सत्यमेव जयते

GOVERNMENT OF INDIA

O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM

(Personnel Section, 1st Floor, Room No-14)

AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, KOLKATA – 700 069

Email- kolkata.dcit.pers.est@incometax.gov.in

F. No. PCCIT/WB&S/Pers./58/Sports Rec/2025-26 (Pt-II)/10237 Dated- 27th August, 2026

NOTICE

SUB- Recruitment of Meritorious Sports Persons to the cadre of Tax Assistants (TA) and Multi-Tasking Staffs (MTS) in the Income Tax Department, West Bengal & Sikkim Region

The Principal Chief Commissioner of Income Tax (Pr. CCIT), West Bengal & Sikkim Region invites applications from meritorious sportspersons for appointment as Tax Assistants (TA) and Multi-Tasking Staffs (MTS) in the department of Income Tax, West Bengal & Sikkim as per provisions contained in the **DOPT OM No. DOPT-1720781414772 dated 04.03.2024**.

Before making an application, the applicants are required to go through the detailed guidelines, eligibility criteria, vacancy position, other conditions and instructions given below with this notice to ascertain their eligibility for the said posts.

The eligible and willing candidates should submit their application in the prescribed format as given in **ANNEXURE-A** of this notice along with the requisite supporting documents to Office of the Joint Commissioner of Income Tax, Headquarters (Personnel & Establishment), Kolkata, 1st Floor, Room No-14, Aayakar Bhawan, P-7 Chowringhee Square, Kolkata- 700069 by Ordinary Post/ Speed Post/ Registered Post/ Courier so as to reach this office on or before **30.09.2026**. Physical presence in this office for submission of the application form is not compulsory.

आयुक्त मुख्यालय (का. एवं स्था.), कोलकाता Addl. C.I.T. Hqrs. (Pers. and Estt.) Kolkata Office of the

(C. DEEPAK SINGH, IRS)
Commissioner of Income Tax,
(Admin & Tax Payer Services), Kolkata
For the Principal Chief Commissioner of Income Tax, West Bengal & Sikkim

च. दीपक सिंह / C. Deepak Singh
आयकर आयुक्त (प्रशा. एवं क.दा.से.), कोलकाता
Commissioner of Income Tax (Admn. & TPS), Kolkata

1. IMPORTANT DATES:

SCHEDULE OF ACTIVITY	DATE
Last Date of Submission of Application	30.09.2026

2. VACANCY POSITION:

SL NO.	NAME OF THE POST	NO OF VACANCIES	PAY LEVEL (as per 7th CPC)
1.	Tax Assistant (TA)	25	Level-4 (Rs. 25,500 - 81,100)
2.	Multi-Tasking Staff (MTS)	57	Level-1 (Rs. 18,000 – 56,900)
	Total No of Vacancies	**82**	

Note: Candidate can apply either for TA or for MTS or for both in a single application, indicating their order of preference. If order of preference is not mentioned, a candidate will be first considered for the post of TA and then for MTS, subject to his/her eligibility for the said post.

3. ELIGIBILITY:

i. **Nationality:** The candidate must be a citizen of India.

ii. **Age Limit:**

SL NO.	NAME OF THE POST	AGE AS ON 01.07.2026#
1.	Tax Assistant (TA)	18 to 27 years
2.	Multi-Tasking Staff (MTS)	18 to 25 years

 # Relaxation in calculation of age limit:

a) 05 (Five) years for UR/OBC candidates and 10 (Ten) years for SC/ST candidates as mentioned in DOPT OM No. DOPT-1720781414772 dated 04.03.2024.

Note: This relaxation will be admissible only to those candidates who satisfy all other eligibility conditions related to education and sports qualification and furnish a certificate in the prescribed format as per **ANNEXURE-C** of this notice, from the authority as prescribed in this notice.

iii. **Essential Educational Qualification:**

SL NO.	NAME OF THE POST	ESSENTIAL EDUCATIONAL QUALIFICATION##
1.	Tax Assistant (TA)	A Degree from a recognized University or an equivalent qualification
2.	Multi-Tasking Staff (MTS)	Matriculation (Class 10) pass or equivalent qualification from a recognized Board

The essential educational qualification of the candidates shall be considered up to 01.07.2026 i.e. they must possess the requisite educational qualification on or before 01.07.2026. Any educational qualification obtained after the said date shall not be considered for the purpose of this recruitment.

iv. **Sports Eligibility:** The meritorious sportspersons will be considered for appointment based on the following criteria:

a. Sportspersons who have represented a State or the Country in the National or International competition; or Medal winners in Junior National Championships; or Medal winners in Khelo India Youth Games (age category above 18 years); or Khelo India Winter Games or Khelo India Para Games or Medal winners in Khelo India University Games or Medal winners in School Games Federation of India (SGFI) in any of the games/sports mentioned in Para 6 below.

For Chess: Grand Master (GM) Title, International Master (IM) Title, Chess Olympiad. IM/GM title should be in Open Category like Woman Grandmaster (WGM) etc. While National Open Chess Championship is treated as National Championships, the medal winning performance in National Team Chess Championship will also be considered for recruitment.

b. Sportspersons who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Boards in any of the sports/games mentioned in Para 6 below.

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 games/sports mentioned in Para 6 below.

Note: No such appointments can be made unless the candidate is, in all respects, eligible for appointment to the post applied for, and in particular, with regard to age, educational or experience qualifications prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of class/category of persons to which the applicant belongs.

4. SELECTION CRITERIA:

i. First preference will be given to those candidates who have **represented the country in an International Competition** with the clearance of the Department of Sports, Ministry of Youth Affairs and Sports.

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

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

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

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

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

Note-1: Candidates will be evaluated based on participation in recognised tournaments / events held **between 01.01.2022 and 30.06.2026**. (Closing Date of any games/ tournaments should fall within this date range). Any sports achievement obtained before 01.01.2022 or after 30.06.2026 shall not be considered for the purpose of this recruitment.

Note-2: Candidates should be clear in all the Doping tests done by the World Anti Doping Agency (WADA) / National Anti Doping Agency (NADA) or any other relevant authorities. Additionally, the candidate should not have been disqualified or banned from any tournament/game by the respective sports federation due to disciplinary action. Any ongoing investigation related to doping or use of unfair means in any sporting event must be disclosed by the candidate as per **ANNEXURE-B** of this notice.

Note-3: In the event of a tie, the candidate who has secured a higher sporting achievement during the entire reckoning period i.e. from 01.01.2022 to 30.06.2026 shall

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be given the preference. If the situation of tie still persists, then, the candidate who has won more number of cumulative medals during the entire reckoning period i.e. from 01.01.2022 to 30.06.2026 will be considered to break the knot and shall be given the preference.

Note-4: Participation in individual and team event/game shall be given same preference.

Note-5: Except in case of tie, no preference will be given for winning more than one medal/ position.

Note-6: In case of any doubt about the status of any game/tournament, the matter will be decided in consultation with Department of Personnel & Training and Ministry of Youth Affairs and Sports.

5. LIST OF AUTHORITIES COMPETENT TO AWARD CERTIFICATES ON ELIGIBILITY FOR RECRUITMENT OF SPORTSPERSONS:

Only Certificates awarded by the authorities as mentioned hereunder will be taken into account as evidence in support of having participated in any of the Games/Sports as mentioned in Para 6 below while considering the eligibility of the applicant, failing to which, a candidate will not be considered for this recruitment.

Sl No	Competition	Authority awarding Certificate	Form in which Certificate is to be awarded
1.	International Competitions	Secretary of the National Federation of the concerned Games/Sports	Form 1
2.	National Competitions	Secretary of the National Federation or Secretary of the State Association of the concerned Games/Sports	Form 2
3.	Inter-University Tournaments	Dean of Sports or other Officer in overall charge of Sports of the concerned University	Form 3
4.	National/Sports/Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State	Form 4
5.	Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games	Officer designated/Officer in charge from Sports Authority of India (SAI) for Khelo India University/ Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games	Form 5

Note: Specimen of Form-1, Form-2, Form-3, Form-4 and Form-5 referred above are given in ANNEXURE-D (**ANNEXURE-D1**, **ANNEXURE-D2**, **ANNEXURE-D3**, **ANNEXURE-D4** and **ANNEXURE-D5** respectively) of this notice.

6. **LIST OF GAMES/SPORTS ALONG WITH VACANCIES (MEN AND WOMEN) FOR WHIC APPLICATIONS ARE INVITED:**

Sl No.	Games/Sports	Consolidated Vacancy	POSITION/EVENT WISE VACANCY BREAKUP		
			Position/Event	Vacancies for Men	Vacancies for Women
1.	CRICKET	06	Batter	02	-----
			Medium Pacer	02	-----
			All Rounder	01	-----
			WK Batter	01	-----
2.	FOOTBALL	09	Goalkeeper	02	-----
			Side Back	02	-----
			Mid-fielder	02	-----
			Winger	01	-----
			Striker	02	-----
3.	ATHLETICS	18	100-meter Run	02	02
			200-meter Run	02	01
			400-meter Run	01	01
			800-meter Run	-----	01
			100-meter Hurdles	-----	01
			110-meter Hurdles	01	-----
			400-meter Hurdles	01	01
			Long Jump	01	01
			Javelin Throw	01	01
4.	BASKETBALL	05	Guard	02	-----
			Power Guard	02	-----
			Post	01	-----
5.	SWIMMING	05	Free Style	01	01
			Back Stroke	01	-----
			Breast Stroke	01	-----
			Butterfly	-----	01
6.	VOLLEYBALL	05	Setter	01	-----
			All Rounder	01	-----
			Counter Attacker	01	-----
			Middle Blocker	01	-----
			Libero	01	-----
7.	TABLE TENNIS	04	----------	02	02
8.	KABADDI	06	Raider	02	-----
			Left Cover	02	-----
			Left Corner	02	-----
9.	BRIDGE	02	----------	02	-----
10.	CHESS	02	----------	01	01
11.	CARROM	04	----------	02	02
	BODY BUILDING	04	Below 70 Kg	02	-----
			Below 80 Kg	01	-----
			Above 80 Kg	01	-----

13.	BADMINTON	04	----------	02	02
14.	ARCHERY	02	----------	01	01
15.	KARATE	02	----------	01	01
16.	LAWN TENNIS	02	----------	02	-----
17.	PARA ATHLETICS	02	----------	01	01
TOTAL VACANCY		82			

Note: In case suitable candidates are not available in any of the Games/Sports as mentioned above, the Department reserves its right not to consider such Games/Sports for making appointment and to allot the vacancies to any other Games/Sports as deemed fit.

7. HOW TO APPLY:

i. Applications must be submitted in the prescribed format as given in **ANNEXURE-A** of this notice and addressed to the Joint Commissioner of Income Tax, Headquarters (Personnel & Establishment), Kolkata, 1st Floor, Room No-14, Aayakar Bhawan, P-7 Chowringhee Square, Kolkata- 700069 by Normal Post/ Speed Post/ Registered Post/ Courier so as to reach this office on or before 30.09.2026. **Physical presence in this office for submission of the application form is not compulsory.**

ii. The envelope containing the application should have the following phrase clearly written on it:

"APPLICATION FOR THE POST(S) OF _____ FOR RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN INCOME TAX DEPARTMENT, WEST BENGAL & SIKKIM"

iii. Additionally, the applicants are also requested to furnish the details and upload the essential particulars through a Google Form, using the Link or QR, as provided below:

https://forms.gle/sf7iXVo1WeosAjtV6

[Scan for the Google Form]

iv. The link of the Google Form shall also be posted on the official Income Tax Department website www.incometaxindia.gov.in/kolkata/news-updates and the X (formerly, Twitter)

handle page of the Income Tax Department, Kolkata, to facilitate wider dissemination and ease of access for prospective applicants.

v. **In the event of any discrepancy or inconsistency between the information furnished through the Google Form and that contained in the duly submitted physical application, the particulars furnished in the physical application shall be treated as final and shall prevail for all purposes of scrutiny and selection. It is also resolved that eligibility of the candidature will ONLY depend on correct submission of physical application form by applicants and the requirement of submission of 'Google Form' is merely an additional requirement for efficient and enhanced processing / screening of applications which in no way will affect the candidature of the applicants.The submission of the Google Form is in addition to and not in substitution of the physical application.**

vi. Attested legitimate photocopies (by a Gazetted Officer) of all the documents in support of claim regarding nationality, date of birth, age, educational qualifications, caste, sports/games etc (like Aadhaar Card, Voter Card, PAN Card, Driving License, Passport, Birth Certificate, Mark sheets and Certificates of Class 10, 12, Graduation, Caste Certificate, Certificates of Games/Sports etc) should be submitted along with the application.

vii. Sports achievements certified by the recognized authorities (as per Para-5) in specified Forms (as per ANNEXURE-D) should also be submitted along with the application. In this connection, the list of recognized Sports Federations for the games/sports as mentioned in Para-6 is available in the website of Ministry of Youth Affairs and Sports.

8. SELECTION OF THE CANDIDATES:

i. Applications received after due date will not be entertained in any circumstances. Incomplete applications, applications without photograph of the candidate, unsigned applications, applications without proper attested photocopies of documents and applications without required annexure(s) will be rejected and no correspondence in this matter will be made to the applicant.

ii. All the applications will be scrutinized and eligible candidates will be shortlisted on the basis of evaluation of nationality, age, educational qualification and their best performances from 01.01.2022 to 30.06.2026 in respective sports/games.

iii. The eligible shortlisted candidates will be called for appearance before the selection committee for verification of the attested photocopies and Forms from appropriate authorities, which were submitted by them along with the application. They should bring all the original documents in support of their claim. Only the attested photocopies of the documents and forms, which were submitted with the applications by the concerned applicant,will be taken into consideration by the committee. Any other document submitted thereafter will not be taken into account. Candidates who are already employed should submit a No Objection Certificate (NOC) from their respective present employer.

Office of the Addl. C.I.T. Hqrs. (Pers. and Estt.), Kolkata
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iv. The candidates shortlisted after the procedure elaborated above will be called for Ground / Field Proficiency Test to evaluate their proficiency in respective Sports/ Games.

v. In respect of candidates shortlisted for appointment to the post of Tax Assistant (TA), they will also be required to qualify the Data Entry Skill Test @8000 key depression per hour, in consonance with the provision of relevant recruitment rules.

vi. The Final Selection for appointment will be made strictly in Order of Merit which will be determined on the basis of evaluation of the concerned candidates with reference to the best performances from 01.01.2022 to 30.06.2026and marks allocated at Ground / Field Proficiency Test.

Note-1: Success in any stage of the selection process confers no right to the applicants for appointment unless the Department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.

Note-2: The venue for Document Verification and Field / Ground Proficiency Test will be intimated to the shortlisted candidates in due course of time.

9. ADDITIONAL INSTRUCTIONS:

i. Failure to comply with the instructions/conditions prescribed in this notification will result in the rejection of the application and no intimation will be served to the candidate. No communication in this regard will be entertained.

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

iii. No Travelling Allowance will be paid to the shortlisted candidates for their journey to appear for the process of Document Verification, Ground/Field Proficiency Test and for joining the Department after selection.

iv. Medical Fitness of the candidates will be ascertained by the O/o the Pr.CCIT, West Bengal and Sikkim before their formal appointment.

v. The selected candidates on appointment will be liable to be posted at any place and in any office under the jurisdiction of the Principal Chief Commissioner of Income Tax, West Bengal and Sikkim.

vi. If at any stage during or after the recruitment process, the candidate is found to have furnished any wrong information, statement or declaration or falsified / misrepresented any facts, his/her candidature/ appointment will be liable for cancellation

vii. The applicants are advised to visit www.incometaxindia.gov.in/kolkata/news-updates from time to time for more details and information.

viii. The Pr.CCIT, West Bengal & Sikkim holds the right to cancel this recruitment without assigning any reasons at any stage of recruitment procedure.

Note: In the event of any discrepancy, inconsistency, or ambiguity among the Bengali, Hindi and English versions of this notice, **the English version shall prevail and shall be treated as final for all purposes.**

(C. DEEPAK SINGH, IRS)
Commissioner of Income Tax,
(Admin & Tax Payer Services), Kolkata
For the Principal Chief Commissioner of Income Tax, West Bengal & Sikkim

च. दीपक सिंह / C. Deepak Singh
आयकर आयुक्त (प्रशा. एवं क.दा.से.), कोलकाता
Commissioner of Income Tax (Admn. & TPS), Kolkata

ANNEXURE-A

APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTSPERSONS IN THE OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM

Field marked with (*) are mandatory:

1. Post(s) applied for*

Tax Assistant (TA)	
Multi-Tasking Staff (MTS)	

Please tick (√) in the above relevant box (es)
Mark (x) in the above box which is not applicable.
The blank box (es) will be considered as (x)

Affix a recent colored front facing passport size photo of the candidate*
(Without spectacles or sunglasses or any kind of head gears like hat) duly attested by a Gazetted Officer

2. Please fill this form in black or blue dot ink in **Capital Letters only**.

	First Name	Middle Name	Last Name
A. Full Name* (as per Matriculation Certificate)			
B. Father's Name*			
C. Mother's Name*			

D. DOB* (dd/mm/yyyy) (as per Matriculation Certificate)			---			---				
E. Age as on 01.07.2026			YRS			MNTHS			DAYS	

F. Gender* [Put √ mark]	Male		Female		Others	
G. Category* [Put √ mark]	UR		SC		ST	
	EWS		OBC		PwBD	
H. If PwBD, then sub-category* [Put √ mark]	OH		VH			
	HH		Others			

I. Mobile Number*												
J. Alternate Mobile Number												
K. E-mail ID*												
L. Aadhaar Number*												
M. Date of passing Matriculation*			---			---						
N. Date of passing Graduation (Mandatory for candidates applying for the post of TA)			---			---						

O. Present Address / Address for Communication*	House No: Road/Street/Colony: PO: PS: Vill/City/Town: District: State: Pin Code:
P. Permanent Address*	House No: Road/Street/Colony: PO: PS: Vill/City/Town: District: State: Pin Code:
Q. Sports/Games along with Position/Event*	
Q. Details of Sports Achievement (from 01.01.22 to 30.06.2026)*	All the Certificates mentioning Name of the Tournament, Games/Events, Position secured are to be enclosed

i. INTERNATIONAL (for representing India)

Name of the tournaments	Dates	Positions

ii. SENIOR NATIONAL (for representing any State/UT)

Name of the tournaments	Dates	Positions

iii. JUNIOR NATIONAL (for representing any State/UT)

Name of the tournaments	Dates	Positions

<table>
<tr><td>iv. UNIVERSITY GAMES / KHELO INDIA UNIVERSITY GAMES
(for representing any University)</td><td>
<table>
<tr><th>Name of the tournaments</th><th>Dates</th><th>Positions</th></tr>
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</td></tr>
<tr><td>v. KHELO INDIA YOUTH GAMES/ WINTER GAMES/ PARA GAMES
(for representing any State/UT)</td><td>
<table>
<tr><th>Name of the tournaments</th><th>Dates</th><th>Positions</th></tr>
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</td></tr>
<tr><td>vi. SCHOOL GAMES
(for representing any School)</td><td>
<table>
<tr><th>Name of the tournaments</th><th>Dates</th><th>Positions</th></tr>
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</td></tr>
<tr><td>R. Details of Current Employment (if any)</td><td>Organisation:
Govt/PSU/Pvt:
Place of Posting:
Date of Joining:</td></tr>
<tr><td>S. DOCUMENTS TO BE SUBMITTED*
[Photocopies of Sl No. 2 to 11 must be duly attested by a Gazetted Officer]</td><td>1. Application Form (As per ANNEXURE-A)
2. Photo Identity Proof (Aadhaar Card/ Voter Card/ PAN Card/ Driving License/ Passport)
3. Address Proof (Aadhaar Card/ Voter Card/ Driving License/ Passport)
4. Birth Certificate
5. Mark sheet & Certificate of Class 10
6. Mark sheet & Certificate of Class 12 (if applicable)
7. Mark sheets & Certificate of Graduation (if applicable)
8. Mark sheets & Certificates of any other Educational Qualifications (if applicable)
9. Caste Certificate (if applicable)
10. PwBD Certificate (if applicable)
11. Certificates of Sports achievements.
12. Declaration (As per ANNEXURE-B)
13. Certificates (As per ANNEXURE-C) (if applicable)
14. Properly signed Forms (As per ANNEXURE-D)</td></tr>
</table>

Note: Only one (01) application per candidate will be entertained. Submission of multiple applications will lead to cancellation of the candidature.

DECLARATION

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being false or incorrect or incomplete my candidature is liable to be cancelled. In the event of any ineligibility being detected regarding age, educational qualification, sports achievement before or after the appointment, my candidature/appointment is liable to be cancelled/ terminated.

Date: _____

(Signature of the Candidate)

Place: Full Name:

ANNEXURE-B

SELF-DECLARATION

(i) I do hereby declare that, I have not been debarred from any examination of Central Government, State Government, PSU or Private Organisation.

(ii) I do hereby declare that, as on date, no criminal case is pending against me and I have not been convicted by any Court of Law.

(iii) I do hereby declare that, I have not been dismissed or removed or terminated from Central or State Government Service or PSU or Private Organisation.

(iv) I do hereby declare that, I am clear in all the Doping Tests done by the World Anti Doping Agency (WADA) or National Anti Doping Agency (NADA) or any other relevant authorities. I have not been disqualified from any tournament or not banned by any Sports Federation due to disciplinary action. Furthermore, no ongoing investigation related to doping or the use of any unfair means in any sporting event is pending against me.

Note: In case of any pending proceedings against the candidate as per point (i) to (iv) as mentioned in this Annexure, the list of all such pending proceedings should be furnished containing the details such as type of pending proceedings, date of initiation, present status, etc

(v) I do hereby declare that all the statements made in this annexure are true, complete and correct to the best of my knowledge and belief. In the event of any information being false or incorrect or incomplete my candidature is liable to be cancelled. In the event of any ineligibility being detected due to any pending proceedings before or after the appointment, my candidature/appointment is liable to be cancelled/ terminated.

Date: _____

(Signature of the Candidate)

Place:

Full Name:

ANNEXURE-C1

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULE CASTE (SC) / SCHEDULE TRIBE (ST) IN SUPPORT OF HIS/HER 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/Shrimati/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* issued by the_____dated_____.

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

Date: _____
(Signature)

Place: _____
Name & Designation with seal of the Office

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

ANNEXURE-C2

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO OTHER BACKWARD CLASSES (OBC) IN SUPPORT OF HIS/HER CLAIM

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

District Magistrate: _____

Deputy Commissioner 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.

ANNEXURE-C3

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 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).

Date: _____

(Signature with seal)

Place:

_____

Name & Designation

Recent Passport size attested photograph of the candidate

*Note 1: 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.

ANNEXURE-D1

SPECIMEN FORMS REFERRED TO IN PARA-5

FORM:-1

(For representing India in an international competition in one of the recognized Games/Sports.)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF _____

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

Certified that Shri/Smt./Kumari_____ son/wife/daughter of Shri _____ 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 the National Federation/ National Association of _____.

Date: Signature: _____

Place: Full Name: _____

Designation: _____

Name of the National Federation/Association: _____

Seal:

Address: _____

_____

_____

Note: This Certificate will be valid only when signed personally by the Secretary of the National Federation/National Association.

ANNEXURE-D2

SPECIMEN FORMS REFERRED TO IN PARA-5

FORM:-2

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

STATE ASSOCIATION OF _____ IN THE GAME OF _____

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

Certified that Shri/Smt./Kumari_____ son/wife/daughter of Shri _____ resident of_____ _____(complete address) represented the State of _____ 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 the State Association of _____.

Date: Signature: _____

Place: Full Name: _____

Designation: _____

Name of the National Federation/Association: _____

Seal:

Address: _____

_____

_____

Note: This Certificate will be valid only when signed personally by the Secretary of the State Association.

ANNEXURE-D3

SPECIMEN FORMS REFERRED TO IN PARA-5

FORM:-3

(For representing a University in Inter-University competition in one of the recognized Games/Sports.)

UNIVERSITY OF _____

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

Certified that Shri/Smt./Kumari_____ son/wife/daughter of Shri _____ resident of_____ _____ (complete address) represented the University of_____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 the Dean of Sports or Officer in overall charge of Sports in the University of _____.

Date: Signature: _____

Place: Full Name: _____

Designation: _____

Name of the National Federation/Association: _____

Seal:

Address: _____

_____

_____

Note: This Certificate will be valid only when signed personally by the Dean of Sports or Officer in overall charge of Sports in the University of _____

ANNEXURE-D4

SPECIMEN FORMS REFERRED TO IN PARA-5

FORM:-4

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

DIRECTORATE OF PUBLIC INSTRUCTION/EDUCATION OF THE STATE OF _____

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

Certified that Shri/Smt./Kumari_____ son/wife/daughter of Shri _____ resident of_____ _____ (complete address) student of _____represented the State School Team of in the game/event of _____ in the National Games for School 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 Director of Public Instructions / Education of _____.

Date: Signature: _____

Place: Full Name: _____

Designation: _____

Name of the National Federation/Association: _____

Seal:

Address: _____

_____

_____

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 School in the Directorate of Public Instruction / Education of the State.

ANNEXURE-D5

SPECIMEN FORMS REFERRED TO IN PARA-5

FORM:-5

(For representing in Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Games in one of the recognized Games/Sports.)

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

Certified that Shri/Smt./Kumari_____ son/wife/daughter of Shri _____ resident of_____ _____ (complete address) student of _____represented the University/ Institute/ School of _____in the game/event of _____ in the Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Games held at_____from_____ to_____.

The position obtained by the individual /team in the above said Competition/Tournament was _____.

The certificate is being given on the basis of record available in this office.

Date:

Place:

Signature: _____

Full Name: _____

Designation: _____

Name of the National Federation/Association: _____

Seal:

Address: _____

_____

_____

_____

Note: This Certificate will be valid only when signed personally by the Officer designated / Officer in Charge from Sports Authority of India for Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Games.