



सत्यमेव जयते
भारत सरकार

Government of India

प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM

आयकर भवन, P-7, चौंगी स्ववायर, कोलकाता AYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, KOLKATA - 700069.

Telephone no- (033) 2213 6529 / Fax - (033) 2213 6529 / e-mail : kolkata.dcit.pers.est@incometax.gov.in

क्र.सं./F. No. PCCIT/WB & S/Pers./06/Apptt. Of TA/2020-21/Part-I/16826 दिनांक/Dated, Kolkata, 28th December, 2022.

OFFICE MEMORANDUM

Sub: Document Verification of candidates selected through Staff Selection Commission, **Combined Graduate Level Examination, 2020** to the post of **Tax Assistant** in CBDT and allocated to the charge of **Principal Chief Commissioner of Income Tax, West Bengal & Sikkim**— matter regarding.

Please refer to the above.

It is intimated that your name has been recommended by the Staff Selection Commission for appointment to the post of **Tax Assistant** in the Income Tax Department, West Bengal & Sikkim region including Port Blair. It may be kept in mind that you may be posted anywhere in this charge and are liable to be transferred any time anywhere within the charge (i.e. West Bengal & Sikkim region including Port Blair) under the jurisdiction of the Principal Chief Commissioner of Income Tax, W.B. & Sikkim. If you are willing to be posted as **Tax Assistant** in this region, you may fill up the following documents mentioned here under :

- (i) **Blank Attestation Forms** (enclosed in **triplicate**) with a recent passport size photo to be pasted on the first page at the top left corner earmarked in all the three Attestation Forms (totalling to 3) and return these forms to this office for necessary Police Verification. **The items and columns of the Attestation Form should be filled in very legibly. All of them are mandatory and no item of the Forms should be kept blank;**
- (ii) **Medical certificate of fitness** in the prescribed Form 'A' along with statement in Form 'A-I' from any of the following authorities:
 - (a) **In the case of male candidate** –A Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent rank,
 - (b) **In the case of female candidate** –A Registered female medical practitioner possessing a medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956), Indian Medical Central Act, 1970 and Homoeopathy Central Council Act, 1973.
- (iii) **FORM 'B'** :-Two Certificates of good character in the (enclosed) prescribed form i.e. (Form 'B') from two Gazetted Officers of the Central or State Government or one

such certificate from a Stipendiary Magistrate, not related with the appointee by birth or marriage

- (iv) Original certificates in proof of academic and other qualifications, date of birth, caste certificate, certificate of PwBD (ertswhile PH) in case of PwBD (ertswhile PH) category, ID Proof (Aadhar Card/ Voter Card etc.), Pension Papers in case of Ex-Serviceman and Registration card of Employment Exchange (in original), NOC from your previous employer (in case of serving as a Government Servant), affidavit regarding mistake in name/title etc. should be produced. **Coloured Photocopies of the same duly attested by a Gazetted officer should also be submitted.**
- (v) **FORM 'C':-** The appointee must furnish a statement in the prescribed form (Form 'C') (enclosed) giving full particulars of his previous employment, if any, for the last three years under the Govt. of India or under any State Government.
- (vi) **FORM 'G' :-** Before joining, the appointee must give a declaration in the prescribed form (enclosed) to the effect that he/she does not have more than one wife/husband living.
- (vii) A certificate in the enclosed prescribed form will have to be produced by an appointee in support of the claim, if any, for being treated as a member of Scheduled Castes/Scheduled Tribes(**Annexure-II**)& OBC Community(**OBC Certificate Format**). Further, the appointment is subject to following condition in respect of the candidates belonging to the OBC category:
- (a) **A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer. Further, he/she requires to submit the caste certificate (OBC) for current year (i.e.2022) as per DoPT's OM No. 36036/2/2013-Estt.(Res-1) dated 31st March 2016. The crucial date for this purpose will be the closing date for receipt of online application i.e. 31.01.2021.**
- (viii) (a) **EWS :-**An Income and Asset Certificate in the enclosed prescribed format (**Annexure-I**) will have to be produced by an appointee in support of the claim, if any, for being treated as a member of Economically Weaker Sections(EWS) category. The Income and Asset certificate by any one of the following authorities shall only be accepted :-
- (i) District Magistrate /Additional District Magistrate/ Collector/ Dy. Commissioner /Addl.Deputy Commissioner/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- (b) The Income and Asset Certificate shall pertain to the Financial Year prior to the year of application,
- (c) The crucial date for submitting Income and Asset Certificate by the candidate may be treated as the closing date for receipt of application for the post i.e. **31.01.2021.**

- (ix) If the appointee is a subject of Nepal or a resident of Union Territories of Pondicherry, Daman and Diu or a resident of Andaman & Nicobar Islands or of Indian Origin repatriated from Ceylon/Burma and migrated to India or of Indian Origin migrated from Kenya, Uganda and the United Republic of Tanzania, a certificate to that effect must be produced at the time of joining.

In this regard, the candidates figuring in **Annexure 'A'** are directed to submit all relevant forms, duly filled in & original documents (as applicable) and report for Document Verification on the dates mentioned against their names at the **O/o the Joint Commissioner of Income Tax, W.B & Sikkim, 1st Floor, Room No.- 14, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069**, failing which it will be presumed that you are not willing to be appointed as **Tax Assistant** in the Income Tax Department, West Bengal & Sikkim Region. Please note that filling up of the Forms does not necessarily mean that you will be offered appointment to the post of **Tax Assistant** in the Department.

Encl: As stated.

Sdk

(अम्बरीष मिश्रा/ Ambrish Mishra)

उप-आयकर आयुक्त, मुख्यालय (कार्मिक एवं स्थापना),

**Deputy Commissioner of Income Tax ,Hqrs. (Pers. &Estb.), Kolkata
For Pr. CCIT, West Bengal & Sikkim**

मेमो संख्या **M.No.E/16827 -16843/CC**

दिनांक : Dated: 28th December, 2022.

F. No. PCCIT/WB & S/Pers./06/Apptt. Of TA/2020-21/Part-I

सूचना एवं आवश्यक कारवाई के लिये प्रतिलिपि/ Copy forwarded for information and necessary action to:

1. **DCIT Hqrs (Admn. & Vig), Kolkata** with a request to upload this **Office Memorandum along with all the enclosures** on the website www.incometaxkolkata.gov.in so that it can be accessed by all the concerned candidates.
2. **Persons concerned** as per Annexure 'A'.

अम्बरीष मिश्रा
28/12/22

(अम्बरीष मिश्रा/ Ambrish Mishra)

उप-आयकर आयुक्त, मुख्यालय (कार्मिक एवं स्थापना),

**Deputy Commissioner of Income Tax ,Hqrs. (Pers. &Estb.), Kolkata
For Pr. CCIT, West Bengal & Sikkim**

Annexure - 'A'

List of the candidates selected through Staff Selection Commission, Combined Graduate Level Examination, 2020 to the post of Tax Assistant in CBDT and allocated to the charge of Principal Chief Commissioner of Income Tax, West Bengal & Sikkim for Document Verification.

Sl No.	Roll No.	Name of the Candidates	D.O.B	Fathers' name	Cat	Rank	Date of Document Verification
1	4418001048	Md Danish Ansari	30.09.1997	Fakhre Alam	OBC	SL\III\3825	04.01.2023
2	4410083016	Sri Chandrasen Singh	10.09.1998	Ishwar Chandra Singh	OBC	SL\III\3828	
3	2201175276	Sri Vikram Kumar Choudhary	18.01.1996	Bhavnath Choudhary	EWS	SL\III\3975	
4	4410069146	Sri Alok Kumar	06.06.1992	Naresh Kumar	EWS	SL\III\4033	
5	3205604817	Sri Vishal Kumar	15.12.1995	Janeshwar Ojha	EWS	SL\III\4064	
6	3206323500	Sri Mukul Kumar	20.11.2000	Lal Babu Prasad	OBC	SL\III\4099	
7	6005202161	Sri Suprabhat Gupta	27.11.1998	Roshan Lal Gupta	EWS	SL\III\4161	
8	2201040499	Monika	18.08.1998	Narender Singh	EWS	SL\III\4184	
9	3206317374	Sri Mitesh Ranjan Kumar	10.02.1995	Kishori Singh	EWS	SL\III\4195	
10	4205054104	Smt. Priyanka Singh	04.02.1999	Ajay Kumar Singh	EWS	SL\III\4210	
11	3206605700	Sri Amit Kumar	11.09.1992	Matuki Mahto	OBC	SL\III\4216	
12	3206302282	Sri Nand Gopal Verma	08.12.1997	Anil Verma	OBC	SL\III\4240	
13	3205604830	Md Saif Ali	14.08.1996	Md Mokhtar Ahmad	EWS	SL\III\4262	
14	5105007259	Sri Arupjyoti Boro	29.12.1998	Sugrib Boro	ST	SL\III\5818	
15	4415002600	Sri Nishant Bomjan	11.09.1995	Tashi Bomjan	ST	SL\III\5925	
16	8007010348	Sri Ram Kumar Patel	08.06.1984	Janeshwar Singh	ESM	SL\III\6305	

अजायि
28/12/22

ATTESTATION FORM

"WARNING"

1. Furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the immediate unfit for employment under the Government.
2. If the candidate is detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. Subsequent to the submission of the form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent earlier, failing which it will be deemed to be a suppression of factual information.
3. If 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 service would be liable to terminated.



-
1. Name in full
(In Block Capitals)
With aliases, if any

SURNAME

NAME

(Please indicate if you
have added or dropped
at any stage any part of
your name or surname)

- 2.(a) Present Address in full
alongwith Pin code and
Police Station.

- (b) Contact Phone No. &
Mobile No. (if any)
-

(2)

3. (a) Permanent address in full :
alongwith Pin code and
Police Station.

(b) If originally a resident of :
Pakistan, the address in
that Country and the date
of Migration to Indian Union.

4. Particulars of places (with periods of residences) where you have resided for more than one year at a 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 :

FROM	TO	RESIDENTIAL ADDRESS IN FULL (i.e. VILLAGE, THANA AND DISTRICT OR HOUSE NO., LANE, STREET, ROAD & TOWN)	NAME OF THE HEADQUARTERS OF THE PLACE MENTIONED IN THE PRECEDING COLUMN
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	Name in Full with Aliases	Nationality (by birth and/ or by Domicile)	Place of Birth	Occupation (If employed give designation & Official address)	Present Postal Address (if Dead, give last address)	Permanent Home Address
1.	Father					
2.	Mother					
3.	Wife/ Husband					
4.	Brother (s)					
5.	Sister (s)					

(4)

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

Name	Nationality	Place of Birth	Country in which studying/ living with full Address	Date from which studying/living in the country mentioned in Previous column
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6. Nationality :

7. (a) Date of Birth (a) :

(b) Present Age (b) :

8. (a) Place of Birth, District and State in which situated (a) :

(b) Districts and State to Which you belong (b) :

(c) Districts and State to which your father originally belongs to (c) :

9. (a) Your religion (a) :

(b) Are you a member of Scheduled Caste/
Scheduled Tribe/
Other Backward Class ? (b) :

Contd.....P/5

10. Education Qualification showing places of education and with years in Schools and Colleges since passing of school Final or equivalent Examination:

Name of School/ College with full address	Year of entering	Year of leaving	Examination Passed

11. (a) Are you holding or have any time held an appointment under the Central or State Government or a Semi- Govt. or a Quasi-Govt. body or and Autonomous Body or a Public Sector Undertaking or a Private Firm or institution ? If so, give full particulars with dates of employment up to date.

PERIOD		Designation, Emoluments & Nature of service	Full name & Address of Employer	Reasons for leaving Previous service
From	To			

(b) If the previous employment was under the Government of India/State Govt./ an undertaking owned or controlled by the Government of India or a State Govt./ an autonomous Body/ University/ Local Body, furnish details.

(c) If you had left service, was it (i) on giving a month's notice under Rule-5 of the Central Civil Services (Temporary Service Rule, 1965) or (ii) under any similar rule? Further, has any disciplinary proceedings been ever framed against you during the previous employment or had you ever been called upon to explain your conduct in any matter before you gave notice of leaving service or at a subsequent date before your notice was actually accepted? Give details in each appropriate case.

12. (i) (a) Have you ever been arrested ? **Yes / No**
- (b) Have you ever been prosecuted ? **Yes / No**
- (c) Have you ever been kept under detention ? **Yes / No**
- (d) Have you ever been bound down ? **Yes / No**
- (e) Have you ever been fined by a Court of Law ? **Yes / No**
- (f) Have you ever been convicted by a court of Law
For any offence ? **Yes / No**
- (g) Have you ever been debarred from any examination
or rusticated by any University/Selection Commission
for any of its examination/ Selection ? **Yes / No**
- (i) Is any case pending against you in any Court of Law
at the time of filling up this Attestation Form ? **Yes / No**
- (j) Is any case pending against you in any University/
Any other educational authority / Institution at the
time of filling up this Attestation Form ? **Yes / No**
- (k) Whether discharged/ expelled / Withdrawn from any
Training Institution under the Government or otherwise ? **Yes / No**
- (ii) If the answer to any of the above mentioned questions is "YES" give full particulars of
the case/ arrest/ detention/ fine/ conviction/ sentence/ punishment etc. and/ or the
nature of the case pending in the Court/ University/ Educational Authority etc. at the
time of filling up this Form.

N O T E

- i) Please also see the "**WARNING**" at the top of this Attestation form.
- ii) Specific answers at each of the questions should be given by striking out '**YES**' or '**NO**'
as the case may be.
-

13. Names of two responsible persons i)
of your locality or two references to
whom you are known alongwith
their addresses.

ii)

(7)

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any such circumstances which might impair my fitness for employment under Government.

Date _____

Place _____

Signature of the candidate

IDENTITY CERTIFICATE

(CERTIFICATE TO BE SIGNED BY ANY OF THE FOLLOWING)

- (i) Gazetted officer of Central or State Government.
- (ii) Members of Parliament or State Legislature belonging to the Constituency where the candidate or his/her parents/ guardian is ordinary resident.
- (iii) Sub-Divisional Magistrate/ Officer
- (iv) Tahasildars or Naib/Deputy Tahasildars authorized to exercise Magisterial powers
- (v) Principal/ Head Master of the recognized School/ College/ Institution where the candidate studies last.
- (vi) Block Development Officer.
- (vii) Post Master.
- (viii) Panchayat Inspectors

Certified that I have known Shri/ Smt./ Kumari

_____ Son/ Daughter of Shri _____
_____ for last _____ years _____ months
and that to the best of my knowledge and belief that particulars furnished by him/ her are correct.

Date _____

Place _____

Signature,
Designation &
Status Address

TO BE FILLED BY THE OFFICE

- (i) Name, Designation & Full Address of the Appointing Authority
- (i) Pr. Chief Commissioner of Income Tax, WB & Sikkim, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata – 700 069.
- (ii) Post for which the candidate is being considered
- (ii)

Annexure - I

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

*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.

FORM - 'A'

I hereby certify that I have examined Mr. / Mrs. _____
_____ a candidate for employment in the
Income Tax Department, West Bengal and cannot discover that he / she has any disease / constitutional
Weakness / bodily infirmity except _____
_____ I do not consider this a disqualification for
Employment in the above office.

Mr. / Mrs. _____'s age according to his / her Own
statement is _____ years and _____ months and by Appearance
about _____ years.



Signature : _____
(With Official Seal)

Full Name : _____

Registration No. : _____

(A statement in Form-'A' should be obtained from the candidates before granting this Medical Certificate of fitness to him/ her.)

FORM – ‘A – I’
CANDIDATE’S STATEMENT & DECLARATION

The candidate must make the statement required below before the Medical Examination and must sign the declaration in presence of the Medical Officer. His / her attention is specially directed to the warning contained in the note below :

1. Name in full (in Block Letters) : _____
2. Age & Place of Birth : _____
- 3.(a) Have you ever had small pox, intermittent or any other fever, Enlargement or suppuration of glands, spitting of blood, asthma, Heart disease, lung disease, fainting attacks, rheumatism, Appendicitis or any other disease or accident requiring Confinement to bed and medical or surgical treatment? : _____
4. When were you last vaccinated? : _____
5. Have you or any of your relations been afflicted with Consumption scrofula, gout, asthma, fits of Epilepsy or Insanity? : _____
6. Have you suffered from any form of nervousness die to overwork or any Other cause ? : _____
7. Have you been examined and declared unfit for Government service by a Medical Officer / Medical Board, within the last 3 years If yes, furnish details.? : _____
8. **Furnish the following particulars concerning your family :**

Father's age & State of health	If father is nor alive, age at death & cause of death	No. of brothers living, their ages & state of health	No. of brother(s) dead, age(s) at death & cause of death

Mother's age & State of health	If Mother is nor alive, age at death & cause of death	No. of Sister's living, their ages & state of health	No. of Sister(s) dead, age(s) at death & cause of death

I declare all the above statements to be, to the best of my knowledge and belief, true and correct. I also solemnly affirm that I have not received a disability certificate/ Pension on account of any disease or other condition.

Signed in my presence

Candidate's Signature

Signature of Medical Officer with seal

NOTE : The candidate will be held responsible for the accuracy of the above statement. In case of willful suppression of any information, he/ she will incur the risk of losing the appointment and, if appointed, of forfeiting all claims of superannuation, allowances or gratuity.

FORM - 'B'

CHARACTER CERTIFICATE

1. Certified that I have known Mr./Miss/ Mrs. _____
son / daughter of Mr. _____ for the last _____ years
_____ months and to the best of my knowledge and belief he / she bears a reputable character
and he/ she has no antecedents which render him/ her unsuitable for Government employment.

2. Mr./ Miss/ Mrs. _____ is not related to me.

Place : _____

Signature _____

Date : _____

Designation _____

FORM - 'B'

CHARACTER CERTIFICATE

1. Certified that I have known Mr./Miss/ Mrs. _____
son / daughter of Mr. _____ for the last _____ years
_____ months and to the best of my knowledge and belief he / she bears a reputable character
and he/ she has no antecedents which render him/ her unsuitable for Government employment.

2. Mr./ Miss/ Mrs. _____ is not related to me.

Place : _____

Signature _____

Date : _____

Designation _____

(To be obtained from two Gazetted Officers)

FORM – ‘ C ’

VERIFICATION FORM TO BE FILLED IN BY CANDIDATE

1. Name of the applicant : _____
(IN BLOCK LETTERS)
2. Name of the post applied for : _____
3. Has the applicant been previously employed by the Central or State Government ? : YES/NO
If yes, the following details may be furnished

Department or office in which previously employed	Designation on previous employment	Reasons for termination of appointment

4. Has the applicant previously applied without success for an appointment under the Central or State Government ?

Department for which application made	Designation of the post applied for

5. Has the applicant ever been convicted by a Court of law or by any office ? If the answer is in affirmative, full particulars of the conviction and the sentence should be given below :

I solemnly declare that the above statement is correct and that I have not suppressed any disqualifying antecedents about me. I understand that if it is subsequently found that the statement and antecedents are false, not only will my appointment be liable to be terminated, but I will also be liable to be prosecuted.

Dated : _____

(Signature of the candidate)

(ENDORSEMENT BY A REPECTABLE PERSON KNOWN TO THE CANDIDATE)

Certified that I know _____ and that the statement made by him/ her are correct to the best of my knowledge and belief.

Place : _____ Signature _____

Date : _____ Designation _____

(Strike out whichever is not applicable)

IMPORTANT : All Admit Cards, Mark Sheets, Certificate/ Provisional Certificates/ Certificates from Head of Institution last attended regarding Educational Qualifications / Employment Exchange Card, in original, are to be produced at the time of joining.

FORM – 'G'

1. I Shri/ Smt./ Kumari _____
declare as under :
- i. that I am unmarried / a widower/ a widow.
 - ii. that I am married and have only one wife living.
 - iii. that I am married and have more than one wife /husband living
 - iv. that I am married and that during the life of time my spouse I have contracted another marriage.
 - v. that I am married and my husband has no other living wife, to the best of my knowledge
 - vi. that I have contracted a marriage with a person who has already one or more wife living.
2. I solemnly affirm that the above declaration is true and I understand that I the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated : _____

(Signature of the candidate)

NOTE : Please delete Clause(s) not applicable.

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kum* _____ Son / Daughter* of Shri /
Smt.* _____ of Village/Town* _____ District/Division* _____
_____ in the _____ State belongs to the

community which is recognized as a backward class under:

- (i) Resolution No. 12011/88/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/89/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in
the _____ District / Division of _____ State. 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 08/09/93 which is modified vide OM No. 36033/3/2004
Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of
the Government of India.

Dated:

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

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

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional 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 the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

The form of certificate to be produced by Scheduled Castes and 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

% 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)