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संयुक्त सचिव
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भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK NEW DELHI-110001

No. A.11013/6/2017-AT

01st February, 2018

Sir / Madam,

Applications are invited from eligible candidates for filling up six (06) vacancies of Judicial Members in the Central Administrative Tribunal (CAT) arising during the calendar year 2018. However, the vacancies are likely to vary due to various exigencies.

2. The Administrative Tribunals Act, 1985 was amended by the Finance Act, 2017 (No. 7 of 2017). As per the provisions of Section 184 of the Finance Act, 2017, new rules namely "the Tribunal, Appellate Tribunal and other Authorities (Qualifications, Experience and other Conditions of Service of Members) Rules, 2017" was notified on 1st June, 2017. Rule 9 of the said Rules and schedule attached thereto provides that:

A Member shall hold office as such for a term of three years from the date on which he / she enters upon his office and shall be eligible for reappointment:

Provided that no Member shall hold office as such after he has attained the age of sixty-five years.

The terms and conditions of service of Members shall be governed by the provisions of "the Tribunal, Appellate Tribunal and other Authorities (Qualifications, Experience and other Conditions of Service of Members) Rules, 2017".

3. Regarding the eligibility conditions, rule 3 of the Tribunal, Appellate Tribunal and other Authorities (Qualifications, Experience and other Conditions of Service of Members) Rules, 2017 and schedule attached thereto, provides that-

A person shall not be qualified for appointment as a Judicial Member, unless he, -

- (i) is, or has been, or is qualified to be, a Judge of a High Court; or
- (ii) has, for at least one year, held the post of Secretary to the Government of India in the Department of Legal Affairs or the Legislative department including Member – Secretary, Law Commission of India; or
- (iii) has, for at least two years, held a post of Additional Secretary to the Government of India in the Department of Legal Affairs or Legislative Department; or
- (iv) has, for at least ten years, held a judicial office in the territory of India.

4. It is requested that this circular be given wide publicity. Names of eligible officers who have unimpeachable integrity and having enough judicial experience with special knowledge and experience of service laws and are willing to be considered for the post of Judicial Member in the Central Administrative Tribunal may be sent along with their application / bio-data in the enclosed Pro-forma (**attached**). While forwarding the application (s), it may be certified that the applicant fulfils the eligibility criteria as prescribed under the Act. The candidates may indicate their availability to join the Tribunal vide para 17 of the **Annexure-I**. It is requested that while forwarding the applications of candidates, the following points may be kept in mind:

- (i) It should be ensured and stated that the applicant(s) is/are clear from vigilance angle. In case any penalty had been imposed in the past against any applicant under the relevant Service Rules, the details of the same may also be furnished.
- (ii) Original ACR/APAR dossiers, failing which certified copies of ACR/APAR grading for the last ten years as applicable in respect of applicants, may also be sent positively along with the applications.
- (iii) The Cadre Controlling Authority / Registrar of the High Court / Supreme Court while forwarding the applications may clearly indicate (with dates) that the officer / applicant fulfills the eligibility criterion i.e. held the post of Secretary for one year / Additional Secretary for two years as mentioned in para 3 above or that the applicant is qualified for appointment as a High Court Judge as per Article 217(2) of the Constitution of India.
- (iv) Interested applicants may also send advance copies of their applications by **Speed Post or by hand**. **Advance copies of the applications would be considered only if the actual applications (to be sent by speed post or by hand) are later received with all the above necessary requirements from the cadre controlling authorities.**

5. Retired Judges of the High Court and Members of the Bar may send their applications directly.

6. In the case of the Members of Bar, para 10 (f) of **Annexure-I** regarding details of income in the last three Assessment years (2014-15, 2015-16 & 2016-17), it should invariably be filled up, failing which their candidature is liable to be rejected summarily (Copies of the Income Tax Returns shall also be attached). Such applicants should attach documentary proof of fulfillment of the qualification to become High Court Judge as per Article 217 (2) of the Constitution of India. Attestation form, duly filled in with 3 photographs, along with identity certificate, should be sent by Members of Bar. Prescribed attestation form is enclosed as **Annexure-II**.

7. The duly-filled in (neatly typed) original applications should reach the Secretary, Department of Personnel and Training, North Block, New Delhi – 110001 **by 05.30 P.M. on or before 25th March, 2018 (by hand or by Speed Post)**.

Applications received after closing date of receipt of application will not be considered. This Department will not be responsible, for the postal delay / loss of application, for the reasons whatsoever. It is therefore, in the interest of applicants to ensure that their applications reach well within the closing date & time as stipulated.

8. The appointment of Members in the Central Administrative Tribunal shall carry All India transfer liability. The selected persons are liable to be posted to any place having a Bench of the Central Administrative Tribunal depending on the availability of the vacancies / exigencies of work and as decided by the Competent Authority.

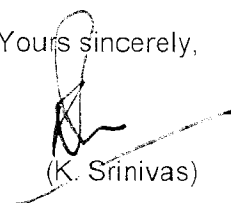
9. The designated Committee may prepare a list of waitlisted panel to meet any exigencies like the selected candidate not joining, vacancies arising in 2018 due to resignation, vacancies carried forward from previous years etc. The waitlisted panel will remain valid upto six months from the date the panel is prepared by the designated Committee. However, the Government of India reserves the right to extend the validity of the panel.

10. It is also clarified that persons selected for appointment will have to join within thirty (30) days from the date of issue of appointment order failing the which appointment will be cancelled and the candidate will be liable to be debarred for a period of three years in terms of extant guidelines of the Department.

11. It is in their own interest that the candidates should go through the Administrative Tribunal Act, 1985 and it's amendment from time to time regarding eligibility, service conditions etc. before applying. It may also be noted that subsequent amendment, if any, to this notice , will be posted in DoPT website (persmin.gov.in / persmin.nic.in) only.

With regards,

Yours sincerely,



(K. Srinivas)

To

1. Registrar/Registrar General of various High Courts.
2. Registrar General, Supreme Court of India, New Delhi.
3. Secretary, Department of Legal Affairs, Shastri Bhavan, New Delhi.
4. Chairman, Central Administrative Tribunal, Principal Bench, Copernicus Marg, New Delhi.

Copy to: NIC with request to post in DoPT website

**PARTICULARS/BIO-DATA FOR THE POST OF JUDICIAL MEMBER IN
CENTRAL ADMINISTRATIVE TRIBUNAL**

1. Name:
2. Date of Birth:
3. Current/Past Service
 - (i) High Court Judge
 - (ii) Indian Legal Service
 - (iii) Judicial Service
 - (iv) Member of Bar
4. In the case of High Court Judge
 - (i) Date of appointment as High Court Judge:
 - (ii) Place of posting:
5. In the case of others
 - (i) Name of Service:
 - (ii) Year of joining service:
 - (iii) Since when in Grade I of ILS / Judicial Service:
 - (iv) Present scale of pay:
6. Educational Qualifications

(Mention award of prize, scholarship, fellowship or any other distinction)
7. Date of Superannuation (If applicable):
8. Designation of Present / Last Post held:
9. (a) Office Address & Telephone Number:
(b) Residential Address & Telephone Number:
(c) Correspondence Address (along with Mobile Number and Email ID):
10. Practice (for Members of Bar)
 - (a) Date of enrolment
 - (b) Actual number of years of practice
 - (c) Places and / or the courts before whom practised and the period
 - (d) Nature of practice- Civil, Criminal, Constitutional, Taxation, Labour, Company, Service etc.
 - (e) The field of specialization, if any
 - (f) (i) Professional Income for the last three Assessment Years (2014- 15, 2015-16 & 2016-17) - gross and taxable
(ii) Year in which first assessed to Income Tax- gross professional income in that year be furnished.

- (g) Reported judgments of Supreme Court and High Courts, for the last five years, in which argued independently (give citations)
- (h) Unreported judgments of Supreme Court and High Courts, for the last five years, in which argued independently (annex certified / attested copies)

11. Association, if any, with any political party

- (a) Name of the party
- (b) Period of association
- (c) Whether held any organizational office and if so, period
- (d) Whether held elective office in any legislative or local authority and, if so, the period.

12. Whether held any office as Advocate General,

Government Advocate or Standing Counsel for the State or Union or any statutory authority or public undertakings (give particulars).

13. In the case of a Judicial Officer, details of the posts held during the last ten years with dates. Details of any departmental inquiry held or contemplated, with particulars as to the nature of charges and period or periods involved and the outcome thereof, should be indicated.

14. Whether employed at any time either on part-time or full-time basis. If so, give status and period and the reasons for leaving.

15. Special knowledge and experience in dealing with service matters and laws (Please elaborate):

16. Indicate special achievement during last 10 years (separate sheet may be attached for indicating special achievement - in not more than 150 words)

17. Indicate the month of year 2018 in which the officer will be available for joining the Tribunal, if selected :

The information furnished above is correct to the best of my knowledge and belief and nothing has been suppressed. I understand that in case of my selection, if any information furnished above is found to be false or mis-represented at a later stage, my selection is liable to be cancelled with the approval of the Competent Authority.

(SIGNATURE)

(NAME IN CAPITAL.....)

Place:

Date:

To be filled in by the candidate in his own handwriting
No. FPI 19-8 Roll No.

सं. लो. से. अ. 21 का U.P.S.C.-21A

हम ही के पासपोर्ट आकार
(5 से.मी. x 7 से.मी.) के
रूपरेखागत फोटो को प्रति चिह्नकारी
Affix signed Passport size
(5cm x 7cm approx.)
copy of recent photograph

साक्षरता फार्म ATTESTATION FORM
चेतावनी/WARNING

साक्षरता फार्म में झूठी सूचना देना या किसी तथ्य को छिपाकर अथवा समझी जा सकने वाली उसकी कल्पना उन्मीलन की तरफका मोड़ने के लिए अयोग्य समझे जाने की संभावना है।

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2. इस फार्म को भरने और भेजने से पहले यदि उन्मीलन की दस्तावेज, निष्पत्ति जिनका ज्ञान है, उन पर सुझाव चलाया जाता है, खरीदी, सुधार, दण्डित, विवरित, संशुद्ध आदि किया जाता है तो उन्मीलन सूचना तत्काल संवैधानिक सेवा आयोग को अथवा उस अधिकारी को। यथास्थिति भेजी जानी चाहिये, जिसको पहले साक्षरता फार्म भेजा गया है। ऐसा न करने पर यह समझा जाएगा कि वास्तविक सूचना छिपाई गई है।

If detained, arrested, prosecuted, bond down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form the details should be communicated immediately to the Union Public Service Commission or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.

3. यदि किसी व्यक्ति को सेवाकाल में यह पता चलता है कि साक्षरता फार्म में झूठी सूचना दी गई है या किसी तथ्य को छिपाया गया है तो उसकी सेवाएं समाप्त की जा सकती हैं।

If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

	उपनाम Surname	नाम Name
1. पूरा नाम (समान अक्षरों में) उपनामों सहित (यदि आपने अपने नाम या उपनाम में किसी समय कुछ बढ़ाया या अलग है तो न्यूनता बताएं) Name in full (in Block, Capitals), with aliases, if any (Please indicate if you have added or dropped at any stage, any part of your name or surname).		
2. वर्तमान पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/सड़क/मार्ग और नगर) Present address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)		
3. (क) घर का पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/सड़क/मार्ग और नगर और जिले को मुख्यालय का नाम)। (a) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of District Headquarter).	(क) (a)	
(ख) यदि पाकिस्तान का मूल निवासी है तो उस देश में पता और भारत में प्रजनन की तारीख। (b) If originally a resident of Pakistan the address in that country and the date of migration to Indian Union.	(ख) (b)	

उन स्थानों का वर्णन (समने की अवधियों सहित) जहाँ आप निहले पाँच वर्षों में एक वर्ष से अधिक समय तक रहे हैं। यदि निदेशी (संश्लेषण सहित) रहे हैं तो उन स्थानों का वर्णन देना चाहिए जहाँ आप एक वर्ष से अधिक समय तक 21 वर्ष की आयु होने के बाद रहे हैं।

Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

काल के वर्ष	काल का दिनांक	निवास स्थानों के पूरे पते (अर्थात् ग्राम, तालुका और जिले का संकेत संख्या, पत्नी संख्या/नाम और काल) Residential address in full (i.e. Village, Taluqa and District or House Number, Lane Street Road and Town)	निहले छाने में दिने गये स्थान के जिले के मुख्यालय का नाम Name of the District Headquarters of the place mentioned in the preceding column

3. (क)

ब

निहले नाम Relative Name	राष्ट्रीयता (जन्म से और/या कनिवास से) Nationality (by birth and or by domicile)	जन्म का स्थान Place of birth	व्यवसाय (यदि देना में है तो पूरा वर्णन और कार्यालय का पूरा पता दिया जावे) Occupation (if employed give full designation & official address)	वर्तमान निवास का पता (यदि मुक्त हो तो निहले पता) Present Postal address (if dead give last address)	घर का स्थायी पता Permanent Home address
(i) पिता (पूरा नाम, समान्य संज्ञित पते और हों) Father (Name in Full aliases, if any)					
(ii) माता Mother					
(iii) पत्नी/पति Wife/Husband					
(iv) भाई Brother(s)					
(v) बहनें Sister(s)					

(क) निदेश में यह सहे/रह रहे पुत्र(पुत्रों) और/या पुत्री(पुत्रियों) के मामले में प्रस्तुत की जाने वाली सूचना।

(b) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country.

नाम Name	राष्ट्रीयता (जन्म से और/या कनिवास से) Nationality (by birth and or by domicile)	जन्म का स्थान Place of birth	देश का नाम जहाँ पढ़ रहे रह रहे हैं पूरा पता Country in which studying/living with full address	निहले काल में दिने गये देश में जिस तारीख से पढ़/रह रहे हैं Date from which studying/ living in the country mention in previous column

6. राष्ट्रियता

Nationality

7. (क) जन्म की तारीख (ईसाई संवत् में) (क)
 (a) Date of birth (in Christian era) (a)
 (ख) वर्तमान आयु (ख)
 (b) Present Age (b)
 (ग) मैट्रिक के समय आयु (ग)
 (c) Age at matriculation (c)
8. (क) जन्म स्थान, जिला और राज्य जिसमें वह स्थित है (क)
 (a) Place of birth, District and State in which situated (a)
 (ख) आप किस जिले और राज्य के हैं (ख)
 (b) District and State to which you belong (b)
 (ग) आपके पिता मूल रूप से किस जिले और राज्य के हैं (ग)
 (c) District and State to which your father originally belongs (c)
9. (क) आपका धर्म (क)
 (a) Your religion (a)
 (ख) क्या आप अनुसूचित जाति/अनुसूचित जाति/अनुसूचित जाति के हैं? (ख)
 उत्तर हाँ या नहीं के रूप में दें।
 (b) Are you a member of a Scheduled Caste/Scheduled Tribe/OBC? (b)
 Answer 'Yes or No'

10. 15 वर्ष की आयु से किस-किस स्कूलों और कालेजों में और किस-किस वर्षों में शिक्षा प्राप्त की इसके स्थानों को वर्षों के साथ दिखाते हुए शिक्षा संबंधी योग्यताएं।

Educational qualification showing places of education with years in Schools and Colleges since 15th year of age :

स्कूल/कालेज का नाम और पूरा पता Name of School/College with full address	प्रवेश की तारीख Date of entering	छोड़ने की तारीख Date of leaving	परीक्षा Examination

11. (क) क्या आप इस समय केंद्रीय या राज्य सरकार या अर्ध-सरकारी या स्वायत्त सरकारी निकाय या स्वशासी निकाय या सार्वजनिक उपक्रम या किसी भी सरकारी उपक्रम या संस्था के अंतर्गत कार्य कर रहे हैं या पहले कभी कार्य किया है? यदि हाँ, तो नियुक्ति की तारीख सहित पूर्ण विवरण दें।

(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-Government or a quasi-Government body or an autonomous body, or a public undertaking or a private firm or institution? If so, give full particulars with dates of employments up-to-dates :

अवधि Period		पद, परिशुद्धियों तथा राजस्व का स्वरूप Designation, emoluments and nature of employment	नियुक्ति का पूरा नाम व पता Full name and address of employer	पहली नौकरी छोड़ने का कारण Reasons of leaving previous service
से From	तक To			

11. (ख) क्या पिछली सेवा भारत सरकार/राज्य सरकार/भारत सरकार या किसी राज्य सरकार के स्वायत्त या संचालित किसी उपक्रम, किसी स्वायत्त निकाय, विश्वविद्यालय/स्वशासी निकाय के अधीन थी, यदि आपने केन्द्रीय सिविल सेवाओं (अस्थायी सेवा) नियम, 1965 के नियम 5 के अधीन या किन्हीं इसी प्रकार के नियमों के अधीन एक महाने का नोटिस देकर सेवा छोड़ी थी तो क्या आपके विरुद्ध कोई अनुशासनिक कार्यवाही की गई थी या जब आपको सेवा को समाप्त करने के लिए नोटिस दिया गया था या बाद में आपकी सेवा को समाप्त होने से पहले तक आपसे किसी मामले में आपको ब्याचरन के लिए सम्प्रेषण मंगा गया था?

(b) If the previous employment was under the Government of India/State Government/An Undertaking owned or controlled by the Govt. of India or a State Government/Autonomous body/University/local body. If you had left service on giving a month notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any manner at the time you gave notice of termination of service, or at a subsequent date before your services actually terminated?

12. (क) क्या आप कभी गिरफ्तार किये गये? (a) Have you ever been arrested? हाँ/नहीं Yes/No
 (ख) क्या आप पर कभी मुकदमा चला है? (b) Have you ever been prosecuted? हाँ/नहीं Yes/No
 (ग) क्या आप कभी नज़रबंद रखे गये? (c) Have you ever been kept under detention? हाँ/नहीं Yes/No
 (घ) क्या आप कभी बंधी बनाये गये? (d) Have you ever been bound down? हाँ/नहीं Yes/No
 (ङ) क्या आप पर किसी विधि न्यायालय द्वारा जुर्माना किया गया है? (e) Have you ever been fined by a Court of Law? हाँ/नहीं Yes/No
 (च) क्या आप कभी किसी अपराध के लिये न्यायालय द्वारा दोषी ठहराए गए हैं? (f) Have you ever been convicted by a Court of Law for any offence? हाँ/नहीं Yes/No
 (छ) क्या आप कभी किसी परीक्षा के लिए विवर्जित ठहराए गए या किसी विद्यालय/संस्था या किसी अन्य शैक्षणिक/शैक्षणिक संस्था द्वारा निकाले गये? (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? Yes/No
 (ज) क्या आप कभी किसी से लोक सेवा आयोग/कर्मचारी चयन आयोग द्वारा उसकी किसी परीक्षा में बैठने/चयन के लिए विवर्जित/अयोग्य ठहराए गए हैं? (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of their examination/selection? Yes/No
 (झ) इस साक्ष्यपत्र फार्म को भरते समय क्या किसी न्यायालय में आपके विरुद्ध मुकदमा चल रहा है? (i) If any case pending against you in any court of law at the time of filling up this attestation Form? हाँ/नहीं Yes/No
 (ञ) इस साक्ष्यपत्र फार्म को भरते समय क्या किसी शैक्षणिक प्राधिकरण/संस्था में आपके विरुद्ध कोई मामला चल रहा है? (j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form? Yes/No
 (ट) क्या सरकार के अधीन किसी प्रशिक्षण संस्थान में कार्यमुक्त/निर्यात/प्रत्याहृत किया गया अथवा अन्यथा है? (k) Whether discharged/expelled/withdrawn from any training institution under the Govt. or otherwise? Yes/No
 (ठ) उपरोक्त किसी भी प्रश्न का उत्तर यदि हाँ में हो तो माननीय गिरफ्तार/नज़रबंद/बुर्माना/अपराधी/कामवास/सजा आदि के होते और/या इस फार्म को भरते समय न्यायालय/विद्यालय/शैक्षणिक प्राधिकरण/संस्था में चल रहे मुकदमे के मामले को संबंध में ब्यौर दें। (l) If the answer to any of the above mentioned question is 'Yes', give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the name of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form.

टिप्पणी : (1) कृपया इसका साक्ष्यपत्र फार्म को ऊपर दो गहरे 'चेतावनी' को भी देखिए।

Note : Please also see the "Warning" at the top of this Attestation Form.

- (2) ब्यवस्थिति "हाँ" या "नहीं" को काट कर प्रत्येक प्रश्न का उत्तर अलग-अलग दिया जाना चाहिए। Specific answer to each of the question should be given by striking out "Yes" or "No" as the case may be.

13. अपने इलाके के दो जिम्मेदार व्यक्तियों के नाम या ऐसे दो व्यक्तियों के नाम देंजिए जो आपको जानते हों। 1.
 Name of two responsible persons of your locality or two referees to whom you are known. 2.

मैं प्रमाणित करता/करती हूँ कि ऊपर दी गई सूचना जहाँ तक मुझे पता है तथा विश्वास है सही तथा पूर्ण है। मैं ऐसा किसी नियति से परिचित नहीं हूँ जिसके कारण मैं सरकार के अधीन नौकरों के लिए योग्य न हो सकूँ।

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

तारीख.....

Date

उम्मीदवार के हस्ताक्षर.....

Signature of Candidate

स्थान.....

Place

पहचान प्रमाण-पत्र
IDENTIFY CERTIFICATE

इस प्रमाण-पत्र निम्नलिखित किसी एक के द्वारा हस्ताक्षरित किए जाने के लिए—
Certificate to be signed by any one of the following:—

- (1) केन्द्रीय या राज्य सरकार के गजटिफाइड अधिकारी;
Gazetted officers of Central or State Government;
- (2) साबरमती तथा जहाँ का उम्मीदवार तथा उसके माता-पिता/रक्षक निवासी हैं उस निर्वाचन क्षेत्र के संसद सदस्य या राज्य विधान मण्डल के सदस्य;
Members of Parliament or State legislature belonging to the constituency where the candidate or his parent/guardian ordinarily reside;
- (3) सब-डिविजनल मैजिस्ट्रेट/अधिकारी;
Sub-Divisional Magistrate/Officers;
- (4) मैजिस्ट्रेट की शक्तियों को प्रयोग करने के लिए प्राधिकृत तहसीलदार या मायब जम-दहसीलदार;
Tehsildar or Naib/Dy. Tehsildar authorised to exercise magisterial powers;
- (5) जहाँ उम्मीदवार पहले पढ़ा रहा हो वहाँ के मान्यता प्राप्त स्कूल/कॉलेज/संस्था का प्रिंसिपल/मुख्याध्यक्ष;
Principal/Headmaster of the recognised School/College/Institution where the candidate studied last;
- (6) ब्लॉक विकास अधिकारी;
Block Development Officers;
- (7) पोस्टमास्टर; और
Postmaster; and
- (8) पंचायत निरीक्षक;
Panchayat Inspectors;

प्रमाणित किया जाता है मैं श्री/श्रीमती/कुमारी..... पुत्र/पुत्री श्री.....
 Certified that I have known Shri/Shrimati/Kumari..... son/daughter of
 Shri.....
 को पिछले..... वर्षों.....
 for the last..... years..... months
 पहलों से जानता हूँ और जहाँ तक मुझे पता है और विश्वास है कि उसने जो बारी दिये हैं वह सही हैं।
 and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

हस्ताक्षर.....

Signature

पदनाम वा हस्तियत और पता.....

Designation or Status and address

स्थान.....

Place

तारीख.....

Date

(कार्यालय द्वारा भर जाने के लिए)

(To be filled by the Office)

- (1) नियुक्ति प्राधिकारी का नाम, पदनाम तथा पूरा पता
 Name, designation and full address of the appointing authority.
- (2) पर जिसके लिए उम्मीदवार को पदनाम में विचार किया जा रहा है।
 Post for which the candidate is being considered.