



कार्यालय मुख्य आयुक्त
OFFICE OF THE CHIEF COMMISSIONER
सी.जी.एस.टी., केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क, भोपाल ज़ोन
C.G.S.T., CENTRAL EXCISE & CUSTOMS, BHOPAL ZONE
35-C, जी.एस.टी भवन, प्रशासनिक क्षेत्र, अरेरा हिल्स, भोपाल
35-C, GST Bhawan, Administrative Area, AreraHills, Bhopal Tel.No.
0755-2765208 Email: ccu-cexbpl@nic.in / ccobhopal@gmail.com

F.No. II(03)05/CCU/BZ/2024

Bhopal, dated: 04.09.2024

Circular/Advertisement

Sub: Recruitment of Meritorious Sportsperson under Sports Quota

The Chief Commissioner, CGST, Central Excise & Customs, Bhopal Zone invites applications from the meritorious sportsperson for recruitments under Sports Quota who fulfills other eligibility conditions, such as, age, educational and other qualifications, etc., for the following Group 'C' posts: -

S.No.	Name of the Post	No. of Post	Pay level in the Pay Matrix
1	Tax Assistant	5	Level-4 (Rs 25,500 - Rs.81,100)
2	Stenographer	1	Level-4 (Rs 25,500 - Rs.81,100)
3	Hawaldar	8	Level-1 (Rs 18,000 - Rs.56,900)
4	Multi Tasking Staff	1	Level-1 (Rs 18,000 - Rs.56,900)

2. Important Dates:-

Check Points	Date
Date of Issue of Notification	04.09.2024
Last date of submission of the Application	30.09.2024 (18.00hrs)
Last date of submission of the Application for only such candidates domiciled in North Eastern states, Andaman & Nicobar Islands, Lakshadweep, Jammu & Kashmir and Ladakh)	15.10.2024 (18.00hrs)
Cut-off date for Minimum/Maximum Age	01.09.2024

3. Eligibility Conditions: -

3.1. Educational Qualification, Age limit and Skill Test of the applicants for different posts shall be as given in the Table below. The Cut-off date for age and Educational Qualification is **01.09.2024**:


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Post	Educational qualification	Age Limit	Skill Test
Tax Assistant	Bachelor's Degrees of a recognized University or equivalent	18 to 27 years	Data Entry Speed test: 8000 key depressions per hour
Stenographer Grade-II	12 th Standard Pass or equivalent from a recognized Board or University	18 to 27 years	(i) Dictation: 10 minutes @ 80 words per minute, (ii) Transcription: 50 minutes (English) 65 minutes (Hindi) (on computer)
Havaldar	Matriculation or equivalent pass from a recognized Board	18 to 27 years	Possess the Physical standards and pass Physical Test as specified below:- For Male Candidates:- Height: 157.5 cms. (relaxable by 5 cms. in the case of Garhwalis, Assamese, Gorkhas, and members of Schedule Tribes) Chest-81 cms. (Fully expanded with a minimum expansion of 5 cm.) Physical Test: Walking 1600 Meters in 15 minutes For Female Candidates: - Height: 152 cms. relaxable by 2.5 Cms in the case of Garhwalis, Assamese, Gorkhas, and members of Schedule Tribes) Weight: - 48 kg (relaxable by 2 Kg in the case of Garhwalis, Assamese, Gorkhas, and members of Schedule Tribes) Physical Test: Walking 1KM in 20 minutes
MTS	Matriculation or equivalent pass from a recognized Board or Institution.	18 to 27 years	-


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Note: Candidate must apply for any/all of above posts in a single application only.

3.2 Relaxation in upper age: Relaxation in upper age limit by five (5) years shall be allowed in each case. In addition, relaxation in upper age limit of five years shall be allowed only to candidates belonging to Scheduled Cast (SC)/Scheduled Tribe (ST) in each case. Accordingly, total 10 Years of age relaxation is allowed to candidates belonging to SC/ST only. Although additional age relaxation as mentioned above shall be provided to SC/ST candidates, no post shall be reserved for any category of candidates.

NOTE 1: *Age relaxation as mentioned above, will be admissible only to those sportspersons who satisfy all other eligibility conditions related to education and sports qualifications, backed by a certificate in the prescribed form, from an authority, as detailed in this Notification.*

3.3. Meritorious Sportsperson: - A candidate shall be considered as meritorious sportsperson for the purpose of recruitment under this notification with reference to following criteria: -

(i) Sportsmen who have represented a State or the country in the National or International competition; or Medal winners in Junior National Championships; or Medal winners in Khelo India Youth Games (age category above 18 years); or Khelo India Winter Games; or Khelo India Para Games; or Medal winners in Khelo India University Games; or Medal winners in School Games Federation of India (SGFI) in any of the games/sports mentioned in para 6 of this notification as per the DoPT Office Memorandum No. DOPT-1720781414772 dated 04.03.2024, as amended from time to time.

For Chess: Grand Master (GM) Title, International Master (IM) Title, Chess Olympiad. IM/GM title should be in Open Category like Woman Grandmaster (WGM) etc. While National Open Chess Championship is treated as National Championships, the medal winning performance in National Team Chess Championship will also be considered for recruitment.

(ii) Sportspersons who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Boards in any of the sports/games mentioned in para 6 of this notification as per the DoPT Office Memorandum No. DOPT-1720781414772 dated 04.03.2024, as amended from time to time.

(iii) Sportspersons who have represented the State School Teams in the National Sports/games for schools conducted by the All-India School Games Federation in any of the games/sports mentioned in para 6 of this notification as per the DoPT Office Memorandum No. DOPT-1720781414772 dated 04.03.2024, as amended from time to time.

NOTE 2: *The merit of Sportspersons, who fulfill the eligibility conditions, shall be considered/decided in the order of preference given in para VI (a) to (f) of the DoPT Office Memorandum No. DOPT-1720781414772 dated 04.03.2024.*

Handwritten signature and date: 04.09.2024

NOTE 3: Eligibility of the candidates will be considered based on the performance / representation in the sports events as detailed at Para No. 3.3 above, that were concluded on or after 01.01.2019 only, and the candidate should be an active sportsperson.

4. Application: - The willing and eligible applicants may send their applications in the proforma prescribed on or before 30th September, 2024 till 6.00 PM (15th October, 2024 till 06.00 PM for only such candidates domiciled in North Eastern states, Andaman & Nicobar Islands, Lakshadweep, Jammu & Kashmir and Ladakh) either by post or by hand addressed to the Additional Commissioner (CCA), Office of Chief Commissioner, CGST, Central Excise & Customs, Bhopal Zone.


Further, details regarding educational qualifications, proforma for Submission of applications and other eligibility conditions are available on department's website <https://ccobz.gov.in/>.

5 Certificates to be enclosed: - Self-attested copies of the following certificates are to be enclosed/affixed along with the application and **no originals to be enclosed along with the application:** -

- i. Matriculation/SSC /Birth Certificate for proof of age
- ii. Educational Qualification Certificates
- iii. Caste Certificate (in support of claim)
- iv. Sports/Games Certificates
- v. NOC from the present employer, if applicable
- vi. Aadhar Card/PAN CARD
- vii. Recent Passport Size Photo (to be affixed on the application form)
- viii. Certificates on Eligibility for Recruitment of Sportspersons (regarding representation / award in the prescribed Form- 1, 2, 3, 4 & 5', as may be applicable) from the authorities as mentioned in Para 8 below.

6. Disciplines of Sports Eligible: - Meritorious Sportspersons from the following 65 Disciplines of sports, as listed in the Department of Personal Training (DoPT) OM DOPT-1720781414772 dated 04.03.2024 are eligible to apply for recruitment to the above mentioned posts/grades under the Sports Quota:-

S.No.	Name of Sport	S.No.	Name of Sport
1.	Archery	34.	Mallakhamb
2.	Athletics	35.	Motor Sports
3.	Atya – Patya	36.	Net Ball
4.	Badminton	37.	Para Sports (for sports discipline included in Para Olympics and Para Asian Games)
5.	Ball-Badminton	38.	Pencak Silat
6.	Baseball	39.	Polo
7.	Basketball	40.	Power lifting


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8.	Billiards & Snookers	41.	Shooting
9.	Body-Building	42.	Shooting Ball
10.	Boxing	43.	Roll Ball
11.	Bridge	44.	Roller Skating
12.	Carrom	45.	Rowing
13.	Chess	46.	Rugby
14.	Cricket	47.	Sepak Takraw
15.	Cycling	48.	Soft Ball
16.	Cycle Polo	49.	Soft Tennis
17.	Deaf Sports	50.	Squash
18.	Equestrian	51.	Swimming
19.	Fencing	52.	Table Tennis
20.	Football	53.	Taekwondo
21.	Golf	54.	Tenni-Koit
22.	Gymnastics	55.	Tennis
23.	Handball	56.	Tenpin Bowling
24.	Hockey	57.	Triathlon
25.	Ice-Hockey	58.	Tug-of-war
26.	Ice-Skating	59.	Volleyball
27.	Ice-Skiing	60.	Weightlifting
28.	Judo	61.	Wushu
29.	Kabaddi	62.	Wrestling
30.	Karate	63.	Yachting
31.	Kayaking & Canoeing	64.	Tennis Ball Cricket
32.	Kho - Kho	65.	Yogasana
33.	Kudo		

7. List of authorities competent to award certificates on eligibility for recruitment of sports persons: -

While Considering the eligibility of the applicant, only the certificates awarded by the authorities mentioned hereunder shall be considered as evidence in support of having participated in competitions in any of the Sports/Games mentioned at Para 5 above: -

S.No.	Competition	Authority Awarding Certificate	Form in which Certificate is to be awarded
1	International Competition	Secretary of the National Federation of the Game concerned.	Form-1 (Annexure-A)
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.	Form-2 (Annexure-B)
3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned.	Form-3 (Annexure-C)
4	National/Sports Games for Schools	Director or Additional/Joint or Deputy Director in overall charge	Form-4 (Annexure-D)


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		of sports/ games for Schools in the Directorate of Public Instructions/Education of the State.	
5	Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games /Khelo India Para Games	Officer designated/Officer in charge from Sports Authority of India (SAI) for Khelo India University, Khelo India Youth Games, Khelo India Winter Games/Khelo India Para Games.	Form-5 (Annexure-E)

Note 1: Specimens of 'Forms 1, 2, 3, 4 & 5' referred above, are given with this notification.

*Note 2: Application of a candidate, who doesn't enclose certificates issued by the authorities as mentioned above, **shall not be considered** for further processing.*

8. General instructions to the applicants:

- (i) The applicant has to go through the notification, eligibility criteria, instructions to candidates, vacancy positions, other conditions and instructions etc. carefully before filling up the application form in the given format.
- (ii) Recent passport size photograph should be affixed on the Application in the space provided for the said purpose.
- (iii) Application not containing the required details/ enclosures, or which are incomplete and/or unsigned, will not be entertained/considered.
- (iv) Failure to comply with the instructions/conditions prescribed in this recruitment advertisement/notice will result in rejection of the application, and no such intimation will be served, nor any communication in this regard will be entertained.
- (v) The candidate can apply for more than one post in a single application, but only one application should be submitted by the candidate. **If any candidate submits more than one application, all such applications will be summarily rejected.**
- (vi) If a candidate desires to be considered for more than one game/sport, the candidate may select the relevant games/sports while filling the single application form. In no circumstance, the candidate should submit more than one application.
- (vii) The applicant should clearly indicate the preference of the posts in the application form to application third preference etc. which he is applying, as first preference, second preference,
- (viii) Failure to indicate the posts in the column "Post applied for" will make the application liable for rejection without any further correspondence.
- (ix) Candidates seeking relaxation benefits must ensure that they are entitled to such relaxation as per the eligibility prescribed in the notification and furnish relevant documents in support of the same.


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(x) Copy of the Caste Certificate for SC/ST & OBC category candidates in the prescribed form (Prescribed for appointment under Government of India) from the competent authority is to be enclosed along with the application form. **No original Certificate to be enclosed.**

(xi) The candidate should be clear in all the Doping tests done by the World Anti-Doping Agency (WADA), National Anti-Doping Agency (NADA) or any other relevant authorities.

(xii) Further, there should be no ongoing investigation against the candidate regarding Doping or using unfair means of any nature to compete or win in any of Sporting event. A declaration to this effect must be given by the candidate.

(xiii) The format of certificates and the competent authorities for issuing the certificates of achievements are mentioned at Para No. 4 above.

(xiv) The certificates of sports achievements submitted in any other form, or from authorities not competent to issue the same, will be ignored.

(xv) Sportspersons who are already employed in Central Government or State Government departments/organizations or PSUs should furnish an NOC from the present employer.

(xvi) The candidates will be intimated about any information regarding the recruitment process on their E-mail ID mentioned in their respective application form.

9. Terms & Conditions governing the application:

(i) The eligible applicants will be shortlisted by this Office and called for a proficiency sports trial, only if required, and the date, time and venue of such trials/tests will be communicated in due course of time.

(ii) The candidates are required to make their own arrangements for attending such proficiency trials, if called for, by this office. Success in the above tests confer no right to appointment unless Department finds the candidate suitable.

(iii) The Selected candidates are liable to be posted in any offices of the CGST, Central Excise & Customs under the Cadre Control of the Chief Commissioner of CGST, Central Excise & Customs, Bhopal Zone.

(iv) Candidates Selected, at the time of joining, should execute an undertaking/bond, whereby he/she undertakes not to resign/quit the job offered or seek transfer on any ground within a minimum period of five years from the date of joining the Department.

(v) In the event of any tie or in any other case, the decision of the Chief Commissioner of CGST, Central Excise & Customs, Bhopal Zone or an Officer authorized on his/her behalf shall be final.

(vi) Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.


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(vii) The Chief Commissioner of CGST, Central Excise & Customs, Bhopal Zone reserves the right to cancel the recruitment process at any stage without assigning any reason.

(viii) In case of any discrepancy regarding the wordings in this advertisement/Notice, the English version of the advertisement/Notice will prevail over the version in other languages.

(ix) The selected candidates will be on probation for 2 years or such period as per extant instructions of the Government of India.

(x) The selected candidates should produce all the relevant certificates in original for verification at the time when they are called for.

(xi) Medical fitness of the candidates will be ascertained before their formal appointment.

(xii) The appointment of the candidates will be subject to clearance received in this regard from the Police authorities of their current place of residence after verification.

(xiii) If at any stage during or after the recruitment process, the candidate is found to have furnished any wrong information, statement or declaration or falsified/ misrepresented any facts, his/her candidature/ appointment will be liable for cancellation.

10. Submission of Application: The envelope containing the application, and other enclosures, should be super-scribed as "Application for the Post of Tax Assistant / Stenographer-Gr-II/ Havaladar/MTS under Sports Quota Recruitment". The application, together with all enclosures, must reach the following address by the due date & time as mentioned at Para 11 below:

**The Additional Commissioner (CCA),
CGST, Central Excise & Customs, Bhopal Zone,
35-C. GST Bhawan, Administrative Area, Arera Hills, Bhopal-462011.**

11. The last date for receipt of the application is 30th September, 2024 till 6.00 PM (15th October, 2024 till 06.00 PM for only such candidates domiciled in North Eastern states, Andaman & Nicobar Islands, Lakshadweep, Jammu & Kashmir and Ladakh)

12. Applications received beyond the stipulated date & time will not be entertained under any circumstances. No personal contacts whatsoever will be entertained in this regard.


04.09.2024

**(Faraz Ahmad Qureshi)
Additional Commissioner (CCA)
CGST, Bhopal Zone**

APPLICATION FOR THE POST OF TAX ASSISTANT/STENOGRAPHER
GRADE-II/ HAVALDAR/MULTI-TASKING STAFF
SPORTS QUOTA RECRUITMENT FOR THE YEAR 2024

Applied for the post of Discipline/Games	A passport size photograph of the candidate is to be pasted and duly signed
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(Please fill the form in Capital letters only)

(Please use Blue/Black Ink Pen only)

Sl. No.	Particulars	Details
1.	Name of the Candidate (in Full)	
2.	Father's Name	
3.	Mother's Name	
4.	Permanent Residential Address	
5.	Address for Communication	
6.	Date of Birth (DD/MM/YYYY)	
7.	Age as on 01.09.2024 (. Years. Months)	
8.	Category (SC/ST/OBC/EWS/UR)	
9.	Educational Qualification	
10.	Level of Representation in games/ sports (indicate whether represented) (a) Country/State (b) University (c) State Schools Team	

11.	Full details regarding Name of Event, Year, Month when even was held and position secured	
12.	Any Other special achievement	
13.	Documents to be Submitted: a) 10 th /12 th /Graduate/Post-Graduate Marks Sheets and Certificates of the University (as applicable) b) Age Proof (as per matriculation certificate) c) Sports Certificates d) Caste Certificate (in case of OBC/SC/ST applicants) e) Identity Proof (Aadhar, PAN Card) f) EWS Certificate, if available	
14.	Details of Present Employer, if any	
15.	Mobile Number	
16.	E-mail id, if any	
17.	Post Preference (Tax Assistant/Stenographer Grade-II/Havaldar/Multi- Tasking Staff)	1. 2. 3. 4.

DECLARATION

I hereby solemnly declare that all information given in this application is true and complete to the best of my knowledge and belief. If any irregularity/ Information is noticed incorrect/false at any state, my candidature/ service stands liable to be cancelled/ terminated, any time.

Place:

Signature:

Date:

Name:

ANNEXURE 'A'

Specimen forms referred to in Col. 3 of the Table in para A.V

FORM I

(for representing India in an international Competition in one of the recognized Games/Sports).

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsmen for employment to Group C & D Service under the Central Government

Certified that Shri/Smt./Kumar _____
Son/Wife/Daughter of Shri _____ and resident of

_____ represented the
(complete address)

country in the game/event of _____ in
_____ competition/Tournament held at
_____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the office of National Federation/National Association of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of the Federation/National
Association _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-
Estt(D) dated 4th August, 1980)

FORM:-2

(for representing a State in India in a Nation competition in one of the recognized Games/Sports.)

STATE ASSOCIATION OF _____ IN THE GAME _____ OF _____

Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government

Certified that Shri/Smt./Kumar _____
son/wife/daughter of Shri _____ and resident of _____
_____ represented the State of _____
(complete address)

_____ in the _____ game/event of _____
_____ in the National Competition/Tournament held at _____
_____ from _____ to _____.

The position obtained by the individual /team in the above said Competition/Tournament was _____.

The certificate is being given on the basis of record available in the office of the State Association of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of the State Association _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Secretary of the State Association.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM 3

(For representing a University in the Inter-University Competition in one of the recognized Games/sports).

UNIVERSITY OF _____

Certificate to a meritorious sportsman for employment to a Group C&D service under the Central Government

Certified that Shri/Smt./Kumari _____
Son/Wife/Daughter of Shri _____
Resident of _____ student of _____
Represented the University of _____ in Inter-
the game/event of _____ in Inter-
University Competition/Tournament held at _____
from _____ to _____.

The position obtained by the individual/team in the above said competition/tournament was _____.

The certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of the University: _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by Dean/Director or other officer in overall charge of sports in the University of _____

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM – 4

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF _____

Certificate to a meritorious sportsmen for employment to a Group C & D services under the
Central Government

Certified that Shri/Kumari _____
son/daughter of Shri _____ resident
of _____ student of _____
(Complete address)

Represented the _____ State School Team in
the game/event of _____ in the National
Games for _____ schools held
at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament
was _____.

The certificate is being given on the basis of records available in the office of Directorate
of Public Instructions/education of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Director or Additional/Joint
or Deputy Director in overall charge of sports/games/for Schools in the Directorate of
Public Instruction/Education of the State.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-
Estt(D) dated 4th August, 1980)

FORM-5

(For representing in Khelo India University Games/Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games)

Certificate to a meritorious sportsman for employment to a Group C service under the Central Government.

Certified that Shri/Smt./Kumari _____
Son/Wife/Daughter of Shri _____ resident of _____
student of _____
Represented the University/ Institute / School of _____
_____ in the game /event of _____
_____ in Khelo India University
Games/Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games
held at _____ from
_____ to _____.

The position obtained by the individual/team in the above said competition/tournament was _____.

The certificate is being given on the basis of records available in this office.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the officer designated/officer in charge from Sports Authority of India for Khelo India University/ Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games.

FORMAT FOR SC/ ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under 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/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 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 (ST) orders (Amendment) Ordinance 1996@
 The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@
 The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@
 The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@
 The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

%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 belong to the _____ Caste/Tribe which is recognized 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)

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/Ist 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.

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 _____ i n 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

*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.

(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 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/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.

Form-V
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested
photograph

(Showing face only) of the
person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.
_____ son/wife/daughter of Shri _____ Date of Birth
(DD/MM/YY) _____ Age _____ years, male/female _____
registration No. _____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District _____
State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
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(Signature and Seal of Authorised Signatory of
notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Form - VI
Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested
photograph

(Showing face only) of the
person with disability.

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt./Kum.
_____ son/wife/daughter of Shri
_____ Date of Birth (DD/MM/YY) _____ Age
_____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District _____ State
_____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical
impairment/disability has been evaluated as per guidelines (.....number and date of issue
of the guidelines to be specified) for the disabilities ticked below, and is shown against the
relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			

6. Acid attack Victim
7. Low vision &
8. Blindness &
9. Deaf £
10. Hard of Hearing £
11. Speech and Language disability
12. Intellectual Disability
13. Specific Learning Disability
14. Autism Spectrum Disorder
15. Mental illness
16. Chronic Neurological Conditions
17. Multiple sclerosis
18. Parkinson's disease
19. Haemophilia
20. Thalassaemia
21. Sickle Cell disease

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:

In figures: - ----- percent

In words: - ----- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

- i. not necessary,

or

ii. is recommended/after years months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

& e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate
--------------------	---------------	--

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson
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Signature/thumb impression of the person in whose favour certificate of disability is issued.

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Form – VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)
(See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
_____ Date of Birth (DD/MM/YY) _____
_____ Age _____ years, male/female _____ Registration No. _____
permanent resident of House No. _____ Ward/Village/Street _____
Post Office _____ District _____ State _____,
whose photograph is affixed above, and am satisfied that he/she is a case of
_____ disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (.....number and date of issue of
the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			

4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	&		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg. Left/Right/both arms/legs

& - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)

(Name and Seal)

Countersigned
{ Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal) }

Signature/thumb impression of the person in
whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

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