

**No. W-17/55/2022-SPN-I**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**

**NOTICE**

Dated, the 08<sup>th</sup> November, 2023

**RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN THE DEPARTMENT  
OF POSTS IN THE CADRES OF POSTAL ASSISTANT, SORTING ASSISTANT,  
POSTMAN, MAIL GUARD AND MULTI TASKING STAFF.**

<b>Dates for submission of online applications</b>	
<b>Start date for receipt of online applications</b>	<b>10.11.2023</b>
<b>Last date for receipt of online applications</b>	<b>09.12.2023</b>
<b>Last date for making online fee payment</b>	<b>09.12.2023</b>
<b>Dates of 'Window for Application Form Correction'</b>	<b>10.12.2023 to 14.12.2023</b>

Online applications are invited from meritorious sportspersons who fulfills other eligibility conditions, such as, age, educational and other qualifications, etc., for recruitment to the vacancies in following Group 'C' posts: -

- (i) Postal Assistant
- (ii) Sorting Assistant
- (iii) Postman
- (iv) Mail Guard
- (v) Multi Tasking Staff (MTS)

The recruitment process will be based on the guidelines issued by the Department of Personnel and Training, Government of India vide O.M. No.14034/01/2013-Estt(D) dated 03.10.2013 and O.M. No. DOPT 1668767575965 dated 18.11.2022, as amended / amplified from time to time till 09.11.2023.

**2. SCALE OF PAY**

Sl. No.	Name of the Post	Pay level in the Pay Matrix, specified in Part A of schedule of Central Civil Service (Revised Pay) Rules 2016, plus admissible allowances.
(a)	Postal Assistant	Level 4 (Rs 25,500 - Rs.81,100)
(b)	Sorting Assistant	Level 4 (Rs 25,500 - Rs.81,100)
(c)	Postman	Level 3 (Rs 21,700 - Rs.69,100)
(d)	Mail Guard	Level 3 (Rs 21,700 - Rs.69,100)
(e)	Multi Tasking Staff	Level 1 (Rs 18,000 - Rs.56,900)

3. **VACANCY**: Postal Circle-wise and cadre-wise vacancy is at Annexure-1.

4. **AGE**:

(a) Age limit of the applicants for different posts shall be as given in the Table below. The crucial date for determining the age-limit shall be the closing date for receipt of online applications.

**Table**

Sl. No	Post	Age Limit
(a)	Postal Assistant	Between 18-27 years
(b)	Sorting Assistant	Between 18-27 years
(c)	Postman	Between 18-27 years
(d)	Mail Guard	Between 18-27 years
(e)	Multi Tasking Staff	Between 18-25 years

Relaxation in upper age limit by five (5) years shall be allowed in each case. In addition, relaxation in upper age limit of five (5) years shall be allowed only to candidates belonging to Scheduled Caste (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.

5. **EDUCATIONAL AND OTHER QUALIFICATION REQUIRED**

(i) **For the posts of Postal Assistant / Sorting Assistant: -**

- a) Bachelor's Degree from a recognized University.
- b) Knowledge of working on computer.

(ii) **For the posts of Postman / Mail Guard: -**

- a) 12<sup>th</sup> standard pass from a recognized Board.
- b) Should have passed local language of the concerned Postal Circle or Division as one of the subjects in 10<sup>th</sup> standard or above. ***Local language of a Postal Circle or Division shall be as at Annexure-2.***
- c) Knowledge of working on Computer.
- d) Valid license to drive two-wheeler or Light Motor Vehicle (For the post of Postman only). Persons with Benchmark Disability are exempted from the possession of license.

Note 1.- A person not possessing the knowledge of local language of the Postal Circle or Division concerned shall also be eligible for appointment. However, such person after appointment shall pass local language test to be conducted in the manner as may be decided by the Postal Circle concerned and passing of such local

language test shall be a pre-condition for completion of probation.

Note 2.- A person not possessing a valid license to drive two-wheeler or light motor vehicle shall also be eligible for appointment for Postman. However, such person not having valid license to drive two-wheeler or light motor vehicle at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment, whichever is earlier, and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.

**(iii) For the posts of Multi Tasking Staff: -**

- a) 10<sup>th</sup> standard pass from a recognized Board.

**6. MERITORIOUS SPORTSPERSON**

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

- a) Sportspersons who have represented a State or the Country in the National or International competition in any of the sports / games mentioned in para 7 of this notification.
- b) Sportspersons who have represented their university in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the sports / games mentioned in para 7 of the notification.
- c) 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 sports / games mentioned in para 7 of the notification.
- d) Sportspersons who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

**7. LIST OF SPORTS WHICH QUALIFY FOR APPOINTMENT OF MERITORIOUS SPORTSPERSONS**

Sl No.	Name of Sports/Game	Sl No.	Name of Sports/Game
1	Archery	2	Athletics
3	Atya-Patya	4	Badminton
5	Ball-badminton	6	Base ball
7	Basketball	8	Billiards and Snooker
9	Body Building	10	Boxing
11	Bridge	12	Carrom
13	Chess	14	Cricket
15	Cycling	16	Cycle Polo
17	Deaf Sports	18	Equestrian Sports

Sl No.	Name of Sports/Game	Sl No.	Name of Sports/Game
19	Fencing	20	Football
21	Golf	22	Gymnastics
23	Handball	24	Hockey
25	Ice-Hockey	26	Ice-Skating
27	Ice-Skiing	28	Judo
29	Kabaddi	30	Karate
31	Kayaking and Canoeing	32	Kho-Kho
33	Kudo	34	Mallakhamb
35	Motor Sports	36	Net Ball
37	Para Sports (for Sports discipline included in Para Olympics and Para Asian Games)	38	Pencak Silat
39	Polo	40	Powerlifting
41	Shooting	42	Shooting Ball
43	Roll Ball	44	Roller Skating
45	Rowing	46	Rugby
47	Sepak Takraw	48	Soft Ball
49	Soft Tennis	50	Squash
51	Swimming	52	Table Tennis
53	Taekwondo	54	Tenni-Koit
55	Tennis	56	Tennis Ball Cricket
57	Tenpin Bowling	58	Triathlon
59	Tug-of-War	60	Volley Ball
61	Weightlifting	62	Wushu
63	Wrestling	64	Yachting
65	Yogasana		

**8. 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	1
2	National Competition	Secretary of the National Federation or the Secretary of the State Association of the Game concerned	2
3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the university concerned	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	4

5	Physical Efficiency Drive	Secretary or other officer in overall charge of physical efficiency in the Ministry of Education and Social Welfare, Government of India	5
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**Note:** -Specimens of the Forms- 1, 2, 3, 4 and 5 referred to above are given in *Annexure 3.1, 3.2, 3.3, 3.4 and 3.5.*

## **9. METHOD OF SELECTION-**

- a. All those candidates who fulfill the conditions at para 4, 5, 6 & 7 and possess certificate in the prescribed form issued by the competent authority mentioned in para 8 shall be eligible for inclusion in the provisional merit list as per their preference for both Cadre as well as Postal Circle to the extent of number of vacancies notified for each Cadre (Post).
- b. A candidate shall be considered for the first preferred cadre for all opted Postal Circles followed by for the 2<sup>nd</sup> preferred cadre for all opted Postal Circles and so on. He / she will not be considered for cadres/Postal Circles not opted by him / her.
- c. **Provisional merit list shall be prepared only on the basis of information provided in the online application portal and no additional information shall be entertained in offline mode before preparation of provisional merit list. Candidates are advised to give only the details of their highest participation / achievement in sports. For example, if a candidate has participated in both National and International events, she / he shall submit details of all such International events, for which he/she has valid Form-1, and need not give details of all other achievements.**

## **10. ORDER OF PREFERENCE OF SPORTS ACHIEVEMENT FOR PREPARATION OF PROVISIONAL MERIT LIST**

- (i) **First Preference:** First preference will be given to those candidates who have represented the country in an **INTERNATIONAL COMPETITION** with the clearance of the Department of Youth Affairs & Sports.
- (ii) **Second Preference:** Next preference will be given to those who have represented a State/U.T. in the **SENIOR OR JUNIOR LEVEL NATIONAL CHAMPIONSHIPS** organized by the National Sports Federation recognized by Department of Youth Affairs and Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championships / Games, the candidates having participated and won medal in Senior National Championship shall be given preference.
- (iii) **Third Preference:** Next preference will be given to those who have represented a University in an **INTER-UNIVERSITY COMPETITION** conducted by Association of Indian Universities / Inter University Sports Board and have won medals or positions up to the 3<sup>rd</sup> place in the finals.

- (iv) **Fourth Preference:** Next preference will 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 position up to 3<sup>rd</sup> place.
- (v) **Fifth Preference:** Next preference will be given to those who have been awarded **National Award in Physical Efficiency** under National Physical Efficiency Drive.
- (vi) **Sixth Preference:** Next preference will be given to those, who represented a **State / Union Territory / University / State School teams** at the level mentioned in categories (ii) to (iv) but could not win a medal or position in the same order of preference.

**Note 1:** In the event of tie, candidate who has secured a higher position shall be given the preference. If there is still tie, candidate who has won more number of medals shall be given the preference.

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

**Note 3:** Except in case of tie, no preference will 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 in consultation with the Department of Personnel & Training and Ministry of Youth Affairs and Sports.

## **11. DISQUALIFICATION**

(A)- No person, -

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment under this notification.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these provisions.

(B) Misrepresentation of facts or information / incomplete application form / without prescribed application fee. No correspondence will be done in this regard.

(C) Submission of more than one application form by one person will result in cancellation of all such applications by the same person.

## **12. HOW TO APPLY: -**

- a) Application shall be submitted only in online mode at "<https://dopsportsrecruitment.cept.gov.in>" giving order of preference for both Cadres (i.e. Postal Assistant, Sorting Assistant, Postman, Mail Guard and Multi Tasking Staff)

as well as Postal Circles.

- b) Before submitting the application, the candidate should carefully read the notification containing eligibility conditions and satisfy himself / herself that he / she fulfills all the eligibility conditions for the post for which he /she intends to apply. Candidates should take utmost care to furnish the correct details while filling the online application. Candidates are advised to carefully go through 'Instructions to Candidates' available on the online application portal.
- c) FORM 1/2/3/4/5 issued by authorities mentioned in para 8 of this notification is sufficient for considering the eligibility of an applicant, if the candidate is otherwise eligible w.r.t. age and educational qualification applicable for the post. **Candidates are advised to give only the details of their highest participation / achievement in sports. For example, if a candidate has participated in both National and International events, she / he shall submit details of all such International events, for which he/ she has valid Form1, and need not give details of all other achievements.**
- d) If the prescribed/ required documents are not submitted along with the application, his/her application will be rejected outright and request for submission of revised preferences / additional documents / revival of candidature shall not be considered.
- e) Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of the form.
- f) **Closing date for submission of online application form is 09.12.2023.**
- g) After closing date for submission of online application form, a special window of five (05) days will be provided to make correction in the application form submitted by candidate.

**13. APPLICATION FEE: -**

- a) Fee payable: Rs.100/- (Rupees one hundred only)
- b) Women candidates, Transgender candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Economically Weaker Section (EWS) are exempted from payment of fee.
- c) Fee can be paid online through UPI, Net Banking, Credit / Debit Cards, etc.
- d) Online fee can be paid by candidates up to the closing date for receipt of application.
- e) Candidates who are not exempted from payment of fee must ensure that fee payment is successful. Such applications which remain incomplete due to non-payment of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the closing date shall be entertained. Therefore, candidates are advised to ensure successful payment of fee well in advance.
- f) Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other purpose or other notification.

#### **14. Window for Application Form Correction [10/12/2023 to 14/12/2023]**

- a) After the closing date for receipt of online applications, a period of five (05) days will be provided to candidates to correct/modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes.
- b) Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, wherever applicable, have been received within the specified period.
- c) A candidate will be allowed to correct and re-submit modified/corrected application during the 'Window for Application Form Correction'. However, candidate shall not be allowed to withdraw the original application. In case of not completing the process of modification/correction of application, such incomplete revised application shall not be accepted and the previously submitted application shall remain valid.
- d) A candidate, who was exempted from payment of fee during submission of the original application, if during the 'Window for Application Form Correction' changes the gender/category, which is not exempted from payment of fee, will have to pay requisite application fee, as per para 13 above. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- e) Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of 'Window for Application Form Correction', no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained and will be summarily rejected.

#### **15. Candidates figuring in provisional merit list shall have to produce following documents in original at the time of verification: -**

a.	Printout of the application form submitted
b.	Valid documents relating to age, educational and other qualification applicable for the post (s) applied for.
c.	Certificate of Knowledge of Computer
d.	Form 1/2/3/4/5 (Refer para-8 above)
e.	Proof of date of birth (as submitted during online application)
f.	Candidates seeking age relaxation, fee exemption, driving license etc. must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought at the time of document verification. Otherwise, their claim for SC/ST/EWS/PwBD category will not be entertained and their candidature will be liable to be cancelled.
g.	The formats of the SC/ST/OBC/EWS certificates are annexed with the Notice of this Examination (Annexure – 4, 5 and 6). PwBD candidates shall submit a Certificate in the prescribed format for recruitment in Central Government from the competent Medical Authority.
h.	Two (2) passport size colour photographs identical to the one submitted online.
i.	If a candidate has changed his/her name or dropped /added part of his/her name



	after Matriculation /Higher Secondary/SSC or he/she has changed his/her name after matriculation etc., relevant legally valid documents.
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**16. Physical verification of documents of candidates figuring in provisional merit list:**

- a) While submitting online application form, each candidate shall choose a Postal Circle where he/she wants to go for physical verification of documents. Usually such verification will take place at the Circle Office.
- b) No change in the Postal Circle selected for Physical verification will be permitted after the 'Window for Application Form Correction' is over.
- c) Candidate shall bring the registered mobile number for receipt of OTP at the time of Physical verification. Physical verification of documents will not be feasible if the candidate does not bring the mobile number entered in the application form for receipt of OTP.
- d) Candidate shall bring three copies of documents along with the original documents for physical verification.

**17. Other important instructions:**

- a) The vacancies notified are subject to change without assigning any reason.
- b) Department of Posts reserves the right to cancel the recruitment process, if so warranted without assigning any reason and the Department of Posts shall not be liable to return the fee or pay any compensation on the applicant's application.
- c) The selected candidates shall be liable to serve anywhere in India as and when required at the sole discretion of the appointing authority.
- d) Candidates furnishing false information/suppressing facts will be disqualified and shall be liable for debarment and legal/criminal action. Candidates who attempt fraud/impersonation shall be liable to be debarred from future recruitment process conducted by Department of Posts.
- e) The selected candidates after appointment shall be on probation for a period of not less than two (2) years. Confirmation after successful completion of probation shall be governed by prevailing rules/regulations/instructions of the Government of India.
- f) Selected candidates will have to undergo training as may be specified by the Department of Posts, which may be a pre-condition for completion of probation.

- 18.** In case of variation between Hindi version and English version of this notice, provisions of English version shall prevail.

**Director (SPN)  
Department of Posts,  
Dak Bhawan, New Delhi**

## CIRCLE-WISE, CADRE-WISE VACANCY

Circle	Postal Assistant	Sorting Assistant	Postman	Mail Guard	Multi Tasking Staff (MTS)
Andhra Pradesh	27	2	15	0	17
Assam	0	2	2	0	4
Bihar	15	7	0	0	0
Chhattisgarh	7	2	5	0	8
Delhi	34	14	10	0	29
Gujarat	33	8	56	0	8
Haryana	6	4	6	0	10
Himachal Pradesh	6	1	4	0	6
Jammu & Kashmir	0	0	0	0	0
Jharkhand	29	0	15	0	14
Karnataka	32	7	33	0	22
Kerala	31	3	28	0	32
Madhya Pradesh	58	6	16	0	1
Maharashtra	44	31	90	0	131
North East	6	0	10	0	8
Odisha	19	5	20	0	17
Punjab	13	4	0	0	0
Rajasthan	15	2	11	0	32
Tamilnadu	110	19	108	0	124
Telangana	16	5	20	2	16
Uttar Pradesh	15	5	32	0	45
Uttarakhand	12	5	29	0	18
West Bengal	70	11	75	1	28
<b>Total</b>	<b>598</b>	<b>143</b>	<b>585</b>	<b>3</b>	<b>570</b>

## LOCAL LANGUAGE OF POSTAL CIRCLE / DIVISION

S. No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language
1	Andhra Pradesh	Andhra Pradesh	Telugu
		Yanam District of Puducherry	
2	Assam	Assam	Assamese / Bengali / Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra and Nagar Haveli	
		Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	Jammu and Kashmir	Urdu
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala	Malayalam
		Lakshadweep	
		Mahe District of Puducherry	
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Marathi / Konkani
15	North East	Arunachal Pradesh	Hindi / English / Manipuri / Mizo / Bengali
		Manipur	
		Meghalaya	
		Mizoram	
		Nagaland	
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (excluding Mahe and Yanam district)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Sikkim	Nepali
		Andaman and Nicobar Islands	Hindi / English

**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 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> August, 1980)**

**FORM-5**

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education & Social Welfare)

**GOVERNMENT OF INDIA/DEPARTMENT OF YOUTH AFFAIRS AND SPORTS**

**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  
\_\_\_\_\_ School Team in the game/event of \_\_\_\_\_ in at the  
National competition held at \_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_.

The certificate is being given on the basis of records available in the Ministry of education and Social Welfare.

Place: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Seal: \_\_\_\_\_

Note: - This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

**(Annexure B of the Department of Personnel and Administrative Reforms OM No. 147015/1/78-Estt(D) dated 4<sup>th</sup> August, 1980)**



**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 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/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 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 to be produced by applicants of Economically Weaker Section)**

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, 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.