

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: \_\_\_\_\_

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

Deputy Director

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.



WARD OF EX-SERVICEMAN CERTIFICATE

Ref No. \_\_\_\_\_

It is certified that Mr/Miss \_\_\_\_\_ (DOB \_\_\_\_\_) is  
Son/Daughter of No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ to  
Vill \_\_\_\_\_ PO \_\_\_\_\_ Teh \_\_\_\_\_ Dist \_\_\_\_\_ (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)

Annexure-'A'

Form of certificate to be furnished by the sons/daughters or wives of ex-servicemen to be considered against the posts reserved for ex-servicemen

It is certified that Sh/Kumari/ Smt. \_\_\_\_\_ resident of Village \_\_\_\_\_ P.O. \_\_\_\_\_ Tensil \_\_\_\_\_ District \_\_\_\_\_ (Himachal Pradesh), is the dependent son/daughter or wife of Shri \_\_\_\_\_ Ex-serviceman No. \_\_\_\_\_ Rank \_\_\_\_\_ who has not been rehabilitated through employment against the post reserved for ex-servicemen with the H.P. Govt./Corporation/Board/Autonomous Body of H.P. as well as Central and other State/Union Territory Government or Public Sector Undertaking/Autonomous Body/Banks, etc. under the control of the said Central or other State/Union Territory Government.

Patwari/Pradhan of Gram Panchayat/ President of Municipal Committee or Notified Area Committee/Executive Officer of the Municipal Corporation of the area.

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

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

Countersigned by

Tehsildar/Sub-Divisional Officer (Civil) of the  
area

Annexure-B

AFFIDAVIT

I, \_\_\_\_\_ Son /daughter /wife of  
Shri \_\_\_\_\_ Ex-serviceman No. \_\_\_\_\_  
Rank \_\_\_\_\_ resident of Village \_\_\_\_\_  
P.O. \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ (Himachal  
Pradesh), do hereby solemnly declare and affirm that no other ward (i.e.  
son/daughter or wife) of my father/husband has been provided  
employment against the vacancies reserved for ex-servicemen under the  
H.P. Govt./Corporation/ Board/ autonomous Body of H.P. as well as  
Central and other State/Union Territory Government or Public Sector  
Undertaking/Autonomous Body/Banks etc. under the control of the said  
Central or other State/Union Territory Government.

DEPONENT

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

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

Tehsildar/Sub-Divisional Officer(Civil) of the  
area.