

**FORMAT OF APPLICATION**

(Registered/Speed Post only)



1. Full name (In block letters) : \_\_\_\_\_
2. Father's full name (in block letters) : \_\_\_\_\_
3. Post Applied for and Trade : Post - \_\_\_\_\_ Trade - \_\_\_\_\_
4. Permanent Address with pin code : \_\_\_\_\_  
\_\_\_\_\_
5. Address for correspondence with Pin code : \_\_\_\_\_  
\_\_\_\_\_
6. Email ID : \_\_\_\_\_
7. Mobile No. : \_\_\_\_\_
8. Citizenship : Indian / Others (Tick)  
(Authentic proof to show Indian Citizenship to be submitted)
9. Date of Birth ( By Christian Era ) : DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_  
(in format- Day-Month-Year)
10. Age as on 01.07.2020 : Years: \_\_\_\_\_ Months: \_\_\_\_\_ Days: \_\_\_\_\_
11. Reservation Category : Are you a member of **UR/EWS/SC/ST/OBC (non creamy layer)** (Tick)  
(i) If yes, candidate should submit caste certificate for SC/ST/OBC and Income & Assets certificate for Economically Weaker Sections (EWS) issued by the competent Authority in prescribed format.(Format enclosed)  
(ii) OBC candidate should also submit non-creamy layer certificate for appointment to post under the Govt.of India.
12. Category : Ex-SM/Others (Tick)  
If Ex-SM : Ex-Serviceman : Length of Service Years: \_\_\_\_\_ Months: \_\_\_\_\_ Days: \_\_\_\_\_  
(Ex-serviceman candidate should submit certificates for availing the age relaxation)
13. Educational Qualification : Name of School - \_\_\_\_\_  
(Details of VIII<sup>th</sup> Std) : Year of passing - \_\_\_\_\_
14. Technical Qualification : Name of Technical Institute - \_\_\_\_\_  
: Trade - \_\_\_\_\_ Year of passing - \_\_\_\_\_
15. Trade experience period : Name of Institute/firms etc - \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ in the trade \_\_\_\_\_
16. Issue of Driving License details with validity [in case of Mechanic (MV) only]:  
Date of issue of Driving Licence : HMV : \_\_\_\_\_ Validity : \_\_\_\_\_  
(License copy enclosed should match the details & their renewals. If details are not available on License then enclose self attested copy of Driving License Extract showing all details of License endorsement)
17. Home Guard Service : From \_\_\_\_\_ To \_\_\_\_\_
18. Any other relevant information : \_\_\_\_\_

Date:  
Place:

**Signature of Candidate**

**Encl.: List of documents attached with, duly self attested**

i) Age proof, ii) Educational Qualification, iii) Technical Qualification iv) Technical Experience v) Driving Licence/Licence Extract [in case of Mechanic (MV)] vi) EWS/SC/ST/OBC/Ex-SM certificate issued by Competent Authority in the prescribed format for appointment to posts under the Government of India vii) Copy of Citizenship Certificate/Permanent Residential Certificate or any certificate issued by State/Central Govt. to show Indian Citizenship viii) Form of certificate in form 9 for Other Backward Classes (non creamy layer) (in case applied under OBC reservation).

**FORM OF CASTE CERTIFICATE (SC/ST)**

**The form of certificate to be produced by Scheduled Caste/Scheduled Tribes candidates applying for appointment to posts under the 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/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 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, 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 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar 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) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

Contd..2/-



**% 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/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 State/Union Territory\* of ..... issued by the ..... dated .....

**% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of.....**

Signature.....  
\*\*Designation.....  
(With Seal of Office)  
State/Union Territory\*  
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 Scheduled Caste/Scheduled Tribe Certificate.**
- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(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 Officer of the area where the candidate and/or his/her family normally resides.
  - (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

## FORM OF CASTE CERTIFICATE (OBC)

**The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.**

This is to certify that Shri/Shrimati/Kumari\*.....son/daughter\* of Shri..... of village/town\* .....in District/Division\*..... of the State/Union Territory\*.....belongs to the .....Community which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.



@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 2011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari\*.....and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/ Union Territory\* of.....

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 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

\*\*Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

\*Please delete the words which are not applicable.

@ Strike out whichever 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 OBC Certificate**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. †(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 Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

**Note 2:**The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

**Note 3:**No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

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 posses 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, Schedules Tribe and Other Backward Classes (Central List).

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport  
size attested  
photograph of  
the applicant

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

\*\* Note 2: The terms "Family" for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children on 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.