

**ANNEXURE-I**

Application form for Recruitment of  
Staff Car Driver (Ordinary Grade) in  
Madhya Pradesh Circle

Affix cross signed  
recent passport size  
colour photograph

Also pin onespare  
photograph

1. Name of the candidate(in block letters) : .....
2. Aadhar no. : .....
3. Father's/spouse Name : .....
4. Present Postal Address : .....

.....

5. Contact/mobile No.(Mandatory) : .....

6. Community (GEN/OBC/SC/ST/EWS) : .....

7. Whether Caste certificate attached  
To avail reservation : .....

8. Date of Birth(As per Matriculation certificate) : .....  
(DD-MM-YYYY)

9. Age as on 24.11.2023  
The Closing date for receipt of application :

10. Length of Service rendered by Ex-servicemen: .....

11. Nationality : .....

12. Gender : .....

13. E-mail id, if any : .....

14. Educational Qualification :( Self attested Copy of detailed marks certificate should  
be attached)

S.NO.	Examination passed	Year of passing	Marks obtained	Total marks	% age of Marks	Name of the board/university
1	Matriculation/10th					

15. Driving license no. : .....

Particulars of Issuing Authority. : .....

Date of issue of Light Motor Vehicle [LMV]

License and its validity : .....

Date of issue of heavy motor vehicle [HMV]

License and its validity : .....

NOTE: Self attested License copy enclosed should match the details and their renewals, if details are not available on license, then enclose self-attested copy of Driving license extract showing all details of license endorsement.

16 Driving Experience [Light Motor Vehicle] : Period from.....to.....

Name of Institution/Firms etc. : .....

Driving Experience [Heavy Motor Vehicle] : Period from.....to.....

Name of Institution/Firms etc. : .....

(Self-attested copy of the Experience Certificate should be attached)

17 Any other relevant information: .....

18 Particular of fee paid:

<b>Details of application fee paid, name of the post offices, Receipt No. &amp; date</b>	
1.	Fee paid: .....
2.	Name of the Post Office: .....
3.	Serial No of Indian Postal Order : .....
4.	Date of Issue of IPO Payment: ..... ( Postal order should be attached in original)

19. List of documents attached (Self-attested):

i. ....

ii. ....

iii. ....

iv. ....

v. ....

vi. ....



vii. ....

viii. ....

ix. ....

x. ....

**Declaration:**

I,.....here by declare that all the information/statements made in this application are true and correct to the best of my knowledge and belief. Nothing has been concealed there from. I understand that in the event of suppression of material facts, misinformation, concealment of any information or found false or incorrect or ineligible at a later stage, I am liable to be punished; my appointment will be terminated and my claim for recruitment will stand forfeited. I also understand that in the event of any failure to complete pre-appointment formalities/ training for whatsoever reasons, my selection is liable to be cancelled. I also understand that in the event of contravention of extant Rules, my application will be rejected summarily by the Department. I undertake that I have not submitted any other application for this POST.

Place:

[Signature of candidate]

Date:

**(Mandatory for candidate claiming benefits under EWS/SC/ST/OBCcategory)**

**Declaration**

I .....understand that my selection is liable to be cancelled, if it is found later on that I have availed benefits relating to EWS/SC/ST/OBC community for which I am not entitled.

Place

[Signature of candidate]

Date:

ANNEXURE-II

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 possesses 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

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession etc.  
 \*\*Note 2: The term "Family" for this purpose includes 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 SCHEDULED CASTES OR SCHEDULED TRIBES CERTIFICATE**

(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 Re-organization Act, 1966, the State of Himachal Pradesh Act 1970, the North - Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh, Act, 1986 and the Goa, Daman and Diu (Re-organization) Act, 1987).

- @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 to another.

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  
 \_\_\_\_\_.

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

Signature \_\_\_\_\_  
 \*\*Designation \_\_\_\_\_  
 (with seal of office)  
 State / Union Territory\*

\* 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 Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/ 1<sup>st</sup> Class Stipendiary Magistrate/ +Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.  
 + (not below of 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 Officers of the area where the candidate and/or his family normally resides.
- (v) Administrator / Secretary to Administrator / Development Officer (Lakshadweep).

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

Ref no:- (O.M.NO.36012/6/88-Estt. (SCT) dated 24.4.1990 and OM No.36012/22/93-Estt(Res) dated 15.11.1993 & OM No. 36011/3/2009- Estt(Res) dated 02.09.2009)

**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

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, O.M, No. 36033/3/2004 - Estt (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004 – Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013 – Estt. (Res) dated 27<sup>th</sup> May, 2013 \*\*.

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_ \$

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.

\$ List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste / Scheduled Tribe Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.