

	भारत सरकार GOVERNMENT OF INDIA प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER केंद्रीय जीएसटी आयुक्तालय, गुवाहाटी CENTRAL GST COMMISSIONERATE, GUWAHATI जीएसटी भवन, केदार रोड, फ्रैंन्सि बाज़ार, गुवाहाटी-781001 GST Bhawan Kedar Road, Fancy Bazar, Guwahati - 781001 Phone No.0361-2730008 Email:ccaghy2021@gmail.com	
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**RECRUITMENT AGAINST SPORTS QUOTA IN THE CGST, CENTRAL
EXCISE & CUSTOMS DEPARTMENT, GUWAHATI ZONE, GUWAHATI-2025**

Central GST, Central Excise & Customs, Guwahati Zone, Guwahati invites applications for recruitment of meritorious Sports Persons in all 65 sports disciplines notified by DoP&T under Sports Quota in the grade of Tax Assistant and Havaladar.

2. Important Dates:-

Check Points	Date
Date of Issue of Notification	23/08/2025
Last date of submission of the application	13/09/2025
Last date of submission of the application for only such candidates domiciled in Andaman & Nicobar Islands, Lakshadweep, Jammu & Kashmir and Ladakh	20/09/2025
Cut-off date for determining the age and other eligibility criteria	13/09/2025

3. Post wise numbers of vacancies for recruitment are as mentioned in the table below:-

Sl. No	Name of the Posts	Total No of Posts	UR	EWS	OBC	SC	ST	Pay (As per 7th CPC)
1.	Tax Assistant	01	01	0	0	0	0	Level-4 in the pay matrix (Rs. 25,500 -81,100)
2.	Havaladar	10	09	0	01	0	0	Level-1 in the pay matrix (Rs. 18,000 -56,900)

4. The application form along with terms and conditions and instructions to the candidates should be downloaded from the Office of the Chief Commissioner CGST, Central Excise & Customs Guwahati Zone website <http://www.cexcusner.gov.in> and official website

of CBIC i.e. <http://www.cbic.gov.in>.

5. The application form duly filled in all respects should be submitted in a closed cover super scribed with words - "Application for Sports Quota Recruitment 2025" and addressed to:

The Additional Commissioner (CCA Cell)
O/o The Principal Commissioner of CGST & Central Excise,
Guwahati Commissionerate,
Room No. 113/112, 1st Floor, GST Bhawan, Kedar Road Fancy
Bazar, Guwahati-781001.

6. Physical Copy of the application, neatly typed on a plain paper in the prescribed formats, enclosed as '**Annexure-A**' & '**Annexure-B**', **along with all requisite enclosures**, as provided in this Recruitment Advertisement/Notice should reach the address mentioned above by post or by hand **by 06:00 PM on or before 13/09/2025 (20/09/2025 till 06:00 PM for the candidates domiciled in Andaman & Nicobar Islands, Lakshadweep, Jammu & Kashmir and Ladakh).**

The applications received after last date will not be entertained under any circumstances.

7. TERMS & CONDITIONS

- Candidates should read the below mentioned terms and conditions and instructions carefully before filling up the form.
 - The application should be strictly as per the pro-forma prescribed. Application not accompanied by the prescribed forms and copies of relevant merit/participation certificates will be liable for rejection.
 - Only one application should be submitted by the candidate. If any candidate submits more than one application, all such applications will be summarily rejected and the candidate will not be eligible.
- The application should be filled up in Block Letters in English using ballpoint pen preferably in **Black ink**.
- Along with the application (Annexure-B, Part-I & II), the following mentioned forms duly filled up and signed by the respective sports authorities as mentioned in the forms (Enclosed as Annexure-A) should be submitted.

List of authorities competent to award certificates on eligibility for recruitment of sportspersons:-

Sl. 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
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.	Form-2
3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned.	Form-3
4	National/Sports / Games for Schools	Director or Additional/ Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State.	Form-4
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

8. ELIGIBILITY CONDITIONS

- I. The candidate must be a citizen of India.
- II. **AGE LIMIT:** The candidate must be of 18 to 27 years of age on 13/09/2025. However, relaxation up to a maximum of 5 years (10 years in the case of those belonging to SC/ST category) shall be allowed in accordance with the provisions of the Department of Personnel & Training (DoP&T) Office Memorandum No.15012/3/84-Estt.(D) dated 12.11.1987.

Note- 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.

III. EDUCATIONAL QUALIFICATION:

Post	Educational and other qualification required
Tax Assistant	1) Degrees from the recognized University or equivalent. 2) Should have basic knowledge in the use of computer applications. 3) Should possess a data entry speed of not less than 8000 key depressions per hour. Note: The speed of 8000 key depressions per hour for data entry work is to be judged by conducting a speed test on the Electronic data processing machine
Havaldar	Matriculation or equivalent from any recognized Board. Note: Candidates will be required to possess the physical standards and pass physical tests as specified in the new Recruitment Rules. For Male Candidates:- Physical standard (minimum) Height – 157.5 Cms (relaxable by 5 Cms in the case of Garhwalis, Assamese, Gorkhas and members of the Schedule Tribes) Chest–81Cms (fully expanded with minimum expansion of 5Cms) Physical Test: Walking–1600 Meters in 15 minutes For Female Candidates:- Physical standard (minimum) Height – 152 Cms ; Weight 48 Kgs. (Height relaxable by 2.5 Cms and weight by 2 Kgs. in the case of Garhwalis, Assamese, Gorkhas and members of the Schedule Tribes) Physical Test: Walking–1 km in 20 minutes.

IV. SPORTS ELIGIBILITY:

The proficiency will be evaluated on the basis of their participation in recognized tournaments/events in the calendar years 2025, 2024, 2023, 2022, 2021 and 2020 for which details should be furnished as Annexure-B Part-I. **Certificates of participation/achievements for which concerned forms issued by concerned Authorities are not enclosed, will not be considered for evaluating the proficiency.** The tournaments/events will be evaluated in the following descending order of importance.

a) Order of Preference:-

a) First preference to those candidates who have represented the country in an International Competition with the clearance of the Department of Sports, Ministry of Youth Affairs and Sports

(b) Next preference may be given to those who have represented a State/U.T. in the Senior or Junior level national Championships organized by the National Sports Federations recognized by Department of Sports, Ministry of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions upto 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.

(c) Next preference may be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter University Sports Board Or Khelo India University Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions upto 3rd place in finals.

(d) Next preference may be given to those who have represented a State/UT in Khelo India Youth Games (age category above 18 years) or Khelo India Winter Games or Khelo India Para Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions upto 3rd place in finals.

(e) Next preference may be given to those who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or positions upto 3rd place.

(If Next preference may be given to those who represented a State/Union Territory/ University /State Schools Teams at the level mentioned in categories (b) to (e) but could not win a medal or position, in the same order of preference.

Note 1: *In the event of tie those who have secured a higher position or won more than one medal may be given the preference.*

Note 2: *Participation in individual and team event/item may be given the same preference.*

Note 3: *No preference may be given for winning more than one medal/position.*

Note 4: *In case of any doubt about the status of a tournament, the matter will be decided by the Department of Personnel & Training in consultation with Department of Sports, Ministry of Youth Affairs and Sports.*

Note:-Only the best three performances during the calendar years 2025, 2024, 2023, 2022, 2021 & 2020 will be considered for evaluation. These should be properly filled up in Annexure-B Part-I of the application.

b) LIST OF GAMES/SPORTS FOR WHICH RECRUITMENT IS BEING MADE:

S. No.	Name of the Sport	S. No.	Name of the Sport	S. No.	Name of the Sport
1.	Archery	23.	Handball	45.	Rowing
2.	Athletics	24.	Hockey	46.	Rugby
3.	Atya-patya	25.	Ice-hockey	47.	Sepak Takraw
4.	Badminton	26.	Ice-skating	48.	Soft Ball
5.	Ball-Badminton	27.	Ice-Skiing	49.	Soft Tennis
6.	Baseball	28.	Judo	50.	Squash
7.	Basketball	29.	Kabaddi	51.	Swimming
8.	Billiards & Snookers	30.	Karate	52.	Table Tennis
9.	Body-Building	31.	Kayaking & Canoeing	53.	Taekwondo
10.	Boxing	32.	Kho-Kho	54.	Tenni-Koit
11.	Bridge	33.	Kudo	55.	Tennis
12.	Carrom	34.	Mallakhamb	56.	Tenpin Bowling
13.	Chess	35.	Motor Sports	57.	Triathlon
14.	Cricket	36.	Net Ball	58.	Tug of War
15.	Cycling	37.	Para Sports (for Sports discipline included in para Olympics and para Asian games)	59.	Volleyball
16.	Cycle-polo	38.	Pencak Silat	60.	Weightlifting
17.	Deaf Sports	39.	Polo	61.	Wushu
18.	Equestrian	40.	Powerlifting	62.	Wrestling
19.	Fencing	41.	Shooting	63.	Yachting
20.	Football	42.	Shooting Ball	64.	Tennis Ball Cricket
21.	Golf	43.	Roll Ball	65.	Yogasana
22.	Gymnastics	44.	Roller Skating		

9. SELECTION OF THE CANDIDATES

a) The applications will be scrutinized and suitable candidates will be shortlisted for further selection process. Department reserves the right to decide the number of candidates to be called for field trials based on the credentials of the candidates. The eligible candidates will have to appear in the field test relevant to Sports discipline.

Success in the above tests confers no right to appointment unless the department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

b) Field trial will be conducted to check the fitness levels and performance of the candidates in the sports/games he had applied for. In case any candidate is unable to take the fitness test for any reason whatsoever or having taken the test is not found fit, he would not be considered for the post. The current form will be evaluated based on the year of participation in recognized tournaments/events in the calendar years 2025, 2024, 2023, 2022, 2021 and 2020 for which the details should be furnished as per Annexure-B Part-I.

c) The shortlisted candidates will be called for data Entry Speed Test (in case they have opted for the post of Tax Assistant), Examination of Physical Standards & Physical Efficiency Test (in case they have opted for the post of Havaladar). The field trials along with Data Entry Test and Physical Efficiency Test will be held in Guwahati. The selected candidates will be required to appear for the same at their own expenses on the dates and time to be indicated later.

10. The applicant should enclose attested copies of the following certificates:-

- (i) Matriculation/SSC or equivalent certificate for proof of age
- (ii) Education qualification Certificate.
- (iii) Sports/games certificates/forms as mentioned in Annexure-A (Form-1, 2, 3, 4, 5).
- (iv) Caste certificate (in support of claim)
- (v) NOC from present employer, if applicable.
- (vi) Aadhar Card.
- (vii) Recent Passport Size Photo (to be affixed on the application form).

11. General Instruction to the applicants:-

- i) The applicant has to go through the notification, eligibility criteria, instruction 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 which he is applying, as first preference, second preference, third preference etc.
- 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.
- 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. 7 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) Sportsperson who are already employed in Central Government or State Government departments/organization 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 or Phone number mentioned in their respective application form.

12. Terms and Conditions governing the application:-

i) The eligible applicants will be shortlisted by this office and called for a proficiency sports trials, only if required, and the date, time and venue of such trials/tests will be communicated in the 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 candidate are liable to be posted anywhere in Guwahati Zone.

iv) The selected candidates will be on probation for 2 years or such period as per the extant instructions of the Government of India. His/her participation in the tournaments / meets on behalf of the Department will also be a deciding factor in the declaration of his/her probation. The selected candidates will be required to represent the CGST, Central Excise and Customs Department, Guwahati Zone, in the tournament/meets as decided at least for ten (10) years. **The selected candidates will also be required to sign an undertaking that he will not seek inter-zonal transfer for a period of 10 years.**

v) In the event of any tie the decision of the appointing authority will be final.

vi) The Principal Commissioner of CGST, Guwahati Commissionerate has got the right to cancel the recruitment process, at any stage without assigning any reason thereof.

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

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

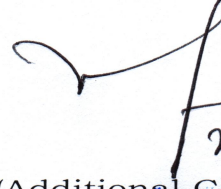
ix) Medical fitness of the candidates will be ascertained before their formal appointment.

x) 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.

xi) If at any stage during 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.

xii) This recruitment is subject to applicable rules for recruitment of meritorious sports persons, issued by Government of India from time to time.

xiii) For update please visit <http://www.cexcusner.gov.in> and <http://www.cbic.gov.in> regularly.


20.08.2025

(Additional Commissioner)
O/o The Principal Commissioner,
CGST Guwahati Commissionerate,
GST Bhawan, Kedar Road, Guwahati-781001
अपर आयुक्त
Additional Commissioner
केन्द्रीय वस्तु एवं सेवा कर, गुवाहाटी
Central Goods & Services Tax, Guwahati

Enclosure:

- i) **Annexure-A:-**Form-1, Form-2, Form-3, Form- 4 & Form-5.
- ii) **Annexure-B Part-I:-** Details of tournaments/events participated in the calendar years 2025, 2024, 2023, 2022, 2021 and 2020.
- iii) **Annexure-B Part-II:-** Application form.
- iv) **Format of Caste certificate:-** OBC, SC, ST and EWS.

FORM-1

(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 a Group C service under the
Central Government.**

Certified that Shri/ Smt./ Kumari _____
son/wife/daughter of Shri _____ and resident
of _____ (complete address) represented the 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 OM No. 147015/1/78-
Estt(D) dated 4th August, 1980)**

FORM-2

(For representing a State in India in a National competition in one of the recognized Games / Sports)

STATE ASSOCIATION OF _____ IN THE GAME _____ OF _____

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

Certified that Shri/ Smt./ Kumari _____ son/wife/daughter of Shri _____ and resident of _____ (complete address) represented the State of _____ 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 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 OM No. 147015/1/78-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 meritorious sportsmen for employment to a Group C service under the Central Government.

Certified that Shri/ Smt./ Kumari _____
son/wife/daughter of Shri _____ and resident
of _____ (complete address) represented the University
of _____ in the game/event of _____ in the 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 record 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 OM No. 147015/1/78-
Estt(D) dated 4th August, 1980)

FORM-4

(For representing a State School Team in the National Games for School in one of the recognized Games / Sports)

DIRECTORATE OF PUBLIC INSTRUCTIONS / EDUCATION OF THE STATE OF

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

Certified that Shri/ Smt./ Kumari _____
son/wife/daughter of Shri _____ and resident
of _____ (complete address) student of
_____ 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 record 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 OM No. 147015/1/78-
Estt(D) dated 4th August, 1980)**

ANNEXURE-A

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 _____
and 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.

(Annexure of Department of Personnel & Training's OM No. 14034/1/2020-Pers. Policy (D) Pt. Vol.II dated 4th March, 2024)

ANNEXURE-B

PART-I

Details of Participation in Sports/Games to be backed by certificates

Sl. No	Date of event	Place where event is held	Name of the tournament/event	Position earned (1 st /2 nd /3 rd / Participated)
Best three performances during the year-2025				
1				
2				
3				
Best three performances during the year-2024				
1				
2				
3				
Best three performances during the year-2023				
1				
2				
3				
Best three performances during the year-2022				
1				
2				
3				
Best three performances during the year-2021				
1				
2				
3				
Best three performances during the year-2020				
1				
2				
3				

ANNEXURE-B

PART-II

APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTSPERSONS FOR THE POST OF TAX ASSISTANT AND HAVALDAR UNDER SPORTS QUOTA.

Applied for the post of 1. _____ 2. _____ Discipline/Games 1. _____ 2. _____	Passport size photograph of the candidate is to be pasted and duly signed.
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1	Candidate's Name (in full)	
2	Father's/Mother's name	
3	Gender (Male/Female)	
4	Permanent Residential Address	
5	Address for communication	
6	Date of Birth (DD/MM/YYYY)	
7	Age (as on 13/09/2025)	
8	Whether General/OBC/EWS/SC/ST (If yes, please enclose certificate)	
9	Educational Qualification	
10	Sports event/game	
11	Details of best performance (mention the name of the event, year & month when event was held and position secured, please enclose proof of the same)	
i	International	
ii	National	
iii	Inter-University	
iv	Khelo India	
v	Any Other event	
12	Details of last performance in sports (proof to be enclosed)	

13	Documents to be submitted (self-attested) Please tick the enclosed documents:	a) Educational certificate/Mark Sheet (Marks list and Certificate of the University as applicable). b) Age proof (as per matriculation certificate). c) Sports Certificate. d) Caste Certificate (In case of OBC/SC/ST/EWS/PH candidates).
14	Phone Number	
15	Email Id	
16	Aadhaar Number	

DECLARATION

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the test/interview, my candidature/appointment is liable to be cancelled/terminated. I have not submitted any other application for this post. I am aware that if I contravene this rule, my application will be rejected summarily by the Department.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification and sports eligibility etc. prescribed for the post.

Place:

Signature of the candidate

Date:

Full Name:

(Form of Certificate to be produced by applicants of Other Backward Classes)

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 Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt(SCT)dated 8.9.1993**.

District Magistrate: _____

Deputy Commissionerate 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 of Certificate as prescribed in MHA OM No.42/21/49/N GS dated 28.1.1952 as revised in Dept of Personnel and Administrative reforms letter no. 36012/6/76-Estt(SCT) dated 29.10.1977, to be produced by a candidate belonging to a SCHEDULED CASTE or SCHEDULED TRIBE in support of his claim

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.

(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/Srimati/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*of _____ 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 quota 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/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 Tahsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

(Form of Certificate to be produced by applicants of Economically Weaker Section)

Government of _____

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATETO 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 gazettes***:

- 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).

Recent Passport size
attested photograph of
the applicant

Signature with seal of Office _____

Name _____

Designation _____

*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.