

## **UNDERTAKING FOR INABILITY TO SUBMIT CERTIFICATE DUE TO COVID-19**

The helpdesk has been receiving queries regarding certificates (RA certificate/ Caste certificate) that cannot be reproduced at this time in view of the ongoing situation (COVID-19).

Such candidates are advised to upload the undertaking given below in place of the certificate. If the candidate qualifies the examination, his/ her selection for the fellowship will be subject to submission of the requisite certificate/ documents in the desired format, failing which the candidate will have no claim on the fellowship.

It is advised that the candidate may ensure requisite eligibility, as given in the advertisement and suitability for the award before filling the application form.

## **UNDERTAKING**

This is to undertake that I am unable to submit the \_\_\_\_\_ certificate/ document due to the prevailing situation. However, I confirm my eligibility for appearing in the examination as per the given advertisement.

I undertake to submit the above mentioned certificate/ document before the issue of the award letter, failing which, my candidature is liable to be rejected and I will have no claim on the fellowship/award.

Thanking you,

Yours faithfully,

Date:

Signature of the Candidate

(A duly-filled & signed, scanned copy of the above undertaking may be uploaded in place of the document that the applicant cannot produce as of now)

## **DBT-JRF Programme**

### **OBC Reservation: Information and Certificate Template**

Based on the Office Memorandum No. 1-1/2005-U.1.A/847 dated 20.04.08 issued by MHRD, Government of India. In case you have applied to be considered for seats reserved for non-creamy layer OBC, you should produce the OBC non-creamy layer certificate at the time of issue of award letter.

The conditions for the same are as follows: -

1. The reservation of seats for socially and educationally backward class/OBCs is only for those listed as OBC in central list. Updated central list of OBCs who are eligible for availing benefit of admission is available on the website <http://ncbc.nic.in/Centrallistifobc.html>
2. The creamy layer among the OBCs have been excluded from the benefit of reservation. The definition of creamy layer is available at the website <http://ncbc.nic.in/Creamylayer.html>
3. OBC Non-creamy layer certificate template is at Annexure I(a)
4. The OBC candidates should also provide undertaking in as per format given at Annexure I(b)

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of  
 Shri/Smt. \_\_\_\_\_ of Village/Town \_\_\_\_\_  
 District/Division \_\_\_\_\_ in the \_\_\_\_\_ State belongs to the  
 \_\_\_\_\_ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (v) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vi) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (vii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (viii) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (ix) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (x) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xi) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiii) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xiv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. \_\_\_\_\_ and/or his family ordinarily reside(s) in the  
 \_\_\_\_\_ District/Division of \_\_\_\_\_ State. 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 08/09/93  
 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated:

District Magistrate/  
 Deputy Commissioner, etc.

Seal

**NOTE:**

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:  
 District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- b Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- c Revenue Officer not below the rank of Tehsildar' and
- d Sub-Divisional Officer of the area where the candidate and / or his family resides.

**DECLARATION/UNDERTAKING - FOR OBC CANDIDATES ONLY**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of village/town/city  
\_\_\_\_\_ district \_\_\_\_\_ State hereby declare that I belong to the \_\_\_\_\_ community  
which is recognised as a backward class by the Government of India for the purpose of reservation in  
services as per orders contained in Department of Personnel and Training Office Memorandum  
No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections  
(Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum,  
dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum  
No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

**Note:**

- ( ) **Declaration/undertaking not signed by Candidate will be rejected**  
**False declaration will render the applicant liable for termination of candidature at any time**

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his 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. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

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

%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/Srimati/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 \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_

\*\* Designation \_\_\_\_\_

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

(iv) 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/Dy. 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.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Government of India  
(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).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

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\*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.



**CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ is a final semester/year student of \_\_\_\_\_ (*name of the degree*) in \_\_\_\_\_ University / Institute / College. He/ She will appear for the final year examination during \_\_\_\_\_ (*month*) 2020. He/ She has secured a cumulative percentage\* \_\_\_\_\_ in all the previous semesters/examinations of this course.

**NOTE-** \*In case of SGPA/CGPA, Candidate must convert and mention absolute cumulative percentage of previous three semesters.

Head of the Department/University/College Principal/ Head of  
the Institute

(SEAL)

Place:-

Date:

NAME &amp; ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

1. This is certified that Shri/Smt/Kum \_\_\_\_\_  
 \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
 Sex \_\_\_\_\_ identification mark(S) \_\_\_\_\_ is suffering from permanent disability of following category :

- A. Locomotors or cerebral palsy :
- (i) BL-Both legs affected by not arms. (a) Impaired reach  
 (ii) BA-Both arms affected. (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected. (a) Impaired reach  
 (iv) OL-One leg affected (Right or Left). (b) Weakness of grip  
 (c) Ataxic
- (v) OA-One arm affected. (a) Impaired reach  
 (b) Weakness of grip  
 (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop).  
 (vii) MW-Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision :
- (i) B-Blind  
 (ii) PB-Partially Blind
- C. Hearing impairment :
- (i) D-Deaf  
 (ii) PD-Partially Deaf  
 (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.  
 Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ Months.

3. Percentage of disability in his/her case is ..... percent.

4. Shri/Smt/Kum ..... meets the following physical requirements for discharge of his/her duties :-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) S-can perform work by sitting.                  | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr \_\_\_\_\_ )

Member  
Medical Board

(Dr \_\_\_\_\_ )

Member  
Medical Board

(Dr \_\_\_\_\_ )

Member  
Medical Board

Countersigned by the  
 Medical Superintendent/CMO/Head of  
 Hospital (with seal)