



भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / MINISTRY OF FINANCE  
राजस्व विभाग / DEPARTMENT OF REVENUE  
कार्यालय प्रधान मुख्य आयकर आयुक्त, म.प्र. एवं छ.ग., भोपाल  
OFFICE OF THE PR. CHIEF COMMISSIONER OF INCOMETAX, M.P. & C.G., BHOPAL  
आयकर भवन, 47, अरेरा हिल्स, होशंगाबाद रोड, भोपाल  
AYAKAR BHAVAN, 47 ARERA HILLS, HOSHANGABAD ROAD, BHOPAL

F.No. Pr.CCIT/MP/CS/Canteen Recruitment/2026-27

Dated: 13/07/2026

Email: Bhopal.canteen.recruitment@incometax.gov.in

**Recruitment to the post of Canteen Attendant in Non-Statutory Departmental  
Canteen in Income Tax Department, MP&CG Region**

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Applications are invited from eligible Indian Citizens fulfilling the eligibility criteria as per particulars mentioned in Annexure-I and its enclosures for appointment to the post of Canteen Attendant in non-statutory Departmental Canteen (Group "C" posts) in Income Tax Department, Madhya Pradesh & Chhattisgarh Region.

2. The category wise breakup of the vacancies is as follows:

| Cadre             | Vertical reservation |    |    |     |     |       | Horizontal reservation |    |    |    |
|-------------------|----------------------|----|----|-----|-----|-------|------------------------|----|----|----|
| Canteen Attendant | UR                   | SC | ST | OBC | EWS | Total | EXS                    | OH | HH | VH |
|                   | 03                   | 01 | 01 | 01  | 01  | 07    | 01                     | 01 | 00 | 00 |

3. Age and educational qualifications for the post of Canteen Attendant are as under:

| Post                                                                                  | Age (Minimum - Maximum) as on 31-08-2026                                                                   | Education qualifications                                                           | Basic Pay as per 7 <sup>th</sup> Pay Commission | No. of vacancies        |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------|
| Canteen Attendant (General Central Service, Group 'C', Non-Gazetted, Non Ministerial) | 18- 25 years<br>i.e., He/she must have been born not earlier than 01.09.2001 and not later than 31.8.2008. | Matriculation (10 <sup>th</sup> Standard) or equivalent from any recognized board. | 18000<br>Pay Level-1<br>(18000-56900)           | 07*<br>(Seven in total) |

[\*Includes 1 PwBD vacancy and 1 Ex-Servicemen(ESM) vacancy. Candidates with 40% or more disability in OH (Orthopedically Handicapped) are eligible to be recruited under PwBD category.]

The crucial date for determining the age limit and education qualification is fixed as 31-08-2026 (last date upto which applications are to be received) in accordance with the provisions of Income Tax Department, Non Statutory Departmental Canteens (Group C posts) Recruitment Rules, 2015 issued vide notification dated 18.11.2015.

The candidate should note that the date of birth as recorded in the Matriculation/SSC or equivalent certificate will only be accepted as proof of age.

4. The upper age limit is relaxed as under for different categories as per Government of India's instructions:

|     |                                                                                                                                                                      |                                                                                                                                   |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| (a) | OBC Candidates                                                                                                                                                       | 3 Years                                                                                                                           |
| (b) | SC/ST Candidates                                                                                                                                                     | 5 Years                                                                                                                           |
| (c) | PwBD (Unreserved)                                                                                                                                                    | 10 Years                                                                                                                          |
| (d) | Ex-Servicemen (ESM)                                                                                                                                                  | 03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application |
| (e) | Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. | Up to 40 Years of age                                                                                                             |

5. All the candidates who wish to apply shall fill the online application available in the regional website of the department viz, <https://incometaxmpcg.gov.in> . The window for submission of online applications shall commence on **11.08.2026** and shall remain open until **31.08.2026 (23:00 hrs.)**. The applicant must be submitted **in online mode only** through the above website and applications received in any other form including Post, Fax, Email, by hand, etc. **shall not be entertained** by the Department.

6. The detailed eligibility criteria/qualification and other relevant requirements along with the procedure for submission of application & Annexure-I containing detailed terms and conditions can be downloaded from the website <https://incometaxmpcg.gov.in>

(Dr. Chetan Sharma, IRS)

Dy. Commissioner of Income Tax (Hqrs./Admn.)  
for Pr. Chief Commissioner of Income Tax (M.P. & C.G) Bhopal

## Annexure- I

### Recruitment to the post of Canteen Attendant of Non-Statutory Departmental Canteen in Income Tax Department, MP&CG Region

[Regional website of the department: <https://incometaxmpcg.gov.in>]

Applications are invited from eligible Indian Citizens for the recruitment to the post of Canteen Attendant of non-statutory Departmental Canteens (Group "C" posts) in Income Tax Department, Madhya Pradesh & Chhattisgarh Region.

| S.No. | Name of the Post                                                                                      | Basic Pay and Level<br>as per 7 <sup>th</sup> Pay<br>Commission | Educational<br>Qualification                                                                      | Vacancies                     |
|-------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------|
| (i)   | <b>Canteen Attendant</b><br>(General Central Service,<br>Group 'C', Non-Gazetted,<br>Non Ministerial) | 18000<br><br>Pay Level-1<br>(18000-56900)                       | Matriculation<br>(10 <sup>th</sup> Standard)<br>or equivalent<br>from any<br>recognized<br>board. | 07<br><br>(Seven in<br>total) |

[Note: The probation period of the above post is of 2 years.]

2. The category wise breakup of the vacancies is as follows:

| Cadre                | Vertical reservation |    |    |     |     |       | Horizontal reservation |    |    |    |
|----------------------|----------------------|----|----|-----|-----|-------|------------------------|----|----|----|
|                      | UR                   | SC | ST | OBC | EWS | Total | EXS                    | OH | HH | VH |
| Canteen<br>Attendant | 03                   | 01 | 01 | 01  | 01  | 07    | 01                     | 01 | 00 | 00 |

|    |                                                   |                                                                                                                                                                                                                                                                                     |
|----|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post                                  | <b>Canteen Attendant</b><br>(General Central Service, Group 'C', Non-Gazetted, Non Ministerial)                                                                                                                                                                                     |
| 2. | Number of Vacancies and Category wise reservation | <b>07 * (Seven in Total)</b><br><br>UR - 03<br>OBC - 01<br>EWS - 01<br>SC - 01<br>ST - 01<br><br>* Includes 1 Ex-Service(ESM) and 1 PwBD (OH) vacancy.<br><br>Candidates with 40% or more disability in Orthopedically Handicapped Category are eligible to be recruited under PwBD |

|     |                                                                        |                                                                                                                              |
|-----|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                        | category.                                                                                                                    |
| 3.  | Pay Scale                                                              | Pay Level 1 in Pay Matrix (Rs. 18000-56900) as per 7 <sup>th</sup> CPC                                                       |
| 4.  | Who can apply?                                                         | Only Indian Citizens                                                                                                         |
| 5.  | Educational Qualification                                              | Matriculation (10 <sup>th</sup> Standard) or equivalent from any recognized board.                                           |
| 6.  | Age Limit (As on last date of receipt of application i.e., 31.08.2026) | 18-25 years<br>(The upper age limit is relaxed as under for different categories as per Government of India's instructions)  |
| 7.  | Dates for submission of online applications                            | 11.08.2026 to 31.08.2026                                                                                                     |
| 8.  | Last date and time for receipt of online applications                  | 31.08.2026 (23.00 hrs)                                                                                                       |
| 9.  | Application fee                                                        | There is no application fee for any category of the candidates.                                                              |
| 10. | Where to apply?                                                        | Regional website of the department viz. <a href="https://incometaxmpcg.gov.in">https://incometaxmpcg.gov.in</a>              |
| 11. | Cut-off Date                                                           | Cutoff date for all the eligibility criteria, including age, education certificates and category certificates is 31/08/2026. |

\*Dates are subject to change depending on administrative convenience and exigencies.

### **Terms and Conditions**

- 1. Who can apply:** Only Indian Citizens.
- 2. Age Limit (As on 31.08.2026):** 18-25 Years ( i.e. candidates born not before 01.09.2001 and not later than 31.08.2008).

The crucial date for determining the age limit is fixed as **31.08.2026 (last date upto which online applications are to be received)** in accordance with the provisions of Income tax Department, Non Statutory Departmental Canteens (Group C posts) Recruitment Rules, 2015 issued vide notification dated 18.11.2015.

Date of Birth filled by the candidate in the application form and the same recorded in the Matriculation (10<sup>th</sup> Std) or Equivalent Certificate will be accepted by the Department for determining the age and no subsequent request for change will be considered or granted. Mismatch of date of birth shall be a ground for rejection of candidature.

**3. Age relaxation:** Permissible relaxation in Upper age limit for different categories is as under:

|     |                                                                                                                                                                     |                                                                                                                                   |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| (a) | OBC Candidates                                                                                                                                                      | 3 Years                                                                                                                           |
| (b) | SC/ST Candidates                                                                                                                                                    | 5 Years                                                                                                                           |
| (c) | PwBD (Unreserved)                                                                                                                                                   | 10 Years                                                                                                                          |
| (d) | Ex-Servicemen (ESM)                                                                                                                                                 | 03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application |
| (e) | Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online application. | Up to 40 Years of age                                                                                                             |

**[Note: Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen.]**

**4. Educational Qualification (As on 31.08.2026):** The candidates must have passed Matriculation (10<sup>th</sup> Standard) or equivalent from any recognized Board on or before the cut-off date i.e. 31.08.2026.

**5. Application Fee:** There is no Application Fee for any category of the candidates.

**6. How to apply:** All the candidates who wish to apply shall fill the online application form available in the regional website of the department viz, <https://incometaxmpcg.gov.in> **on or before 31/08/2026**. The application must be submitted in online mode only through the above website and applications received in any other form including Post, Fax, Email, by hand, etc. shall not be entertained by the Department. One candidate should apply for one time only.

Incomplete applications or applications submitted without proper photograph, signature, valid photo id (**Aadhar card, PAN card, Passport, Driving License, Voter ID card and any other photo-bearing ID card issued by the Central/State Government**), relevant certificates/documents etc., shall be summarily rejected.

**7. Documents required to be submitted :**

- Matriculation (10<sup>th</sup> Standard) or equivalent Certificate.
- Community/Caste Certificate, if any - EWS, OBC, SC and ST {Certificate from an officer of not below the rank of Tahsildar in case of EWS.}
- Document in support of age relaxation claimed as Ex-Servicemen/ Central Government Employee, if applicable.
- Certificate in support of PwBD status, if applicable.
- Candidates are required to upload one passport size photograph with full name and date of photograph taken not before 3 months from the date of this notification. Ensure that the face is fully inside the photo and look straight ahead in plain

background. Candidate shouldn't wear a cap, mask, glasses/spectacles or earphones/headphones in photograph.

- f) Candidates are required to upload the scanned signature (For PwD or PwBD candidate with blindness and low vision, thumb impression is also allowed in the place of signature) in JPEG/JPG format.

[Note: Applications with inappropriate photographs or blurred/miniature photographs or signatures, not meeting the above requirements, will be rejected summarily.]

- g) Aadhar card (or Aadhar Authentication form in the absence of Aadhar.)

**Note:** Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite original certificate from the competent authority, in the prescribed format (enclosed), when such certificates are sought by the Department at the time of document verification or at any stage of the recruitment process. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD category will not be entertained and their candidature shall be cancelled.

- 8. Last date for application:** Applications shall be filled online from 11.08.2026 to 31.08.2026. The last date for submitting application is 31.08.2026 (23:00 hrs).

**9. Duties of Canteen Attendant:**

- (i) To prepare Tea/Coffee/Juice etc for the users:
- (ii) To serve Tea/Coffee/Biscuits etc. in the official meetings:
- (iii) To provide regular room service to the Officers/Staff:
- (iv) To collect the used cups/plates & utensils etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior officers.
- (v) To clean crockery/cutlery/utensils etc. in three stage i.e. in running normal water; in hot detergent water and in potassium permanganate solution;
- (vi) To sweep and wash the floor area;
- (vii) Cleaning/dusting table, chair and other furniture in canteens.
- (viii) Cleaning slabs and area where food is cooked.
- (ix) Any other additional duty allotted by the in-charge of the Canteen.

- 10. Selection of the candidates:** Subject to fulfilling of the qualification as mentioned above, the application shall be scrutinized and suitable candidates will be short listed for further selection procedure. For selection, the short listed candidates will be required to appear for Written Examination/Skill Test/Document Verification and if further required. The candidates may be required to undergo proficiency/practical test also.

➤ **Stage-1 - Scrutiny and short listing of candidates for the written examination**

280 candidates (40 eligible applications against each vacancy) will be shortlisted out of all the eligible applications received based on the percentage of total marks obtained in Matriculation (10th Standard) or equivalent exam for the next round of selection procedure which is an objective type written examination.

If there is a tie between two or more candidates based on their percentage of total marks in the essential examination, following criteria will be adopted in sequence for short listing:

- Date of Birth (Age Criteria): The candidate older in age as on the last date of receipt of application shall be placed higher in merit.
- Further Tie Situation: In case two or more candidates have secured equal marks/percentage in Matriculation and also have the same date of birth, all such candidates shall be allowed to appear in the written examination, irrespective of the prescribed limit of shortlisted candidates.

➤ **Stage-2 - Objective type written examination :**

Written examination of **30 minutes** duration (40 minutes for candidates eligible for scribes as per para 13) comprising **40 multiple choice questions** of 1 mark each in the following proportion:

English Comprehension – 10 Questions

Hindi Comprehension – 10 Questions

Food and Nutrition – 10 Questions

Quantitative Aptitude – 5 Questions

Hygiene and Cleanliness – 5 Questions

**Note:** One (1) mark will be awarded for each correct answer and 1/4<sup>th</sup> (0.25) mark will be deducted for each incorrect answer.

The standard of questions in the written examination shall be of the matriculation level. The question papers will be set in two languages i.e. Hindi & English only. In case of any difference/discrepancy/dispute in the questions between English and Hindi, the content of English version shall prevail.

There shall be no provision for re-evaluation/rechecking of the scores. No correspondence in this regard shall be entertained.

The written examination will be held only in Bhopal, M.P. and the same shall not be conducted at any other location in India. No request for change of venue will be entertained.

Success in the above written examination confers no right to appointment unless the Department is satisfied after such enquiry as maybe considered necessary that the candidate is suitable in all respect for appointment to the post.

**[Note:** No travelling Allowance will be paid to the short listed candidates for attending the written examination.

**Tie breaker of written examination :** If there is a tie between two or more

candidates based on the marks obtained in the written examination, following criteria will be adopted in sequence for short listing:

- First tie breaker: Older candidate in age as on last date of application
- Second tie breaker: Candidate with more marks secured in Food and Nutrition.
- Third tie breaker: Candidate with more marks secured in Hygiene and Cleanliness.

➤ **Stage-3 – Skill Test :**

70 candidates (10 eligible candidates against each vacancy) will be shortlisted out for the next round of selection procedure i.e. Skill Test which will be conducted at Bhopal (M.P.) only.

The Skill Test will carry a total of **60 marks**. The skill test shall be conducted with a view to evaluate the candidate's proficiency in duties commensurate with the post of Canteen Attendant, including **preparation of beverages, basic food handling skills, preparation techniques, presentation, hygiene, and cleanliness.**

11. **Final Result:** The final merit list shall be prepared based on the combined performance of candidates in the written examination and skill test, and 07 candidates will be selected strictly on merit against the available caste wise vacancies. The final result based on the score (out of 100) obtained in the written examination and skill test will be displayed in the Notice Board of the Income Tax Department, O/o the Principal Chief Commissioner of Income Tax, MP&CG, Aaykar Bhavan, 47, Arera Hills, Bhopal 462011 and in regional website of the department viz, <https://incometaxmpcg.gov.in>.

12. **Document verification:** Document Verification (DV) will be conducted by the Department after declaration of the final result. Candidates will be required to produce the relevant original Certificates which were mentioned/submitted in the online application form. Otherwise, their candidature shall be cancelled.

A waiting list shall be maintained and operated, and the next eligible candidate(s) in order of merit shall be considered for appointment in the event that any selected candidate fails to join, declines the offer of appointment, or is found ineligible at any stage of the selection process, including during document verification, subject to fulfillment of the prescribed eligibility conditions and other applicable requirements.

**[Note:** The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. It is reiterated that the result of required educational qualification must have been declared by the Board by the cut-off date. Mere processing of the result by the Board by the crucial cut-off date does not fulfill the educational

qualification requirement.]

Candidates possessing equivalent educational qualification shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the Department.

**13. Provision of Compensatory Time and Scribe assistance:**

- The facility of scribe will be provided to PwD candidates having disability in pursuance to Various OMs issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment.
- In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA), the facility of scribe is provided, if desired. A compensatory time of 10 minutes of written examination will be provided to the persons who are allowed the use of a scribe.
- The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing. The facility will be provided on production of certificate from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per Proforma in Annexure - A.
- The facility of scribes will be provided to the eligible candidates only if he/she opts and indicates the same in the online application form. If the same is not indicated in the online application form, the request for scribe assistance will not be entertained at later stage at any cost.
- In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for their own scribe shall be required to submit details of their own scribe at the time of examination as per the Proforma in Annexure-B.
- The candidates who are eligible for use of a scribe but not availing of the facility of a scribe will also be given compensatory time of 10 minutes of written examination. The eligible candidates who wish to avail of compensatory time must produce a certificate as per Proforma in Annexure-A at the time of examination.

**14. Selected candidates shall be subjected to Medical Fitness, Verification of Character Antecedents/Police Verification etc.**

**15. Selected candidates are liable to be posted anywhere under the jurisdiction of the Principal Chief Commissioner of Income Tax, Madhya Pradesh & Chhattisgarh.**

## 16. Important Instructions:

- a) The applicant has to go through the notification, instructions to candidates, vacancy positions etc. carefully before filling up the application form.
- b) Only one application should be submitted by a candidate. **If any candidate submits more than one application, all the applications will be summarily rejected.**
- c) Online application form should be properly filled up.
- d) Minimum eligibility for applying above vacancies is **Matriculation (10<sup>th</sup> Standard) or equivalent from any recognized board.**
- e) Candidates who are already employed in Central Government or State Government or PSU should submit an NOC from the present employer and the same should be mentioned in the application.
- f) The selected candidates will be on probation for 2 years or such period as per the extant instructions of the Government of India.
- g) Any form of canvassing by any candidates will render her/his candidature liable to be rejected summarily at any stage of the recruitment process.
- h) The selected candidates are liable to be posted anywhere under the jurisdiction of the Principal Chief Commissioner of Income Tax, Madhya Pradesh & Chhattisgarh..
- i) The Pr. Chief Commissioner of Income Tax, MP&CG, has right to cancel the recruitment process at any stage without assigning any reason.
- j) In the event of any tie, the decision of Pr. Chief Commissioner of Income Tax MP&CG (CCA) shall be final.
- k) Eligible candidates will be called for above said tests/verification. The date and venue for tests/verification will be intimated to the eligible candidates in due course by the authorized officer.
- l) The applicant has to go through the annexure-I, instructions to candidates, vacancy positions etc., carefully before filling up the application form.
- m) Candidates with higher qualification may also apply.
- n) The Department reserves the right to change the last date for submission of application/publishing of shortlisted candidates for written examination/ date of written examination/skill test/publication of final result, if required.

- o) The Department reserves the right to accept or reject the candidature of any applicant and/or to cancel the recruitment process at any stage without assigning any reason whatsoever.
- p) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination(s), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- q) Crucial date for claim of SC/ ST/ OBC/ PwBD status or any other benefit viz. reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications i.e. 31.08.2026.
- r) A person seeking appointment on the basis of reservation to OBCs must ensure that he does not fall in creamy layer on the cut-off date.
- s) A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the Income & Asset certificate valid for the financial year 2026-2027 issued on the basis of Income for the financial year 2025-26 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.
- t) Candidates may also note that in respect of the above, their candidature remain provisional till the veracity of the relevant documents is verified by the department. Candidates are cautioned that they will be debarred from the examination conducted by the department in case they fraudulently claim SC/ST/OBC/EWS/PwBD/ESM status or avail any other benefit.
- u) **Action against candidates found guilty of misconduct:** If any candidate is found to indulge at any stage in any of the malpractices during the recruitment process or thereafter, their candidature for this recruitment shall be cancelled. The Department may also report the matter to Police/ Investigating Agencies, as deemed fit and may also take appropriate action to get the matter examined by the authorities/ forensic experts, etc. Any dispute in regard to this recruitment will be subject to Bhopal jurisdiction. The decision of the Department in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination/skill test, venue of examination center/skill test, will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- v) The applicant are advised to visit <https://incometaxmpcg.gov.in> from time to time for more details/updates and information.

- w) In case of any difficulty in filling the online application form or for correspondence/query relating to the recruitment process, candidates may contact through the official email ID i.e. <bhopal.canteen.recruitment@incometax.gov.in>. Any communication issued through the said email ID shall be treated as official communication for all purposes.

**Note:** Please note that Corrigendum, if any, issued on this recruitment notification, will be published only on the said Department's website.



(Dr. Chetan Sharma, IRS)

Dy. Commissioner of Income Tax (Hqrs./Admn.)  
for Pr. Chief Commissioner of Income Tax (M.P. & C.G) Bhopal

**Annexure-A**

**Certificate regarding physical limitation in an examinee to write.**

This is to certify that; I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_ a resident of \_\_\_\_\_ village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government healthcare institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment- Ophthalmologist, Locomotor Disability-Orthopedic Specialist/PMR)

**Annexure- B**

**Letter for Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the district \_\_\_\_\_, \_\_\_\_\_ (name of the State/UT) My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is \_\_\_\_\_. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

**Annexure-C**

**CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES**  
**SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on closing date of receipt of Application Forms.

This office has no objection for his/ her appearing in the, recruitment process to the post of Canteen Attendant of Non-Statutory Departmental Canteen in Income Tax Department, MP&CG Region.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office Seal \_\_\_\_\_

Place:

Date:

(\*Please delete the words which are not applicable.)

**Annexure-D**

**CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

I hereby certify that, according to the information available with me (No.)  
\_\_\_\_\_ (Rank) \_\_\_\_\_ (Name) \_\_\_\_\_  
\_\_\_\_\_ is due to complete the specified term of his engagement  
with the Armed Forces on the (Date) \_\_\_\_\_.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

**Annexure-E**

**UNDERTAKING TO BE GIVEN BY AN EX-SERVICEMAN**

I ....., bearing Roll No....., appearing for the Document Verification of the ..... Examination, 2026 ....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Reemployment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....

## Annexure-F

### 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/ her 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.

(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 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@

The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@

The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@ Page 75 of 87

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.

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 \_\_\_\_\_

\* 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/ Ist 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.

**Annexure-G**

**(FORM 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 Scheduled to the Government of India, Department of Personnel & Training  
O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate : \_\_\_\_\_  
Deputy Commissioner etc.: \_\_\_\_\_

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.

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

**Annexure-H**

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 \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street \_\_\_\_\_ PostOffice \_\_\_\_\_ District \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ PinCode \_\_\_\_\_ 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

\*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.

