

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

Print Date

Specimen of NSS Certificate

National Service Scheme

Sr. No.

This is to certify that Sh/Km. _____ S/o./D/o Sh. _____ 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:-

1. 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:-

2. 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:-

1. 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".

Widow Certificate

Office of the BDO/Executive Officer (Urban Local Body)

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:

Divorced Certificate

Office of the BDO/Executive Officer (Urban Local Body)

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:

Destitute Certificate

Office of the BDO/Executive Officer (Urban Local Body)

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:

Single Women Certificate

Office of the BDO/Executive Officer (Urban Local Body)

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:

Single Daughter Certificate

Office of the BDO/Executive Officer (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:

Orphan Certificate

Office of the BDO/Executive Officer (Urban Local Body)

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:

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.

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.

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 as _____ (Name of the post)

with effect from _____ to _____ on _____ basis and Rs _____ is/was his/her last drawn

salary.

Date:

Place:

Signature of issuing authority

with Stamp & Seal

Note:

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

WARD OF EX-SERVICEMAN CERTIFICATE

Ref No.

It is certified that Mr/Miss_____ (DOB_____) is
Son/Daughter of No_____Rank _____ Name_____ r/o
Vill_____ PO _____ Teh_____ Distt_____(HP) who has served in Indian
Army/AF/Navy in _____w.e.f. _____to_____ as per his discharge book. However,
the name of daughter/son is_____endorsed in the discharge book of above named Ex-
serviceman.

Date:

Deputy Director

Place:

Zila Sainik Welfare office

(Signature & Seal)

Specimen of Non-Employment Certificate

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

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:

Note:- The Non-Employment Certificate can also be issued by Gram Panchayat Secretary/Sahayak on the prescribed format which should be duly countersigned by Concerned Gram Panchayat Pradhan/Up-pradhan.

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 _____ 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:

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 Countersigned by concerned Gram Panchayat Pradhan.
3. The certificate should be valid on the date of evaluation.