shri.....for the last.....years.....months and  
that to the best of my knowledge and belief that the particulars furnished by him/her correct.

स्थान

Place.....

हस्ताक्षर

Signature.....

दिनांक

Date.....

पदनाम या ओहदा तथा पता मुहर के साथ

Designation or status and address with Stamp

(कार्यालय द्वारा भरे जाने के लिए)  
(TO BE FILLED IN BY THE OFFICER)

नियुक्त करने वाले प्राधिकारी का नाम, पदनाम और पूरा पता ।

Name designation and full address of the appointing authority

उस पद का नाम जिस पर प्रत्याशी को नियोजित के सम्बन्ध  
में विचार किया जा रहा है।

Post for which the candidate is being considered.





**Annexure-II**

**Character Certificate Form**

Certified that to the best of my knowledge and belief

Mr./ Ms \_\_\_\_\_

Son/ Daughter of Mr. \_\_\_\_\_

bears a good character and there is nothing against him/her which would disqualify him/ her from employment.

Signature \_\_\_\_\_

Name \_\_\_\_\_

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

Date \_\_\_\_\_

\*To be obtained from gazetted officer of Central/ State Government

**Annexure-III**

**Marriage Declaration Form**

I declare as under [Please put a tick mark (✓) as applicable]:

1. I am unmarried/ a widower/ a widow.
2. I am married and have only one wife/ husband living.
3. I am unmarried and my husband has no other living wife to the best of my knowledge.
4. I am married and have more than one wife living. Application for exemption is enclosed.
5. I am married to a person who has already one more wife living. Application for grant of exemption is enclosed.

I affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

\_\_\_\_\_  
Signature of the candidate

Name \_\_\_\_\_

Date \_\_\_\_\_



## **Statement of Relatives of Foreign Nationality/ Domicile**

1. Close relations who are nationals or are domiciled in other countries:

Relation	Name	Nationality	Present Address	Place of Birth	Occupation*
Father					
Mother					
Wife/ Husband					
Son					
Daughter					
Brother					
Sister					

2. Close relations of foreign origin residents in India

Relation	Name	Nationality	Present Address	Place of Birth	Occupation*
Father					
Mother					
Wife/ Husband					
Son					
Daughter					
Brother					
Sister					

\*If working in Govt. department, indicate department, place of posting and date since working.

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

\_\_\_\_\_  
Signature of the candidate

Date\_\_\_\_\_

Name\_\_\_\_\_

**Note:**

1. Suppression of information in this form will be considered a major departmental offence for which the punishment may extend to dismissal from service.
2. Subsequent change, if any, in the above data should be reported to the head of department/ office at the end of each year.





**Form of Declaration Regarding Relationship with a Director of the Company (SEC. 314.) of the Companies Act Read with SEC. 2(41) and SEC. 6.**

Meaning of "Relative" Sec 2(41) and Sec. 6 of the Companies Act.

A person shall be deemed to be a relative of another if, and only if:-

- a) They are members of Hindu undivided family, or
- b) They are husband and wife, or
- c) The one is related to the other in the manner indicated in Schedule – 1-A.

**SCHEDULE 1A**

List of Relative

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| 1. Father                             | 12. Son's daughter                   |
| 2. Mother (including step-mother)     | 13. Son's daughter's husband         |
| 3. Son (including step-son)           | 14. Daughter's husband               |
| 4. Son's Wife                         | 15. Daughter's son                   |
| 5. Daughter (including step-daughter) | 16. Daughter's son's wife            |
| 6. Father's father                    | 17. Daughter's daughter              |
| 7. Father's mother                    | 18. Daughter's daughter's husband    |
| 8. Mother's mother                    | 19. Brother (including step-brother) |
| 9. Mother's father                    | 20. Brother's Wife                   |
| 10. Son's son                         | 21. Sister (including step-sister)   |
| 11. Son's son's wife                  | 22. Sister's husband                 |

Explanation-By virtue of Clause (C), the following persons will also be relatives:-

- |                           |                           |
|---------------------------|---------------------------|
| Husband's father          | Husband's mother's father |
| Husband's mother          | Husband's mother's mother |
| Wife's father's father    | Wife's Mother's Father    |
| Husband's father's mother | Husband's Brother         |
| Wife's father             | Husband's Sister          |
| Wife's mother             | Wife's Brother            |

**C-Declaration:**

\* (a) I declare that I am related to Mr. \_\_\_\_\_ Director of the Company

\_\_\_\_\_  
(Give relationship).

\* (b) I declare that I am not related to any of the Directors of the Company in any of the ways given above.

Post applied for \_\_\_\_\_ or

Offered \_\_\_\_\_.

\*Strike out whichever is in-applicable.

\_\_\_\_\_  
Signature of the candidate

Date\_\_\_\_\_

Name\_\_\_\_\_

## SC/ST Certificate Proforma

### FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES OR SCHEDULED TRIBES CANDIDATES

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ of State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ 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 Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

\* 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 Order (Amendment) Act, 1976;

\* The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;

\* The Constitution (Dadara 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 and Kashmir) Scheduled Tribes Order, 1989;

\* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

\* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

\* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991;

2. # 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 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 the Office)

Place: \_\_\_\_\_ State/Union Territory\* \_\_\_\_\_

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

\* Please delete the word(s) which are not applicable.

\* Please quote specific Presidential Order

\* Delete the paragraph which is not applicable

# Applicable in the case of SC/ST Persons who have migrated from another State/UT.

#### IMPORTANT NOTES

1. The term "ordinarily reside(s)\*\*\*" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

2. Officers competent to issue Caste/Tribe certificates:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector /Ist Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-divisional Officer of the area where the candidate and/or his family normally reside(s).

(v) Administrator/Secretary to Administrator/Development Officer (Lakshdweep Island).

**3. Certificate issued by any other authority will be rejected**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES**

**APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA  
AND CENTRAL GOVERNMENT PUBLIC SECTOR UNDERTAKING**

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 (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.



**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE**  
**IN ADDITION TO THE COMMUNITY CERTIFICATE (OBC)**

I..... son/daughter of Shri  
..... resident of village/town/city  
.....District.....State.....  
hereby declare that I belong to the .....community which is  
recognized as a backward class by the Government of India for the purpose of reservation in  
services as per orders contained in Department of Personnel and Training Office Memorandum  
No.36102/22/93-Essth.(SCT) dated 8-9-1993. It is also declared that I do not belong to  
persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred  
Office Memorandum dated 8-9-1993.

My community has been recognized as a Backward Class under the Government of India,  
Ministry of Social Justice and Empowerment's Resolution No.  
.....dated .....\*.

\*As mentioned in the OBC certificate

Date.....

(SIGNATURE OF THE CANDIDATE)

FULL NAME .....

ADDRESS : .....

**DECLARATION/UNDERTAKING - FOR OBC (Non Creamy Layer) CANDIDATES ONLY**

I, Mr./Ms. \_\_\_\_\_ son/daughter of Shri  
\_\_\_\_\_ resident of village/town/city  
\_\_\_\_\_ district \_\_\_\_\_ State \_\_\_\_\_ hereby declare  
that I belong to the \_\_\_\_\_ community which is recognised as a backward class by the  
Government of India for the purpose of reservation in services as per orders contained in  
Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated  
8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer)  
mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated  
8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum  
No.36033/3/2004 Estt.(Res.) dated 9/3/2004 and further modified vide OM No  
36033/3/2004-Estt.(Res.) dated 14/10/2008 or the latest notification of the Government of  
India.

I also declare that the condition of status/annual income for 'Creamy Layer' of my parents is  
within prescribed limits as on financial year ending on March 31, .....

Signature of the Candidate

Place:  
Date:

Note : Declaration/undertaking not signed by Candidate will be rejected

**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** \_\_\_\_\_

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 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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\*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 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.