सेन्ट्रल मध्यप्रदेश ग्रामीण बैंक
(भारत सरकार, सेन्ट्रल बैंक ऑफ इंडिया एवं मध्यप्रदेश शासन का संयुक्त उपक्रम)
Central Madhya Pradesh Gramin Bank
(A joint venture of Govt. of India, Central Bank of India and Govt. of Madhya Pradesh)
हमारा ध्येय - बेहतरीन सेवा Our Motto - Best Service

प्रधान कार्यालय Head Office

प्र.का./02/एच.आर.डी./2013-14/ दिनाँक 14.08.2013

प्रोविजनल नियुक्ति प्रस्ताव
OFFER OF PROVISIONAL APPOINTMENT

महोदय/महोदया, Sir/Madam

विषय - बैंक सेवा में कार्यालय सहायक पद पर प्रोविजनल नियुक्ति प्रस्ताव
Reg – Offer for Provisional Appointment for the post of Office Assistant in Bank's Service

हम सहर्ष सूचित करते हैं कि आई.बी.पी.एस. द्वारा माह सितंबर 2012 को संपन्न लिखित परीक्षा में उत्तीर्ण घोषित एवं दिनाँक 26.07.2013 से 03.08.2013 तक सम्पन्न हुये साक्षात्कार के उपरांत प्राप्तांकों के संयुक्त निष्पादन के आधार पर सफल होने के बाद, आपको बैंक में कार्यालय सहायक पद पर निम्न शर्तों के अधीन प्रोविजनल नियुक्ति का प्रस्ताव दिया जाता है -

We are glad to inform you that on your being successful in the written examination held by I.B.P.S. in September 2012 & interview held between 26.07.2013 to 03.08.2013, we are pleased to offer you Provisional appointment in the Bank as Office Assistant subject to following condition -

1. आपको कार्यालय सहायक पद हेतु रू. 7200 - 400/3 - 8400 - 500/3 - 9900 - 600/4 - 12300 - 700/7 - 17200 - 1300/1 - 18500 - 800/1 - 19300 के वेतनमान में रखा जावेगा। इसके अतिरिक्त मंहगाई भत्ता, नगर क्षतिपूर्ति भत्ता, मकान किराया भत्ता, विशेष भत्ता, अन्य भत्ते जो आपकी पदस्थी क्षेत्र के लिये, बैंक नियमों के अनुसार प्रचलित दर पर जो समय समय पर लागू हो, के लिये पात्र होंगे।

   For the post of Office Assistant, You will be placed in the Pay Scale of Rs 7200 - 400/3 - 8400 - 500/3 - 9900 - 600/4 - 12300 - 700/7 - 17200 - 1300/1 - 18500 - 800/1 - 19300. In addition, you will be entitled to dearness Allowance, City compensatory allowance, house rent allowance, Special allowance and other allowance applicable to the area of your posting as per the Bank's rules at the rate prevailing from time to time.

Cont....2

800/19, साउथ सिविल लाइंस, छिंदवाड़ा (म.प्र.) पिन - 480 001 दूरभाष क्रमांक : 07162 - 247 485, 245 530 फैक्स : 07162 - 242 112
800/19, South Civil Lines, Chhindwara (M.P.) 480 001 * Tel : 07162 - 247 485, 245 530 Fax : 07162 - 242 112
E-mail ID : cmpgbho@gmail.com, cmpgbho@rediffmail.com
www. cmpgb.co.in

2 आपको कार्यालयीन सहायक के पद के लिये साक्षात्कार के दौरान आपके बायोडाटा फार्म में आपके द्वारा प्रस्तुत जानकारी के समर्थन में समस्त मूल दस्तावेज प्रस्तुत करना होगा।

You have to Submit all the original documents in support of information submitted by you in your Bio-data form at the time of interview for the post of Office Assistant.

3. आप अनु. जाति/अनु. जन जाति/अन्य पिछड़ा वर्ग श्रेणी के हैं, भारत सरकार द्वारा अनुमोदित सक्षम प्राधिकारी द्वारा जारी जाति/समुदाय प्रमाण पत्र, यदि आपके द्वारा बायोडाटा फार्म में साक्षात्कार के दौरान प्रस्तुत नहीं किया है तो आपको लागू संबंधित प्रमाण पत्र प्रस्तुत करना होगा।

In case you belong to SC/ST/OBC category, If you have not submitted Caste/ Community Certificate at the time of interview in your Bio-data form issued by the competent authority prescribed by the Govt. of India, you have to submit the same as may be applicable.

4. अन्य पिछड़ा वर्ग श्रेणी के अभ्यार्थी, नवीन अन्य पिछड़ा वर्ग प्रमाण पत्र जिसमें 'क्रीमी लेयर' धारा का उल्लेख हो, प्रस्तुत करना होगा। प्रमाण पत्र आवेदन दिनांक से एक वर्ष से अधिक पुराना मान्य नही होगा।

Candidates belonging to OBC category, should submit the latest (Should not later than One year from date of application) OBC certificate specifically mentioning the 'creamy layer' clause.

5. यदि आप विकलांग हो तो भारत सरकार द्वारा निर्धारित नियमों के अंतर्गत मेडिकल बोर्ड द्वारा जारी विकलांगता प्रमाण पत्र प्रस्तुत करना होगा।

In case you belong to PH (Physical Handicapped) category, should submit the PH certificate issued by the competent authority prescribed by the Medical Board, you have to submit the same as may be applicable.

6. अनुसूचित जाति, अनुसूचित जन जाति, अन्य पिछड़ा वर्ग, आयु, शैक्षणिक योग्यता, अधिवास आदि से संबंधित कोई जानकारी/प्रतिवेदन के बारे में आपका दावा यदि बाद में गलत सिद्ध हुआ और यदि बायोडाटा फार्म में दी गई जानकारी गलत सिद्ध हुई तो बिना नोटिस दिये आपकी सेवायें समाप्त की जा सकती है।

If your claim of belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class, Age, Qualification, Domicile etc is later on found to be false, and if the information given in the Bio-data form is found to be false, your services are liable to be terminated solely in the discretion of the Bank without any further notice.

7. यदि आपने पहले प्रस्तुत न किये हों तो, बैंक में उपस्थिति के समय हेतु उपस्थिति के समय, 03 चरित्र प्रमाण पत्र प्रस्तुत करना होगा। इनमें से 01, जिस स्कुल कालेज में अंतिम शिक्षा ली है एवं शेष 02, राजपत्रित अधिकारी से जारी होना चाहिये।

You will have to produce, if not already produced, at the time of reporting to the Bank, you have to furnish 03 character certificates, out of which 01, must be issued from school/college last attended, remaining 02 from Gazetted officer.

8. आपको जिला सिविल सर्जन/मेडिकल बोर्ड से संलग्न प्रारूपानुसार मेडिकल फिटनेस प्रमाण पत्र प्रस्तुत करना होगा।

You have to produce the medical fitness Certificate given by District Civil Surgeon/Medical Board as per prescribe enclosed format.

9. आपको इस आशय का घोषणा पत्र देना होगा कि आपके विरूद्ध कभी कोई आपराधिक मामला दर्ज नहीं किया गया/कानुनी तौर पर आपको कभी कोई सजा नहीं दी गई। यदि बाद में बैंक को इस आशय की जानकारी प्राप्त होती है तो बिना किसी जाँच के आपकी सेवायें समाप्त कर दी जावेगी। आपराधिक मामले/सजा के मामले में यदि आवश्यक हुआ तो और अधिक जाँच करने का बैंक का अधिकार सुरक्षित है।

You have to give an undertaking of having no history of criminal case/conviction against you and antecedents, if any, found subsequently by the bank, your services would be terminated without inquiry. Bank also reserves its right to investigate further if necessary in the matter of criminal case/conviction.

10. पुलिस सत्यापन रिपोर्ट – पुलिस सत्यापन पत्र का प्रथम पृष्ठ पुलिस प्राधिकारी को संबोधित है, जो बैंक अधिकारिक हस्ताक्षरित है। उक्त पत्र पर अभ्यार्थी, अपने निकटस्थ पुलिस थाना/ पुलिस अधीक्षक कार्यालय का नाम लिखे। पुलिस सत्यापन रिपोर्ट की द्वितीय प्रति पर अभ्यार्थी स्वयं के द्वारा अपना नवीनतम फोटो चिपका कर सत्यापित करें। अभ्यार्थी, दोनो पृष्ठों को निकटस्थ पुलिस थाना/पुलिस अधीक्षक कार्यालय में प्रस्तुत करें एवं पत्र प्राप्ति की पावती प्राप्त करें। पुलिस प्राधिकारी से पत्र पावती वाली प्रति बैंक अभिलेख हेतु प्रधान कार्यालय में प्रस्तुत करें।

Police Verification Report - First page of the police verification letter is addressed to the Police Authorities which is signed by the Official of the Bank. The candidate has to write name of the nearest police station/ Commissioner's Office on the said letter. On the second page of police verification report candidate has to affix his/her recent photograph duly attested by him/her. Candidates have to submit both the pages to his/her nearest Police Station/ Police Commissioner's office and obtain their acknowledgement of having received the report on photocopy of the same. The acknowledged copy by the police Authority be submitted to his/her Head Office for the Bank's record.

11. आपको बैंक में न्यूनतम तीन वर्ष की अवधि तक सेवारत रहना होगा और रिर्पोटिंग की दिनांक से तीन वर्ष के लिए सेवा बॉड रू. ..... (रू. ....) देना होगा। यदि आप तीन वर्ष की अवधि पूरी होने के पूर्व किसी भी कारणवश बैंक की सेवा छोड़ते है तो आपको बैंक को रू. ..... (रू. ....) राशि का भुगतान करना होगा। निष्पादित किए जाने वाले सेवा बॉड में दो साक्ष्यों (Sureties) के Address proof एवं Identity proof प्रस्तुत करना होगा।

नोट :– **(i)** सामान्य जाति हेतु रू. 100000/- **(रू. एक लाख मात्र)**
(ii) अन्य पिछड़ा वर्ग / विकलांग / महिला अभ्यार्थियों हेतु **रू. 50000/- (रू. पचास हजार मात्र)** के सेवा बॉड निष्पादित किए जाने होगें।

You will have to serve the Bank for minimum period of three years and submit Service Bond for three years security deposit **Rs. ..... (Rs. .....)** At the time of reporting. In case you leave the Bank before expiry of period of three years for the reasons of whatsoever nature you will have to pay **Rs. ..... (Rs. .....)** to the Bank.
You should submit Address & ID proof of two sureties for Service Bond execution.

NOTE :- (i) For General Caste Service Bond **Rs. 100000/- (Rs. One Lac Only)**
(ii) For OBC/PH/WOMEN Service Bond Rs. **50000/- (Rs. Fifty Thousand Only)**

12. यदि आप पहले से किसी सेवा में हैं तो बैंक उपस्थिति के समय हेतु उपस्थिति के समय पूर्व नियोजक का सेवामुक्ति प्रमाण पत्र प्रस्तुत करना होगा।

At the time of reporting, you have to produce the necessary discharge certificate from the previous employer, if you are already in employment.

13. आप बैंक में, सेन्ट्रल मध्यप्रदेश ग्रामीण बैंक (अधिकारी एवं कर्मचारी) सेवा विनियम 2010 एवं समय समय पर परिवर्तित लागू अनुशासन नियमों से अधिशासित होंगे।

You will be governed by Central Madhya Pradesh Gramin Bank (Officer and Employee) Service Regulation, 2010 and rules of discipline in force from time to time in the Bank.

14. आपको 01 वर्ष की परिवीक्षा अवधि पर रखा जावेगा जिसे नियुक्ति प्राधिकारी द्वारा 06 माह से अनधिक किसी अवधि के लिये बढ़ाया जा सकेगा।

You will be on probation for a period of one year which may be extended by the appointing authority for a period not exceeding six month.

15. परिवीक्षा अवधि में आपके द्वारा असाधारण अवकाश लेने पर या परीवीक्षा अवधि के दौरान आपका कार्यनिष्पादन नियुक्ति प्राधिकारी की राय में असमाधानप्रद था, अनुज्ञेय सीमा तक बढ़ाई जा सकेगी।

Probation period shall be liable to be extended within the permissible limits to the extent of extraordinary leave availed by you or in opinion of Appointing Authority your performance was dissatisfactory during probation.

16. परिवीक्षा अवधि के बाद आपको सेवा में पुष्ट किया जावेगा यदि नियुक्ति प्राधिकारी की राय में आपके द्वारा अपनी परिवीक्षा अवधि समाधानप्रद रूप में पूर्ण कर ली है।

You will be confirmed in the service of the Bank if in the opinion of the Appointing Authority, you have satisfactorily completed your probation.

17. जहाँ परिवीक्षा अवधि के दौरान जिसके अर्न्तगत परिवीक्षा की विस्तार अवधि, यदि कोई है, नियुक्ति प्राधिकारी की राय है कि यथा स्थिति, पद पर पुष्टि योग्य नहीं है तो आपकी सेवायें एक माह की सूचना या उसके बदले वेतन देने के बाद समाप्त हो सकेगी।

Where during the period of probation, including the period of extension of probation, if any, the Appointing Authority is of the opinion that you are not fit for confirmation in the said post, your services may be terminated after giving one month's notice or pay in lieu there of.

18. क) नियुक्ति प्राधिकारी को आप अपनी सेवाऐं जारी नहीं रखने या पद त्याग के आशय की लिखित में पूर्व सूचना दिये बिना, सेवा का त्याग नहीं करेंगे या छोड़ नहीं सकेंगे।

a) You have not to leave or discontinue your services in the Bank without first giving notice in writing to the Appointing Authority of your intension to leave or discontinue your service or resign.

ख) सूचना की अवधि I. स्थायी कर्मचारी की दशा में 03 माह, II. परिवीक्षा अवधि की दशा में 01 माह अपेक्षित होगी।

b) The period of notice required shall be - i. Three months, in case of confirmed employee, ii. One month, in case of employee who is on probation.

ग) उक्त खण्ड 'ख' के भंग की दशा में, अधिकारी उस अपेक्षित अवधि के लिये अपने वेतन के समान किसी रकम को प्रतिकार के रूप में बैंक को देने के लिये उत्तरदायी होगा।

c) In case of breach of clause 'b' employee shall be liable to pay to the Bank as compensation a sum equal to his pay for the period of notice required of him.

19. आपकी सेवायें प्रबंधन के विवेकाधिकार के अन्तर्गत बैंक के कार्यक्षेत्र की किसी भी शाखा/कार्यालय में किसी भी समय स्थानान्तरित की जा सकेगी।

Your services are liable to be transferred at any time at the discretion of the management to any of the branches/offices within the area of operation of the Bank.

20. बैंक में कार्यालय सहायक के रूप में आपको बैंक द्वारा समय समय पर सौंपे गये सभी कार्य करने होंगे। आपके कार्यो में केश विभाग, लेखा कार्य / फील्ड कार्य, ऑफिस कार्य और फॉलोअप, टंकण, कम्प्युटर कार्य आदि सम्मिलित हैं किन्तु सीमित नही है।

Your duties as a Office Assistant in the Bank will be such as may be assigned to you from time to time, by the Bank. Your duties will include but not limited to Cash Department, Account Work / Field Work, Office work and Followup, Typing, Computer Work etc.

21. मेडिकल फिटनेस सहित, नियुक्ति पूर्व औपचारिकतायें पूर्ण कर आप दिनाँक 02.09.2013 / 03.09.2013 को प्रातः 10.30 नीचे दिये गये स्थान पर रिपोर्ट करना होगा।

महाप्रबंधक मा.स.वि., सेन्ट्रल मध्यप्रदेश ग्रामीण बैंक, प्रधान कार्यालय, 800/19 साउथ सिविल लाइन्स, छिंदवाड़ा (म.प्र.) 480001

You are required to report on the date 02.09.2013 / 03.09.2013 at 10.30 a.m. at the place given below for completion of your pre-recruitment formalities including medical fitness.

General Manager H.R.D., Central Madhya Pradesh Gramin Bank, Head Office, 800/19 South Civil Lines, Chhindwara (M.P.) 480 001

22. किन्ही भी परिस्थितियों में रिर्पोटिंग हेतु उपरोक्तानुसार दी गई नियत तिथि में परिवर्तन / वृद्धि नही होगी। यदि आप उपरोक्त कार्यालय में उपरोक्तानुसार तिथि को उपस्थित नहीं होते हैं तो आपकी ओर से किसी पत्राचार की प्रतीक्षा किये बिना आपका नाम चयन सूची से हटा दिया जावेगा।

Reporting date will not be changed/extended in any condition. If you do not report to the above mentioned office on the date mentioned above, your name will be removed from the selection list without awaiting any further communication from you.

23. कृपया नोट करें कि नियुक्ति पूर्व मेडिकल परीक्षा, सेवा में कार्यग्रहण करने हेतु यात्रा व्यय या अन्य कोई व्यय भुगतान योग्य नहीं होंगे।

Please note that traveling or any expenses for pre-recruitment medical examination and joining duty are not payble.

24. यातायात माध्यमों की देरी के लिये बैंक उत्तरदायी नहीं होगा।

The Bank will not be responsible for any delay caused by transport services, etc.

25. डाक मार्ग में होने वाली देरी या किसी सूचना अथवा किसी प्रमाण पत्र को न लगा पाने या अलग से प्रेषित किसी प्रलेख के लिये या उसकी क्षति के लिये बैंक उत्तरदायी नहीं होगा।

The Bank will not be responsible for any delay in receipt or loss in postal transit of any communication or for not connecting any certificate(s) or other documents sent separately.

26. यह नियुक्ति प्रस्ताव पूर्णतयाः प्रोविजनल है. इसे नियोजन के अधिकार का दावा नही माना जावे।

This offer of appointment is purely Provisonal and shall not be claimed as a Right of employment in the bank.

27. यदि आपको उक्त नियम एवं शर्तें स्वीकार्य हैं तो कृपया इस पत्र की संलग्नक द्वितीय प्रति पर बिना शर्त स्वीकृति, महाप्रबंधक एच.आर.डी., सेन्ट्रल मध्यप्रदेश ग्रामीण बैंक, प्रधान कार्यालय, 800/19 साउथ सिविल लाइन्स, छिंदवाड़ा म.प्र. 480 001 को बैंक सेवाग्रहण हेतु उपस्थिति के समय प्रस्तुत करें।

If the above terms and condition are acceptable to you, please submit unconditional acceptance on the enclosed duplicate copy of this letter to General Manager HRD, Central Madhya Pradesh Gramin Bank, Head Office, 800/19, South Civil Lines, Chhindwara (M.P.) 480 001 at the time of reporting to the Bank.

(S.P. Sharma)
General Manager

स्वीकारोक्ति/ ACCEPTANCE

यह प्रस्ताव मुझे बिना शर्त स्वीकार्य है और स्वीकारोक्ति स्वरूप, मैं इस पत्र की द्वितीय प्रति पर अपने हस्ताक्षर कर वापस कर रहा हूँ और बैंक में कार्यग्रहण करने पर, बैंक द्वारा समय समय पर जारी आदेशों एवं नियमों का पालन करने हेतु बाध्य रहूँगा। मैं पूर्णतः विज्ञ हूँ कि यह नियुक्ति प्रस्ताव प्रोविजनल है व इसे नियोजन के अधिकार का दावा नही माना जावेगा।

I hereby accept the above offer unconditionally and in token of my acceptance, I return herewith a copy of this letter duly signed by me and agree to be bound by the rule and regulations of the Bank from time to time, on my appointment the Bank. I am fully aware that this offer is purely Provisonal and shall not be claimed as a Right of employment in the bank.

Place.....

Date.....

अभ्यार्थी के हस्ताक्षर / Signature of the Candidate

पूरा नाम/ Name in full .....

नोट/ Note – किसी भी संदेह की स्थिति में प्रस्ताव पत्र का अंग्रेजी पाठ अंतिम माना जावेगा। /In case of any doubt in interpretation English version of the offer letter will be considered as final.

सेन्ट्रल मध्यप्रदेश ग्रामीण बैंक
(भारत सरकार, सेन्ट्रल बैंक ऑफ इंडिया एवं मध्यप्रदेश शासन का संयुक्त उपक्रम)
Central Madhya Pradesh Gramin Bank
(A joint venture of Govt. of India, Central Bank of India and Govt. of Madhya Pradesh)
हमारा ध्येय - बेहतरीन सेवा Our Motto - Best Service

प्रधान कार्यालय Head Office

प्र.का./02/एच.आर.डी./2013-14/ दिनाँक 14.08.2013

The Superintendant of Police
The Dy. Commissioner of Police

.....

Dear Sir,

Reg - History of criminal case/s/conviction against (roll no. .....) Shri/Smt ..... address .....

Shri/Smt ..... is one of the successful candidate eligible to be considered for appointment as a Office Assistant in our Bank. Before considering for appointment Shri/Smt .....as a Office Assistant we would like to ascertain Shri/Smt ..... antecedent.

The above mentioned candidate is residing in the area which comes under your jurisdiction. We, therefore request you to inform us whether any criminal case/s/conviction is registered/pending against above refer candidate in your record in the enclosed format under your signature and seal.

If we do not receive any communication/reply in this matter within 30 days on receipt of this letter, we will presume that, there is no criminal case/s/conviction against the above mentioned candidate.

Yours faithfully

Senior Manager HR

Enclosed - a proforma

800/19, साउथ सिविल लाइंस, छिंदवाड़ा (म.प्र.) पिन - 480 001 दूरभाष क्रमांक : 07162 - 247 485, 245 530 फैक्स : 07162 - 242 112
800/19, South Civil Lines, Chhindwara (M.P.) 480 001 * Tel : 07162 - 247 485, 245 530 Fax : 07162 - 242 112
E-mail ID : cmpgbho@gmail.com, cmpgbho@rediffmail.com
www.cmpgb.co.in

Medical Report

Name of candidate .....
Address.....
.....
.....

age..... sex..... Identification Marks.....

Signature of the Candidate ..... (to be signed before the Doctor)

part History: Name of the family members suffering from & since when

1.
2.
3.

Hypertension
Mental diseases
Asthma
Skin Diseases
Tuberculosis
Leprosy

Cancer
Cardiac ailment
Paralysis
Tumor
Pleurisy
Major Accident
Surgical Operation

General Examination

Built
Weight
Pulse
Nails

Height
Conjunctive
tongue

Systematic Examination

BP
Heart Sound
Murmurs
Peripheral circulation
Abnormal findings
Respiratory System

Inspection
Percussion
Palpitation

Per Abdomen

Operative Scan
Hornia
Hydrocele
Liver
Spleen
Any finding

Central Nervous System

Ear, Nose, Throat

Ophthalmic Examination

Eye sight
Colour blindness
Squint
Abnormal findings

conti - 2

Gynecological Examination

M.C.
Last M.C.
Obstetric history
Abnormal findings

Urine Sugar
Albumin

Advice to candidate for the correction of abnormal findings

Recheck
Consultant's opinion
Remark

In my opinion, Mr./Mrs/Miss..... is physically and mentally fit/unfit to join his/her service.

Signature

Name

Qualification

Registered no.

Address

Date

DISTRICT MEDICAL BOARD DISTRICT HOSPITAL .....

MEDICAL - REPORT

DATE .....

Signature of candidates .....

Name of Candidate ..... S/O W/O D/O .....

Post for which applied ..... age..... Department – Central Madhya Pradesh Gramin Bank

Built ..... Nutrition ..... Height ..... cm Weight ..... kg

Identification Marks.....

Chest of expiration ..... cm Chest of inspiretion..... cm

Abdominal circle in cm. ..... Lymphauompethy .....

Aneamia..... any irregularity.....

Pulse rate ..... HB%..... BP.....

Vascular diseases ..... Lungs .....

skin..... Thyroid glands .....

any mass in abdomen .....

Dental Condition..... Liver..... Splint.....

Piles..... any deformity of limb .....

Any evidence of veneral diseases .....

Eye

Distance vision	RT	LT
Near vision	RT	LT
Colour vision	RT	LT
Any abnormality	RT	LT
Hearing	c.v.s.	

Obstratic History
Female reproductive Organs :

Nervous system ..... Resp. System .....

Any Deformity of muscles and Joints :-

Temporary unfit due to .....

Advice given .....

Declared Fit/Unfit for the post of Office Attendant

Medical Specialist	Asstt. Surgeon	Eye Specialist	Secretary
Distt. Medical Board	Distt. Medical Board	Distt. Medical Board	Distt. Medical Board

Chairman

Distt. Medical Board

Form of Certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in Support of his claim

---

Form of Caste Certificate

1. This is to cetify that Shri/Shrimathi*/Kumari* ..... son/daughter* of .....of village/town*..... in District/Division*.....of the State/Union Territory*.....belonngs to the ..... Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe under:

   *The Constitution (Scheduled Caste) Order, 1950
   *The Constitution (Scheduled Tribe) Order, 1950
   *The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;
   *The Constitution (Scheduled Tribes) (Union Territories) Orders, 1951;
   [as amended by the Scheduled Castes and Sheduled Tribes Lists (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 (Constutution) Scheduled Castes and Scheduled tribes Order (Amendment) Act, 1976; the Constitution (Scheduled tribes) Order (Amendment) Act, 1987; the Constitution (Scheduled tribes) Order (Amendment) Act, 1991; and the Constitution (Scheduled tribes) Order Second Amedment Act, 1991]
   * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
   * The Constitution (Andman and Nikobar Islands) Scheduled Tribes Order, 1959 as amendment by
   * The Scheduled Castes and Scheduled Tribes Orders(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 (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 and Kashmir) Scheduled Tribes Order, 1989;
   * The Constitution (Scheduled Castes) Orders, (Amendment) Act, 1990

2. Shri/Shrimathi*/Kumari* ..... and/or* his/her* family ordinarily reside(s) in village/town* ..... of ..... District/Division* of the State/Union Territory* of .....

Signature: .....

Designation: .....

Place ..... State.....
Union Territory.....

Date .....

Note - The term "Ordinarily resides" used here will have the same meaning is Section 20 of the Representation of the Peoples Act 1950 .

.....

* Please delete the words which are not applicable

No. F.101/30/94-SCT(B)
Dated 10.04.1995

Form of Certificate to be produced in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration

1. This is to cetify that Shri/Shrimathi*/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 Caste) Order, 1950
*The Constitution (Scheduled Tribe) Order, 1950
*The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;
*The Constitution (Scheduled Tribes) (Union Territories) Orders, 1951;
[as amended by the Scheduled Castes and Sheduled Tribes Lists (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 (Constutution) Scheduled Castes and Scheduled tribes Order (Amendment) Act, 1976; the Constitution (Scheduled tribes) Order (Amendment) Act, 1987; the Constitution (Scheduled tribes) Order (Amendment) Act, 1991; and the Constitution (Scheduled tribes) Order Second Amedment Act, 1991]
* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
* The Constitution (Andman and Nikobar Islands) Scheduled Tribes Order, 1959 as amendment by
* The Scheduled Castes and Scheduled Tribes Orders(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 (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 and Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) Orders, (Amendment) Act, 1990

2. The certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe Certificate issued to Shri/Shrimathi*/Kumari*..... father/mother of Shri/Shrimathi*/Kumari* ..... of village/town* ..... in District/Division* .....of the State/Union Territory*..... who belong to the .....caste/tribe* which is recognised as Scheduled Caste/Scheduled Tribe in the State/ Union Territorry*..... issued by the ..... (Name of the prescribed athority) vide their No. ..... dated .....

Signature: .....

Designation: .....

Place ..... State.....
Union Territory.....

Date .....

Note - The term "Ordinarily resides" used here will have the same meaning is Section 20 of the Representation of the Peoples Act 1950 .

.....

* Please delete the words which are not applicable

No. F.101/30/94-SCT(B)
Dated 10.04.1995

Form of the Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India

This is to certify that ..... son/daughter* of ....., of village ..... District/Division* ..... in the State ..... belonging to the ..... community which is recognised as a Backward Class under -

i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC(C), dated 10 th September, 1993 published in the gazette of India, Extraordinary, Part - I, section I, No. 186, dated the 13 th september, 1993

ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/93-BCC, dated the 10 th October, 1994 published in the gazette of India, Extraordinary, Part - I, section I, No. 163, dated the 20 th October, 1994.

III) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 24 th May, 1995 published in the gazette of India, Extraordinary, Part - I, section I, No. 88, dated the 25 th May, 1995.

IV) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 06 th December, 1996 published in the gazette of India, Extraordinary, Part - I, section I, No. 210, dated the 11 th December, 1996

Shri ..... and/or* his family ordinarily reside (s) in the ..... District/Division* of the ..... State. This is also to certify that he/she* does not belong to the persons/section (Creamy Layer) mentioned in Column 3 of the Scheduled to the Goverment of India, Department of Personal & Training, O.M.No. 36012/22/93-Estt.(SCT) dated 8.9.1993 .

signature
Name & Designation
of the issuing authority

Dated

Seal

.....

* Srike out whichever is not applicable

NB - (a) The term "Ordinarily resides" used here will have the same meaning is Section 20 of the Representation of the Peoples Act 1950 .

(b) The authorities competent to issue caste certificate are indicated below :-

1. District Magistrate/ Additinal District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st class Stipendary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendary Magistrate) .
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Precidency Magistrate
3. Revenue Officer not below the rank of Tehsildar
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.