

Office of the NAIB-TEHSILDAR/TEHSILDAR/SDO(CIVIL)

NAME OF DISTRICT: _____ (STATE _____)

Backward Area Certificate*

Unique Certificate Id: _____

Validity: _____

It is certified that Sh/Smt. _____ S/o/d/o/w/o Sh. _____ is resident of _____ Post Office _____ Gram Panchayat _____ Tehsil _____ District _____ (State) _____.

Gram Panchayat _____ has been declared Backward vide Government Notification No. _____ dated _____ for the purpose of Development.

Place: _____

Signature/seal Of Issuing Authority

Date _____

***Competent Authority to issue Backward Area Certificate :**

1. NAIB-TEHSILDAR/TEHSILDAR/SDO(CIVIL)

**Specimen of Certificate of Landless Family/ Family having land less than 1
(One) Hectare**

Office of the NAIB-TEHSILDAR/ TEHSILDAR/ SDO (CIVIL)

DISTRICT:

STATE:

Certificate of Land Holding*

Unique Certificate Id:

Validity :

It is certified that as per report of Halka Patwari, Patwar Circle _____, Tehsil _____, Distt _____, (State _____) and information furnished by the applicant Sh/Smt. _____ S/o/d/o/W/o Sh. _____ resident of Village _____ Post Office _____ Tehsil _____ District _____ (State _____), the family of the applicant (including the applicant himself/herself) is owner in possession of _____ (measurement) land in Mohal(s) _____ Tehsil _____ Distt _____ (State _____), which is less than one hectare.

Further, as per the affidavit/self declaration of the applicant, he/she or his/her family members do not own any other land anywhere in India.

Place:

Signature/seal Of Issuing Authority

Date:

***Competent Authority to issue Land Holding Certificate :**

1. NAIB-TEHSILDAR/TEHSILDAR/SDO(CIVIL)

Specimen of Non-Employment Certificate

Office of the _____

DISTRICT:

STATE:

Non-Employment Certificate

Unique Certificate Id:

Validity:

On the basis of the information furnished by the applicant and report of Halka Patwari _____,

it is certified that Sh/Smt. _____ S/o/d/o/W/o

Sh. _____ resident of Village _____ Post

Office _____ Tehsil _____ District _____ (State)

_____ is not employed in any Government/semi-Government services and none of his/her family member is employed in the Government or Semi-Government Services.

Place:

Signature/seal Of Issuing Authority

Date:

***Competent Authority to issue Non-Employment Certificate :**

- (i) Naib Tehsildar/ Tehsildar/ Sub-Division Officer (Civil)/ / ADM/ ADC /DC
- (ii) Commissioner/ Additional Commissioner/ Joint Commissioner of Municipal Corporation/ Executive Officer of Municipal Council/ Secretary of Nagar Panchayat.
- (iii) In case any other authority has been prescribed by any other Administrative Department to issue certificate(s) notified for evaluation, the certificate issued by such authority shall be valid during evaluation process.

Guidelines for Differently abled Person Certificate

The Differently abled person certificate shall be issued by the prescribed authorities of Health & Family Welfare/ Medical Boards on the prescribed format.

Specimen of NSS Certificate

National Service Scheme

This is to certify that Sh/Km _____ S/O./ D/o _____
Class _____ Roll No. _____ of (Name of Institution) _____
_____ District _____ (Name of State) _____ has completed
_____ years as NSS volunteer from _____ to _____ and has done
satisfactory work.

He/ She has also attended NSS Camp(s) from _____ to _____ held
under the theme _____

Programme Co-ordinator
NSS

Principal

Programme Officer
NSS

Director/VC

Note: - NSS certificate should be of at least one year duration. Only camp participation certificates will not be accepted.

NCC/ Bharat Scouts & Guides/ Medal Winner Certificate

Guidelines about Certificate holders in NCC:-

NCC certificate should be of 'A' or 'B' or 'C' level issued on the Prescribed format by the Competent Authority. Other certificates including camp participation certificate will not be accepted.

Guidelines about Certificate holders in Bharat Scouts & Guides:-

Bharat Scout & Guide should be Certificate holder of 'Dwitya Sopan' or 'Tritya Sopan' or 'Rajya Puraskar' or 'Rashtarpati Puraskar'. Other certificates including camp participation certificate will not be accepted.

Guidelines about Medal Winner in National Level Sports Competitions:-

The certificate of medal winner in national level sports competition shall be in recognized games duly certified to this effect by the "District Youth Services and Sports Officer".

Guidelines for BPL Certificate

1. BPL Certificate should be issued by the Concerned Gram Panchayat on the prescribed format with reference number and date of issuance.
2. The Certificate should be signed by concerned Panchayat Secretary/Sahayak and by concerned Gram Panchayat Pradhan and Countersigned by concerned Block Development Officer.
3. For Urban area resident, BPL Certificate should be issued Executive Officer/ Secretary, Municipal Committee/ Council and Commissioner, Municipal Corporation (Urban Local Body).
4. In order to claim marks for BPL certificate, candidate shall also produce income certificate duly issued by the “NAIB-TEHSILDAR/ TEHSILDAR/ SDO (CIVIL)”
5. The certificate(s) should be valid on the date of evaluation.

Widow Certificate*

Office of the _____

District..... State.....

Ref No:

Certified that Smt._____ W/o of late Sh. _____ resident of Village_____ PO_____ Teh_____ Distt_____ State_____ is the Widow of late Sh. _____ who had died on _____ and his death is registered at Sr No _____ dated _____ of death register. Further as per the entries in the Pariwar Register & declaration submitted by the applicant, she has not re-married.

Place:

Signature/Seal of Issuing Authority

Date:

*Competent Authority to issue Certificate:

- (i) BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate or Secretary in Nagar Panchayat.
- (ii) Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation/ Executive Officer/ Secretary, Municipal Committee/ Council (Urban area)

Divorced Certificate*

Office of the _____

District..... State.....

Ref No:

It is Certified that Smt. _____ D/o _____ resident of Village _____ PO _____ Tehsil _____ Distt _____

State _____ was married to Sh. _____ Village _____ PO _____ Teh _____ Distt _____ State

_____ and is now divorced. Further as per the entries in the

Pariwar Register & declaration submitted by the applicant, she has not re-married.

Place:

Signature/Seal of Issuing Authority

Date:

*Competent Authority to issue Certificate:

- (i) BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate or Secretary in Nagar Panchayat.
- (ii) Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation/ Executive Officer/ Secretary, Municipal Committee/ Council (Urban area)

Destitute Certificate*

Office of the _____

District..... State.....

Ref No:

It is certified that Smt. _____ D/o _____ resident
of Village _____ PO _____ Tehsil _____ Distt _____ State _____

is a destitute woman as per the authenticated entries in the Pariwar Register.

Place:

Signature/Seal of Issuing Authority

Date:

*Competent Authority to issue Certificate:

- (i) BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate or Secretary in Nagar Panchayat.
- (ii) Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation/ Executive Officer/ Secretary, Municipal Committee/ Council (Urban area)

Single Women Certificate*

Office of the BDO _____

District.....

State.....

Ref No:

It is certified that Miss./Smt. _____ D/o Sh. _____ resident of

Village _____ PO _____ Tehsil _____ Distt _____ State _____ is

a Single woman as per authenticated entries in the Pariwar Register.

Place:

Signature/Seal Of Issuing Authority

Date:

*Competent Authority to issue Certificate:

- (i) BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate or Secretary in Nagar Panchayat.
- (ii) Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation/ Executive Officer/ Secretary, Municipal Committee/ Council (Urban area)

Single Daughter Certificate*

Office of the BDO in rural area and Executive Officer/ Secretary, Municipal Committee/ Council
and Commissioner, Municipal Corporation (Urban Local Body)

District.....

State.....

Ref No:

It is certified that Smt/Miss _____ D/o Sh. _____ W/o Sh. _____

_____ (if married) resident of Village _____ PO __ Tehsil _____

Distt _____ State _____ is the only child of her parents and

there are no other brother/ sister as per the authenticated entries in pariwar register.

Place:

Signature/Seal of Issuing Authority

Date:

*Competent Authority to issue Certificate:

- (i) BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate or Secretary in Nagar Panchayat.
- (ii) Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation/ Executive Officer/ Secretary, Municipal Committee/ Council (Urban area)

Orphan Certificate*

Office of the _____

District.....

State.....

Ref No:

It is certified that Sh/Smt/Km____S/o/D/o Sh._____ is the resident of Village_____ PO_____ Tehsil _____ Distt_____ State _____ and his/her biological/adoptive parents had died before his/her attaining 18 years of age on dated _____ and _____ respectively as per entries in the death register at Sr. no. ____ and ____ respectively and thus he/she became orphan before he/she attained the age of 18 years.

Place:

Signature/Seal of Issuing Authority

Date:

*Competent Authority to issue Certificate:

- (i) BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate or Secretary in Nagar Panchayat.
- (ii) Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation/ Executive Officer/ Secretary, Municipal Committee/ Council (Urban area)

Experience Certificate

Experience Certificate

Office of the _____ (Name of Deptt./Corp/Board/Commission)

Reference No _____

Dated:- _____

It is certified that Sh/Smt/Kumari _____ (Name of candidate) S/D/W of Sh. _____

(Father's/Husband Name) is working/ has worked in this office/ Institution as _____

_____ (Name of the post) with effect from _____ to _____ on

_____ basis and Rs _____ is/was his/her last drawn salary.

Dated :

Place:

Signature of issuing authority with
Stamp & Seal

Note:

2. Experience should be in Govt. or Semi Govt. organization and should be issued by the Competent Authority of the organization.
3. Experience certificate must contain office reference number /dispatch number and date.
4. Experience should be related to the post applied for.

Guidelines for Training Certificate

1. The training certificate should be strictly related to the post applied for.
2. The Training should be from a recognized University/Institution and must contain the name of the Course and duration of training.
3. The Training Certificate must contain office reference number and date of issuance.

CHARACTER CERTIFICATE

(To be issued by Executive Magistrate/ Tehsildar/ Naib Tehsildar or any other Gazetted Officer)

Certified that Mr/Ms. son/daughter/wife of Shri
..... resident of
.....
..... is well known to me since last years and months. To the best of my
knowledge and belief he/she bears a good moral character and has nothing which debars his/her suitability for
Government Job. Mr/Ms. is not related to me.

Place:

Dated:

Signature

Designation

Office Seal