

# UNION PUBLIC SERVICE COMMISSION

Date of STARTING for filling Online Application Form: 22.01.2025

Date of CLOSING for filling Online Application Form: 11.02.2025

## Instructions for filling Online Application Form of Civil Services Examination, 2025 & Indian Forest Service Examination, 2025

### Important

THE COMMISSION HAS IMPLEMENTED A NEW REGISTRATION AND ONLINE APPLICATION FORM. FOR THE CIVIL SERVICES EXAMINATION, 2025, AND THE INDIAN FOREST SERVICE EXAMINATION, 2025. CANDIDATES ARE REQUESTED TO NOTE THAT THEY ARE REQUIRED TO UPLOAD ALL THE REQUISITE DETAILS AND DOCUMENTS INCLUDING MATRICULATION CERTIFICATE, EDUCATIONAL CERTIFICATES, COMMUNITY/PWBD CERTIFICATE (IF APPLICABLE), NECESSARY UNDERTAKINGS (WHEREVER APPLICABLE) IN REGISTRATION AND ONLINE APPLICATION FORM WHICH SHALL REMAIN OPEN FROM 22<sup>ND</sup> JANUARY 2025 TO 11<sup>TH</sup> FEBRUARY 2025.

*Applicants for the Civil Services Examination, 2025, or the Indian Forest Service Examination, 2025, must upload all required documents during this application window. To avoid last-minute rush and complications, candidates are encouraged to have their required certificates ready and submit their applications well in advance."*

### FACILITATION COUNTER FOR HELPLINE FOR GUIDANCE OF CANDIDATES:

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over **Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.**

1. Applicants are advised to carefully go through the detailed Notice No. 05/2025-CSP & 06/2025-IFS, which can be viewed on the website of the Commission (<https://upsc.gov.in/>) as well as the website <https://upsconline.gov.in>.
2. All the candidates are advised that before filling up the Online Application Form (OAF) for the Civil Services Examination (CSE) 2025 / Indian Forest Service (IFoS) Examination 2025 / both, they must register themselves through **ONE TIME REGISTRATION (OTR)** using the URL <https://www.upsconline.gov.in>.
3. Before applying for the CSE 2025 / IFoS Examination 2025, the candidates are requested to check their eligibility (w.r.t. minimum educational qualification, age etc.) given in the **Notice of the Examination concerned**, available on Commission's website.

4. Candidate should have details of one Photo ID Card viz. Aadhaar Card / Voter Card (EPIC)/ PAN Card / Passport / Driving License / Any other Photo ID Card issued by the State / Central Government. The details of this Photo ID will be used for all future references and the candidate is advised to carry this Photo ID Card while appearing for the Examination/Personality Test.
5. The candidates who are required to pay the examination fee must ensure that the fee is paid by them. The examination fees once paid, either for CSE or IFoS will not be refunded under any circumstances. It may also be noted that fee once paid for one application is not allowed to be adjusted against another application.
6. Candidates appearing in CSE 2025 / IFoS Examination, 2025 will be required to indicate following information in OAF:
  - i. Detail of examination centers for Civil Services (Main) Examination and Indian Forest Service (Main) Examination (if opted),
  - ii. Optional subject(s) to be selected for the examination,
  - iii. Medium of Examination for Civil Services (Main) Examination,
  - iv. Medium of Examination for Optional Subject if he/she chooses any, Indian Language as the Medium of Examination for Civil Services (Main) Examination,
  - v. Compulsory Indian Language for Civil Services (Main) Examination at the time of the filling up online application itself, and
  - vi. Service Preferences for Civil Services Examination.
7. While filling in his/her Application Form, the candidate should carefully decide about his/her **choice of centre** for the Examination. If any candidate appears at a centre other than the one indicated by the Commission in his/her e-Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will liable to cancellation.
8. Suitable provisions for information regarding use of scribes by the Candidates (PwBD/PwD) who are eligible to avail the facility of scribe (as prescribed in the Rules) have been made in the OAF at the time of the initial OAF itself.
9. Applicants are requested to note that before filling the OAF they may have a careful look on the common reasons where an applicant's online application is being rejected by the Commission. Applicants are therefore advised to be careful enough so that chances of their applications being rejected are minimized to the best possible extent and their effort is not lost due to the reasons which can be avoided by them if they remain slightly more careful while submitting their application to the Commission.
10. The Experience of Commission (UPSC) shows that major rejection happens

due to the following reasons:

- a) Application being rejected on the grounds of bad quality of submitted photograph.
- b) Application being rejected on the grounds of bad quality of submitted signature.
- c) Application being rejected on the grounds of swapping of photograph with that of signature.
- d) Applicant have filled all the details in OAF but failed to finally submit the OAF before the closing date.
- e) Fee Payment details against one application has been submitted to another application ID (Fee once paid against one application, is not allowed to be adjusted against another application\*).
- f) Application being rejected on the grounds of non-submission of payment proof to the Commission within specified time in case of fictitious payment. [Fictitious payment cases are those cases for which the Commission does not receive any information from the bank authorities to which the applicant has claimed to have deposited his/her fees.]

\*cases (which are intimated to the applicant through e-mail as well as published on the website of the Commission within 2 weeks after the last date of receipt of online application).

11. **Candidates applying online need NOT send hard copy of the OAF filled by them online or any other document / certificate / testimonial to the Union Public Service Commission. However, they are advised to take printout of the OAF and retain it for further communication with the Commission.**
12. The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
13. **Mere issue of admission certificate to the candidate will not imply that his candidature has been finally cleared by the Commission.** The Commission takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination process.
14. **Online Application process must be completed before 1800 hours of 11<sup>th</sup> February, 2025.**
15. In the interest of coordinated and secured logistics, the Commission may not operate Centres where the number of candidates is very low. In such cases, the Commission may allot nearest Centres to the candidates. **THE DECISION OF THE COMMISSION IN THIS REGARD WILL BE FINAL AND NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED FROM CANDIDATES.**

16. The Centres and the dates of holding the Main Examination as mentioned above are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidate to the Centre of his choice, the Commission may, at their discretion allot a different Centre or a new Centre that may be opened when circumstances so warrant.
17. The candidates should note that under no circumstances they will be allowed to change optional subject, Indian language paper (Paper-A) and medium of examination that they have already indicated in their filled online Civil Services OAF.
18. No request for withdrawal of candidature received from a candidate after he / she has submitted his/her application will be entertained.
19. If any candidate appears, –
  - i. in an optional subject other than the one indicated by the Commission in his /her e-Admit Card; or
  - ii. in an Indian language paper other than the one indicated by the Commission in his e-Admit Card.

**PAPERS OF SUCH A CANDIDATE WILL NOT BE EVALUATED, AND THE CANDIDATURE WILL BE LIABLE TO BE CANCELLED.**

20. The e-admit cards will be uploaded in the Commission's website. The candidates should download the same and check it carefully to ensure that the particulars on the e-Admit Card are correct. In case, there is any mistake in the e-Admit Card, it should be brought to the notice of the Commission with a request to issue the correct e-Admit Card. Candidates may note that they will not be allowed to take the examination on the strength of e-Admit Card issued in respect of another candidate. No candidate will be allowed to take the examination without the e-admit card.
21. The Roll No. of the candidate for the Main Examination will be the same as the Roll Number given to him/ her for the Preliminary Examination.
22. Persons in Government service whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are required to **upload** an undertaking (**ANNEXURE-I**) that they have informed in writing their Head of Office/ Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/ appearing at the Examination, their applications will be liable to be rejected/candidature will be liable to be cancelled. (**Please refer Rule 8 of CSE Rules, 2025 / and Rule 9 of IFoS Rules, 2025**).

23. A candidate appearing in the examination should also bring with him/her to the examination hall extra copies of the photograph similar to the one uploaded in the application form, as per the instructions given in the e-Admit Card.
24. A candidate who claims to belong to one of the Scheduled Castes/Scheduled Tribes or the Other Backward Classes(OBCs) should **upload** in support of his/her claim a scanned copy of the certificate in the prescribed format (ANNEXURE-II/III) from the District Officer or the Sub-Divisional Officer or any other Officer as indicated in the prescribed format, of the district in which his/ her 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/her parents are deceased, the officer signing the certificate should be of the district in which candidate himself/herself ordinarily resides otherwise than for the purpose of his/her own education.
- 24.1 A candidate who claims reservation benefit under Economically Weaker Section (EWS) should **upload** in support of his/her claim a scanned copy of the Income and Asset Certificate in the prescribed format (ANNEXURE-IV)

**Note 1: Candidates should note that their SC/ST/PwBD/Ex-servicemen certificate should have been issued latest by the closing date of OAF for CSE 2025/IFoS Examination 2025 [i.e. 11.02.2025] as prescribed in the Rule 27 of the CSE 2025/Rule 20 of the IFoS Examination 2025.**

**Note 2: EWS Category candidates should note that 'Income and Asset Certificate' must be issued in prescribed format based on the income for Financial Year 2023-24 (i.e. for the period 1st April, 2023 to 31st March, 2024) in support of their claim. Certificate based on the income of any other Financial Year shall not be treated as valid. The Certificate must be issued on/after 01.04. 2024 (after the completion of FY 2023-24) but not later than the closing date of the application for Civil Services (Preliminary) Examination-2025 i.e 11.02.2025. Such candidates must meet the Income and Asset criteria issued by the Central Government.**

**Note 3: The OBC category candidates should note that the OBC (Non-Creamy Layer) certificate must be in prescribed format based on the income for the Financial Years (FYs) 2023-24, 2022-23 and 2021-22. The Certificate must be issued on/after 01.04.2024 (after the completion of FY 2022-23) but not later than the closing date of the application for Civil Services (Preliminary) Examination-2025 i.e. Candidates should also note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.**

**Note 4:** The OBC/SC/ST claim of a candidate will be determined in relation to the State (or part of the State) to which his father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC/SC/ST certificate which should have been

issued to him based on his father's OBC/SC/ST certificate from the State to which he (father) originally belongs.

**Note 5:** No change in the community status indicated by a candidate in his/her OAF for the CSE 2025 / IFoS 2025 / both will be allowed by the Commission except in the circumstances mentioned in the Rule 26 of CSE Rules, 2025 and Rule 23 of IFoS Rules, 2025

25. A candidate disabled while in the Defence Services claiming age concession should **upload**/produce certified copy of the certificate in the prescribed form (ANNEXURE-VII) from the Director General Resettlement, Ministry of Defence to certify that he was disabled while in the Defence Services in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

25.1 Ex-servicemen including Commissioned Officers and ECOs/SSCOs claiming age concession in terms of Rule 5(2)(d) or 5(2)(e) of the Rules for the Examination should produce an attested/certified copy of the certificate as applicable to them along with undertaking (if applicable), in the forms prescribed at ANNEXURE-VIII, from the authority concerned.

26. **Exemption from Paper A on Indian Language in CSE (Main) 2025:** The Paper-A on Indian Language will not be compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim. Accordingly, such candidates will be required to **upload** a certificate to that effect from the same authorities as are empowered, to issue certificates in regard to SC/ST/OBC candidates (see para **24** above). These certificates will have to be issued by the competent authorities of the above States only. Prescribed format of the certificate is given at ANNEXURE-IX.

26.1. The paper A on Indian Language will not, however, be compulsory for candidates of Persons with Benchmark Disability (only Hearing Impaired) provided that they have been granted such exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the concerned education Board/University. The candidate needs to provide an undertaking/self-declaration in this regard in order to claim such exemption. The format of declaration/under-taking is given at ANNEXURE-X.

27. A candidate belonging to Persons with Benchmark Disability category shall be required to meet one or more of the physical requirements/abilities, as laid down in Rule 25 of the Rules for the Civil Services Examination, 2025 and upload scanned Certificate of Disability (ANNEXURE-XI) in Form V / Form VI / Form VII/ others issued by notified Medical Authority of the Central/State Government. Such Disability Certificate should have been issued latest by the closing date for submission of online application form for Civil Services Examination 2025 (i.e. 11.02.2025) as prescribed in Rule 28 of the Rules of the examination.

28. Candidates must note that they use only international form of Indian numerals in the filling of the application form and writing the Code Numbers e.g. 1, 2, 3, 4, 5, 6, etc. Only the Code Numbers as thus filled-in will be taken into consideration. They should take special care to see that the entries made in the application form are correct and true. In case there are any misleading entries, the candidates will be responsible for the consequences thereof.
29. E-Admit Card issued for admission to the Main Examination are liable to be cancelled, at the discretion of the Commission for valid reasons such as misrepresentation or serious deficiencies in the candidature of the candidate.
30. Candidates are required to indicate in the OAF about the language medium in which they would like to be interviewed at the time of Interview for Personality Test as below **(Please refer Rule 15(2) of CSE Rules, 2025)** :-
  - (a) The candidates, opting for Indian Language medium for the written part of the Civil Services (Main) Examination, may choose either the same Indian Language or English or Hindi as the medium for the interview.
  - (b) The candidates, opting to write the Civil Services (Main) Examination in English, may choose as the medium for interview either English, or Hindi, or any other Indian Language opted by them for the compulsory Indian Language Paper in the written part of the Civil Services (Main) Examination. However, the candidates, who are exempted from the compulsory Indian Language Paper, will have to choose either English or Hindi as medium of Interview for Personality Test.
31. Candidates should note that in CSE (Main) 2025 / IFoS (Main) 2025 Examination, instead of separate Question Paper and Answer Book, a consolidated Question Paper-cum-Answer book (QCAB), having space below each part/sub part of a question shall be provided to them for writing the answers. Candidates shall be required to attempt answer to the part/sub-part of a question strictly within the pre-defined space. Any attempt outside the pre-defined space shall not be evaluated. Marks may be deducted as PENALTY for violating any of the instructions contained in the QCAB.
32. Candidates applying for CSE 2025 should note that in no circumstances will they be allowed a change in the language medium of Interview for Personality Test which they have indicated in their OAF.
33. Candidates applying for CSE 2025 should note that evaluation of the papers, namely, Essay, General Studies and Optional Subject of all the candidates would be done simultaneously along with evaluation of their qualifying papers on 'Indian Languages' and 'English' but the papers on Essay, General Studies and Optional Subject of only such candidates will be taken cognizance who attain 25% marks in Indian Language and 25% marks in English as minimum qualifying standards in these qualifying papers.

34. In all communication with the Commission regarding his/her OAF the candidate should mention the name of the Examination, his/her Roll Number, Name and his/her Date of birth.  
A candidate must see that communication sent to him at the address stated in his OAF is redirected, if necessary. Any change in address should be communicated to the Commission at the earliest opportunity. Although the Commission makes every effort to take account of such changes, they cannot accept any responsibility in the matter.
35. The Candidates should note that their candidature at all the stages of the CSE 2025 / IFoS Examination 2025 will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after the Main (Written) examination and Interview Test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.

**NOTE: CANDIDATES QUALIFIED FOR INTERVIEW FOR THE PERSONALITY TEST ON THE RESULTS OF THE WRITTEN PART OF THE MAIN EXAMINATION WILL BE REQUIRED TO PRODUCE THE ORIGINALS OF THE REQUISITE CERTIFICATES. FAILURE TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THAT TIME WILL ENTAIL CANCELLATION OF CANDIDATURE.**



**UNDERTAKING 'A' (for Government Employees)**

I have intimated my Head of Office / Department in writing on \_\_\_\_\_ that I have applied for the Civil Services Examination, 2025/ Indian Forest Service (Main) Examination, 2025.

(Signature)

Name: \_\_\_\_\_

OTR ID \_\_\_\_\_

NOTE: All candidates in Government service, whether in a permanent or in temporary capacity or as work charged employee, other than casual or daily rated employees or those serving under Public Enterprises will be required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing at the examination, their applications will be liable to be rejected/candidature will be liable to be cancelled.

**The form of certificate to be produced by Scheduled Castes/Scheduled Tribes candidates applying for appointment to posts under the 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/tribe\* which is recognized as Scheduled  
Caste/Scheduled Tribe\* 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 List(Modification) Order,1956; the Bombay Reorganization Act, 1960; the Punjab Reorganization Act,1966;the State of Himachal Pradesh Act,1970; and the North Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,1976, the State of Mizoram Act,1986 the State of Arunachal Pradesh Act,1986 and the Goa, Daman and Diu(Reorganization)Act,1987.]

The Constitution (Jammu and Kashmir) Scheduled Caste 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 (Uttar Pradesh) Scheduled Tribes Order,1967.@

the Constitution (Goa, Daman and Diu) Scheduled Castes Order,1968.@

the Constitution (Goa, Daman and 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) Order (Amendment) Act,1990.@

the Constitution (ST) Order (Amendment) Act,1991.@

the Constitution(ST) Order (Second Amendment) Act,1991.@

the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.@

the Constitution (Scheduled Castes) Order( Amendment) Act, 2002.@

the Constitution(Scheduled Castes and Scheduled Tribes) Orders(Amendment)Act,2002.@

The Constitution (Scheduled Castes) Orders(Second Amendment) Act,2002.@  
%2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

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 belongs to the ..... caste / tribe\* which is recognised 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 .....

Place: .....

Signature.....

State/Union Territory \*.....

\*\*Designation.....  
(With Seal of Office)

Date: .....

\*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 Scheduled Caste/Scheduled Tribe/OBC Certificates.

(I ) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ ...Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.(...not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his family normally resides.

**The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.**

This is to certify that Shri/Shrimati/Kumari\* ..... son/ daughter\* of Shri ..... of village/town\* ..... in District / Division\*: ..... of the State/Union Territory\* ..... belongs to the ..... community which is recognized as a backward class under: –

@Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10<sup>th</sup> September, 1993 published in the Gazette of India Extraordinary Part I, Section I, No. 186 dated the 13<sup>th</sup> September, 1993.

@Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extra ordinary Part I, Section I, No.163dated20-10-1994.

@Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part I, Section I, No. 88 dated 25-5-1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9<sup>th</sup> March, 1996 published in Gazette of India Extraordinary Part I, Section I, No. 60 dated 11<sup>th</sup> March, 1996.

@ Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC dated 6<sup>th</sup> December, 1996 published in the Gazette of India Extraordinary Part I, Section I, No. 210 dated 11<sup>th</sup> December,1996.

@ Government of India, Ministry of Welfare Resolution No.12011/13/97-BCC dated 3<sup>rd</sup> December, 1997 published in the Gazette of India Extraordinary Part-I, Section-I, No.239 dated the 17<sup>th</sup> December, 1997.

@ Government of India, Ministry of Welfare Resolution No.12011/99/94-BCC dated the 11<sup>th</sup> December, 1997 published in the Gazette of India Extraordinary Part I, Section I, No.236 dated the 12<sup>th</sup> December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/68/98-BCC dated the 27<sup>th</sup> October, 1999 published in the Gazette of India Extraordinary Part I, Section I, No. 241 dated the 27<sup>th</sup> October,1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated the 6<sup>th</sup> December, 1999 published in the Gazette of India Extraordinary Part I, Section I, No. 270 dated the 6<sup>th</sup> December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated the 4<sup>th</sup> April, 2000 published in the Gazette of India Extraordinary Part I, Section I, No. 71 dated the 4<sup>th</sup> April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/44/99-BCC dated the 21<sup>st</sup> September, 2000 published in the Gazette of India Extraordinary Part I, Section I, No.210 dated the 21<sup>st</sup> September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution

No. 12015/9/2000-BCC dated the 6<sup>th</sup> September, 2001 published in the Gazette of India Extraordinary Part I, Section I, No. 246 dated the 6<sup>th</sup> September, 2001.

@Government of India. Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19<sup>th</sup> June, 2003 published in the Gazette of India Extraordinary Part I, Section I, No.151 dated 20<sup>th</sup> June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13<sup>th</sup> January, 2004 published in the Gazette of India Extraordinary, Part I, Section I, No.9 dated 13<sup>th</sup> January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/9/2004-BCC dated 16<sup>th</sup> January, 2006 published in the Gazette of India Extraordinary, Part I, Section I, No. 10 dated 16<sup>th</sup> January, 2006.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12<sup>th</sup> March, 2007 published in the Gazette of India Extraordinary, Part I, Section I, No. 67 dated 12<sup>th</sup> March, 2007.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 18<sup>th</sup> August, 2010 published in the Gazette of India Extraordinary, Part I, Section I, No. 232 dated 18<sup>th</sup> August, 2010.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 11<sup>th</sup> October, 2010 published in the Gazette of India Extraordinary, Part I, Section I, No. 274 dated 12<sup>th</sup> October, 2010.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/15/2008-BCC dated 16<sup>th</sup> June, 2011 published in the Gazette of India Extraordinary, Part I, Section I, No. 123 dated 16<sup>th</sup> June, 2011.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/13/2010-BC-II dated 8<sup>th</sup> December, 2011 published in the Gazette of India Extraordinary, Part I, Section I, No. 257 dated 08<sup>th</sup> December, 2011.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/05/2011-BC-II dated the 17<sup>th</sup> February, 2014 published in the Gazette of India Extraordinary, Part I, Section I, No.47 the 17<sup>th</sup> February, 2014.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/04/2014-BC-II dated the 14<sup>th</sup> January, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.16 dated the 14<sup>th</sup> January, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/07/2014-BC-II dated the 23<sup>rd</sup> January, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.26 dated the 23<sup>rd</sup> January, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/01/2015-BC-II dated the 27<sup>th</sup> May, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.144 dated the 27<sup>th</sup> May, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12015/05/2011-BC-II dated the 14<sup>th</sup> July, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.191 dated the 15<sup>th</sup> July, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/06/2014-BC-II dated the 09<sup>th</sup> September, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.234 dated the 09<sup>th</sup> September, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/13/2016-BC-II dated the 25<sup>th</sup> May, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.160 dated the 26<sup>th</sup> May, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/14/2016-BC-II dated the 13<sup>th</sup> June, 2016 published in the Gazette of India

Extraordinary Part-I, Section-1, No.188 dated the 15th June, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/15/2016-BC-II dated the 30th June, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.206 dated the 30th June, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/04/2014-BC-II dated the 11th August, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.266 dated the 11th August, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/06/2014-BC-II dated the 06th December, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.363 dated the 07th December, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/13/2016-BC-II dated the 22nd December, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.374 dated the 22nd December, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.20012/01/2017-BC-II dated the 18th January, 2017 published in the Gazette of India Extraordinary Part-I, Section-1, No.18 dated the 19th January, 2017.

Shri/Smt./Kumari\* ..... and /or\* his/her\* family ordinarily reside(s) in village /town\* ..... of District/Division\* of the ..... State/ Union Territory\* of ..... 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, O.M. No. 36033/3/2004-Estt. (res.) dated 9<sup>th</sup> March, 2004 and O.M. 36033/3/2004-Estt.(Res) dated 14-10-2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013.

Place.....

Signature.....

Date.....

\*\*Designation.....

(with seal of office)

\*Please delete the words which are 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 Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

@ Strike out whichever is not applicable.

The form of certificate to be produced by Economically Weaker Section candidates applying for appointment to posts under the Government of India.

Government of.....  
(Name & Address of the authority issuing the certificate)  
**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY  
WEAKER SECTIONS**

Certificate No.....

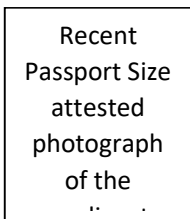
Date:.....

**VALID FOR THE YEAR 2024-25**

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  
2023-24. 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.....

\*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.

**FORMAT OF UNDERTAKING TO BE FURNISHED BY OBC CANDIDATES.****UNDERTAKING**

I.....son/daughter of Shri.....  
 Resident of village/town/ city.....  
 district..... state.....hereby declare that I belong to  
 the.....community which is recognized 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 have read and  
 understood the instructions mentioned in the said DOPT's Office Memorandum  
 dated 08.09.1993, and OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have  
 reasons to declare that I do not fall under OBC (Creamy Layer) category on the basis  
 of the income for the Financial Years(FYs) 2023-24, 2022-23 and 2021-2022.

\*\*\*\*\*

**Note:** Creamy layer clause in respect of OBC candidates must be as per OM No.  
 36033/1/2013-Estt (Res) dated 13/09/2017 (This Note is not part of the undertaking or  
 OBC Certificate).



**FORMAT OF UNDERTAKING TO BE FURNISHED BY EWS CANDIDATES.**

**UNDERTAKING**

I.....son/ daughter of Shri..... Resident of village/town/city..... district..... state.....hereby declare that I belong to the **ECONOMICALLY WEAKER SECTION** for the purpose of reservation in services under the Government of India as per orders contained in Department of Personnel and Training Office Memorandum No. 36039/1/2019-Estt (Res) dated 19/01/2019 and 31/01/2019. It is also declared that I have read and understood the instructions mentioned in the said O.Ms and I have reason to declare that I come under the criteria of **ECONOMICALLY WEAKER SECTION**.

\*\*\*\*\*

**ANNEXURE-VII**

**THE FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATE: –**

Certified that rank No. \_\_\_\_\_ Shri \_\_\_\_\_ of Unit was disabled while in the Defence Services in operations during hostilities with a Foreign Country/in a disturbed area\* and was released as a result of such disability.

Signature.....

Designation.....

Date.....

\*Strike out whichever is not applicable.

Ex-servicemen including Commissioned Officers and ECOs/SSCOs claiming age concession in terms of Rule 5(2)(d) or 5(2)(e) of the Rules for the Examination should produce an attested/certified copy of the certificate as applicable to them, in the form prescribed below, from the authority concerned.

**(A) FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL.**

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in Army/Navy/ Air Force and he fulfils ONE of the following conditions:

(a) Has rendered five or more years military service and has been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

(b) Has been released on account of physical disability attributable to military service or on invalidment on – – – – –

Name and Designation of the  
Competent Authority seal

**(B) FORM OF CERTIFICATE FOR SERVING PERSONNEL**

(Applicable for serving personnel who are due to be released within one year).

I hereby certify that, according to the information available with me (No.) \_\_\_\_\_ (Rank) Name \_\_\_\_\_ is serving in the Army/Navy/ Air Force from \_\_\_\_\_ and is due to complete the specified term of his engagement with the Armed Forces on the date \_\_\_\_\_

Place:

Signature of Commanding Officer

Date:

Office Seal

Candidates furnishing certificate (B) as above will have to give the following undertaking:—

**UNDERTAKING TO BE GIVEN BY THE CANDIDATE**

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature of Candidate

**(C) FORM OF CERTIFICATE APPLICABLE FOR SERVING ECOs/SSCOs WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ONE EXTENDED ASSIGNMENT.**

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name\_ whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_

2. He has already completed his initial assignment of five years on \_\_\_and is on extended assignment till \_\_\_\_\_

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Station:

Name and Designation of the  
Competent Authority

Date :

SEAL

**Authorities who are competent to issue certificates are as follows:**

(a) In the case of Commissioned Officers including ECOs/SSCOs. Army – Military Secretary's Branch, Army Hqrs., New Delhi.

Navy – Directorate of Personnel, Naval Hqrs., New Delhi.

Air Force – Directorate of Personnel (Officers), Air Hqrs., New Delhi.

(b) In case of JCO/ORs and equivalent of the Navy and Air Force.

Army – By various Regimental Record Offices. Navy – CABS, Bombay.

Air Force – Air Force Records NERW, New Delhi.

**Certificate for exemption from Paper A on Indian Language in CSE  
(Main) 2025**

**HAILING FROM CERTIFICATE**

“This is to certify that Shri/Shrimati/Kumari\*..... son/daughter\* of  
Shri.....Village/Town\*.....in District/Division\* .....  
hails from\*\* Arunachal Pradesh/Manipur/Meghalaya/Mizoram/Nagaland/ Sikkim.

Date.....

Signature.....

Place.....

Designation.....

(Seal of Office)

\*Please delete the words which are not applicable.

\*\*Strike off the names of States not applicable.

**Undertaking/Self-declaration for claiming exemption from appearing at INDIAN LANGAUGE FOR PAPER A from the Persons with Benchmark Disability (only Hearing Impaired) who have been granted exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the concerned education Board/University.**

**UNDERTAKING 'B'/SELF-DECLARATION**

I seek to avail the exemption from appearing in Indian Language Paper A of Civil Services (Main) Examination. I have been granted such exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the .....(Education Board)/..... (University).

I have read the Rules of Civil Services Examination, 2025 and aware of the Rule that *Such exemption from appearing at INDIAN LANGAUGE FOR PAPER A is permissible to those Hard of Hearing candidates with Benchmark Disability who have been granted such exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the concerned education Board/University.*

(Signature)

Name: \_\_\_\_\_

Roll No. \_\_\_\_\_

FORM- IV

Application for Obtaining Certificate of Disability by Persons with Disabilities

[See rule 17(1)]

(1) Name : \_\_\_\_\_  
(Surname) (First Name) (Middle Name)

(2) Father's Name : \_\_\_\_\_ Mother's Name: \_\_\_\_\_

(3) Date of Birth : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date) (Month) (Year)

(4) Age at the time of application : \_\_\_\_\_ years

(5) Sex: Male/Female/Transgender \_\_\_\_\_

(6) Address:

(a) Permanent address (b) Current Address (i.e. for communication)

\_\_\_\_\_  
\_\_\_\_\_

(c) Period since when residing at current address \_\_\_\_\_

(7) Educational Status (please tick as applicable)

- (i) Post Graduate
- (ii) Graduate
- (iii) Diploma
- (iv) Higher Secondary
- (v) High School
- (vi) Middle
- (vii) Primary
- (viii) Non-literate

(8) Occupation \_\_\_\_\_

(9) Identification marks (i) \_\_\_\_\_ (ii) \_\_\_\_\_

(10) Nature of disability :

(11) Period since when disabled: From Birth//since year \_\_\_\_\_

(12) (i) Did you ever apply for issue of a certificate of disability in the past \_\_\_\_  
yes/no

(ii) If yes, details:



(a) Authority to whom and district in which applied \_\_\_\_\_

(b) Result of application \_\_\_\_\_

(13) Have you ever been issued a certificate of disability in the past? If yes, please enclose a true copy.

Declaration: I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law.

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

Place: (signature or left thumb impression of person with disability, or of his/her legal guardian in case of persons with intellectual disability, autism, cerebral palsy and multiple disabilities, etc)

Enclosures:

1. Proof of residence (Please tick as applicable).

- (a) ration card,
- (b) voter identity card,
- (c) driving license,
- (d) bank passbook,
- (e) PAN card,
- (f) passport,
- (g) telephone, electricity, water and any other utility bill indicating the address of the applicant,
- (h) a certificate of residence issued by a Panchayat, municipality, cantonment board, any gazetted officer, or the concerned Patwari or Head Master of a Government school,

(i) in case of an inmate of a residential institution for persons with disabilities, destitute, mentally ill, and other disability, a certificate of residence from head of such institution.

2. Two recent passport size photographs

-----  
(For office use only)

Date:

Place:

Signature of issuing authority  
Stamp

**Form-V  
Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
size attested  
photograph  
(Showing face only)  
of the person with  
disability.

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

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

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/ wife/ daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(A) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines ( .....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

**Form - VI**  
**Certificate of Disability**  
(In cases of multiple disabilities)  
[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.
---

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

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

This is to certify that we have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_ years, male/female \_\_\_\_\_.

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			

13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :-

In figures :- ----- percent

In words :- ----- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,  
or

(ii) is recommended/after ..... years ..... months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.
---

**Form - VII**

**Certificate of Disability**

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability

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

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

This is to certify that I have carefully examined Shri/Smt/Kum \_\_\_\_\_ son/ wife/ daughter of Shri \_\_\_\_\_

\_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_

Registration No. \_\_\_\_\_ Permanent resident of House No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed

above, and am satisfied that he/she is a case of \_\_\_\_\_ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			

14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD/MM/YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Countersigned  
{Countersignature and seal of the  
Chief Medical Officer/Medical Superintendent/  
Head of Government Hospital, in case the  
Certificate is issued by a medical authority who is  
not a Government servant (with seal)}

Note.- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

**FORM - VIII**

[Intimation of rejection of Application for Certificate of Disability]  
[See rule 18 (4)]

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

Dated :

To,

(Name and address of applicant  
for Certificate of Disability)

**Sub: Rejection of Application for Certificate of Disability**

Sir/ Madam,

Please refer to your application dated\_\_\_\_\_ for issue of a Certificate of Disability for the following disability: \_\_\_\_\_

2. Pursuant to the above application, you have been examined by the undersigned/ Medical Authority on\_\_\_\_\_, and I regret to inform that, for the reasons mentioned below, it is not possible to issue a Certificate of Disability in your favour:

(i)

(ii)

(iii)

3. In case you are aggrieved by the rejection of your application, you may represent to\_\_\_\_\_, requesting for review of this decision.

Yours faithfully,  
(Authorised Signatory of the notified Medical Authority)  
(Name and Seal)