

**GOVERNMENT OF TELANGANA  
MEDICAL AND HEALTH SERVICES RECRUITMENT BOARD**

**NOTIFICATION NO.01/2024, DATED: 28.6.2024**

**CIVIL ASSISTANT SURGEON  
(GENERAL RECRUITMENT)**

1. Applications are invited from qualified persons online on Board's website (<https://mhsrb.telangana.gov.in>) for the posts of Civil Assistant Surgeons in Director of Public Health and Family Welfare (DPH&FW)/Director of Medical Education (DME) and Institute of Preventive Medicine (IPM).

(1.1) ONLINE application will be enabled on **2.7.2024**.

(1.2) Last date for submission of ONLINE application is **5.00 pm on 11.7.2024**.

(1.3) Applications submitted online only will be accepted.

2. The details of posts and vacancies are given below:

Post Code	Department	Name of the Post	No. of Vacancies		
			Multi-Zone-I	Multi-Zone-II	Total
01	DPH&FW/ DME	Civil Assistant Surgeon	270	161	431
02	IPM	Civil Assistant Surgeon	1	3	4
		<b>TOTAL</b>	<b>271</b>	<b>164</b>	<b>435</b>

(2.1) The details of vacancies are given at **Annexure-I**

(2.2) The scale of pay associated with these posts is **58,850 – 1,37,050**.

(2.3) The number of vacancies is subject to variation on intimation being received from the department concerned. Addition or deletion of vacancies if any, can be done up to the declaration of result.

(2.4) The carried forward vacancies are brought forward from previous recruitments. Selection/Appointment to such vacancies will be made first before the fresh vacancies.

(2.5) The selected candidates are not eligible for private practice.

3. **Selection Procedure** (G.O.Ms.No.60, HM&FW(B) Dept., Dated:7.6.2022; G.O.Ms.No.59, HM&FW (B) Dept., Dated:7.6.2022 & G.O.Ms.No.63, HM&FW (B)Dept., Dated:14.6.2022, G.O.Ms.No.89, HM&FW (B)Dept., Dated:12.7.2023; G.O.Ms.No.90, HM&FW (B)Dept.,Dated:12.7.2023)

- (3.1) Applicants will be selected based on 100 points of which:
- (3.1.1) Maximum of 80 points will be awarded for percentage of marks obtained in qualifying exam.
  - (3.1.2) Maximum of 20 points will be awarded for service in state government hospitals/ institutions/ programmes on contract/outsourced basis.
- (3.2) Maximum of 80 points shall be awarded based on the percentage of marks obtained in qualifying exam i.e., cumulative percentage marks obtained in all years of MBBS converted to a base of 80 percent. With respect to candidates who have done their graduate degree from foreign countries, the percentage of marks obtained in Foreign Medical Graduates Exam (FMGE) will be taken into account and converted to a base of 80 percent.
- (3.3) Maximum of 20 points shall be awarded for the service in state government hospitals/ institutions/ programmes for both contract and outsourced employees as detailed below:
- (3.3.1) 2.5 points per 6 months for service rendered in tribal areas.
  - (3.3.2) 2 points per 6 months for service rendered in other than tribal areas.
  - (3.3.3) Points to be given for only completed 6 months
- (3.4) Points shall be awarded for service (contract/outsourced) rendered in state government hospitals/ institutions/ programmes only as per certificates issued by competent authority **(Annexure-II)**.
- (3.5) The applicants seeking experience certificate should apply to respective competent authority. After obtaining the experience certificate, the candidate should apply online for these posts. They should upload this experience certificate while applying online for the above posts.
- (3.6) Points for contract/outsourced service rendered shall be awarded only for service in the same category of post for which application is made.
- (3.7) The application for seeking experience certificate and the proforma in which experience certificate shall be issued by respective competent authorities are appended as **Annexures III-A, III-B & III-C**.
- (3.8) **Experience certificates other than those issued in formats specified at Annexure III-B & III-C will not be taken into consideration.**
- (3.9) Date of notification shall be cut off date for calculating the weightage marks and competent authorities shall issue the experience certificates accordingly.

(3.10) If more than one applicant scores same marks, then the person with higher age will be assigned better rank.

4. Merit list will be displayed on the Board's website.
5. Before applying for the posts online, applicants are requested to keep the soft copy (PDF) of the following documents ready for uploading:
  - i. Aadhaar Card
  - ii. SSC or 10<sup>th</sup> class Certificate (for date of birth proof)
  - iii. Consolidated marks memo of MBBS
  - iv. MBBS Certificate
  - v. Telangana Medical Council Registration Certificate
  - vi. Experience Certificates, if applicable (ANNEXURE III.B/ANNEXURE III.C)
  - vii. Study Certificates (1<sup>st</sup> to 7<sup>th</sup> class) for claiming local status
  - viii. For candidates who have not studied in any school, 'Residence Certificate' issued by competent authority of Telangana Government (corresponding period of 1<sup>st</sup> to 7<sup>th</sup> Class period) for claiming local status (ANNEXURE IV.D)
  - ix. Community Certificate (SC/ST/BC) issued by the competent authority of Telangana Government (as applicable)
  - x. Non-Creamy Layer Certificate in case of BCs issued by the competent authority of Telangana Government (ANNEXURE IV.A)
  - xi. Latest 'Income and Asset Certificate' for applicants claiming EWS Reservation issued by the competent authority of Telangana Government (ANNEXURE IV.B)
  - xii. Sports certificate issued by competent authority, for applicants claiming reservation under sports category (ANNEXURE IV.C)
  - xiii. SADAREM certificate for applicants claiming PH reservation
  - xiv. Service certificate for claiming reservation and age relaxation as Ex-Servicemen
  - xv. Service certificate for NCC Instructor claiming age relaxation
  - xvi. Service certificate for in-service (regular) applicants claiming age relaxation
6. The applicants who possess requisite qualification should apply online after satisfying themselves about the terms and conditions of this recruitment.
7. **EDUCATIONAL QUALIFICATIONS:** Applicants must possess the following qualification as on the date of the notification:

Post Code	Department	Name of the Post	Qualification
01	DPH&FW/ DME	Civil Assistant Surgeon	i. MBBS or equivalent qualification
02	IPM	Civil Assistant Surgeon	ii. Must be registered with Telangana Medical Council*

\* Telangana Medical Council Registration certificate may be obtained till the date of making online application.

8. **EQUIVALENT QUALIFICATION:** At the time of verification of certificates, if it is noticed that any applicant who possesses a qualification other than requisite qualification and claims that said qualification is equivalent to the requisite qualification, the matter shall be referred to an 'Expert Committee' constituted by the Board and the Board will take a decision based on the report of the 'Expert Committee'.
9. **AGE:** The applicants should possess minimum age of 18 years and cannot exceed maximum age of 46years. The age is reckoned as on 01/07/2024 (Rule-12(1)(a)(v) of State and Subordinate Service Rules).

(Upper age limit of 46 years is considered as per G.O.Ms.No.30, General Administration (Ser.A) Dept., Dt:08.02.2024)

10. **AGE RELAXATIONS:** The upper age limit prescribed above is however relaxed in the following cases:

S. No.	Category of applicants	Relaxation of age permissible
1.	Telangana State Government Employees (Employees of TSRTC, Corporations, Municipalities etc. are not eligible).	Up to 5 Years based on the length of regular service.
2.	Ex-Servicemen	3 years & length of service rendered in the armed forces.
3.	N.C.C.(who have worked as Instructor in N.C.C.)	3 Years & length of service Rendered in the N.C.C.
4.	SC/ST/BCs &EWS	5 Years
5.	Physically Handicapped persons	10 Years

**Note:**

- (10.1) Provided that the persons referred at S.No.2 & 3 in the above table shall, after making deductions referred to in Sub Rule-12(c) (i) & (ii) of Telangana State and Subordinate Service Rules, not exceed the maximum age limit prescribed for the post.
- (10.2) The age relaxation for Ex-servicemen is applicable for those who have been released from armed forces other than by way of dismissal or discharge on account of misconduct or inefficiency.
- (10.3) Age relaxation for NCC Instructor: A person who was recruited as a whole-time Cadet Corps Instructor on or after the 1<sup>st</sup>January, 1963 on his discharge from the NCC either before or after expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC.
- (10.4) However, no person shall be eligible if he/she crossed 61 years of age (superannuation age) after availing of the eligible age relaxations as on 01/07/2024.

## **11. FEE:**

(11.1) **Online Application Fee:** Each applicant must pay Rs.500/- (Rupees Five Hundred Only) towards Online Application Fee. There is no fee exemption under this category.

(11.2) **Processing Fee:** The applicant must pay Rs. 120/- (Rupees Two Hundred Only) towards processing Fee. However, the following categories of applicants are exempted from payment of processing fee.

(12.2.1) SC, ST, BC, EWS, PH & Ex-servicemen of Telangana State.

(12.2.2) Unemployed applicants in the age group of 18 to 46 years of Telangana State.

(11.2.3) Applicants belonging to other states are not exempted from payment of Fee.

(11.3) **Mode of Fee Payment:**

(11.3.1) The fee is to be paid online through payment gateway duly following online instructions once the application form details are filled.

(11.3.2) The fee once remitted, shall not be refunded, or adjusted under any circumstances. Failure to pay the Online Application fee and Examination/Processing fee, wherever applicable, will entail total rejection of application. If full payment of both Online Application fee and examination/processing fee (unless exempted) is not made, the application will not be accepted.

## **12. PROCEDURE FOR APPLICATION:**

(12.1) The application has to be made online on MHSRB website.

(12.2) The applicants should upload all required certificates (original certificates have to be produced for verification at the time of scrutiny before finalizing the selection list).

(12.3) Applications once submitted online shall be final and no changes shall be permitted thereafter.

(12.4) Upon submission of online form, Reference ID Number shall be generated. The same may be used for any future reference.

(12.5) Applicant must compulsorily fill-up all relevant columns of the application form carefully. The applicant alone shall be responsible for information provided by them and decisions taken by Board based on the same.

(12.6) Incomplete / incorrect application form will be rejected. The information if any furnished by the applicant subsequently in any form will not be entertained by the Board under any circumstances.

(12.7) The applicant should not furnish any particulars that are false, tampered, fabricated, or suppress any material information while submitting online application. The applicant shall be liable for legal action in such cases.

### **13. RESERVATIONS:** -

(13.1) The rule of reservation is applicable as issued by state government from time to time.

(13.2) Horizontal reservations for women will be followed in this recruitment, in terms of G.O.Ms.No.35 General Administration (Ser.D) Department Dated:13.2.2024.

(13.3) Reservation for BC-E group as per G.O.Ms.No.23, Backward Classes Welfare (C.2)Department, Dt. 07/07/2007, will be subject to the adjudication of the litigation before the Hon'ble Courts including final orders in Civil Appeal No:(a)2628-2637 of 2010 in SLP.No.7388-97 of 2010, dated 25/03/2010 and orders from the Government.

(13.4) The reservation for 'Meritorious Sports Persons' is applicable as per the amendments made to State and Subordinate Service Rules (G.O.Ms.No.107, General Administration (Ser.D) Dept., Dt. 27-07-2018) and G.O. Ms. No.5, YAT&C(Sports) Department, Dt. 14/05/2018, or as may be revised by the government from time to time. The proforma for obtaining sports certificates are given at **Annexure IV.C**. Certificates which are not in the prescribed proforma will not be accepted.

(13.5) **Economically Weaker Sections:** The EWS reservation is applicable as per G.O.Ms.No.243 & 244 GA(SER.D) Dept., Dt.24/08/2021.

(13.6) **Reservation for benchmark disabilities:**

(13.6.1) As per G.O.Ms.No.14 WCD & SC Dept., dated 25.4.2022, the posts notified herein are exempt from the following benchmark disabilities:

- (i) Blindness and low vision
- (ii) Deaf and hard of hearing
- (iii) Autism, Intellectual Disability, Specific Learning Disability and Mental Illness
- (iv) Multiple Disabilities

The above categories of disabilities will be interchanged by providing 4% reservation to the said posts in favor of persons with locomotor disability.

(13.6.2) Physically Challenged applicants who are claiming reservations under disability quota must note that they will be referred to State Medical Board (Appellate Medical Authority) after completion of certificate verification. The report of the Medical Board is final.

(13.6.3) Request for re-medical examination by the State Medical Board (Appellate Medical Authority) for assessment of disability will not be entertained.

(13.6.4) Guidelines for evaluation of various disabilities and procedure for certification are mentioned in G.O.Ms.No.31, WD, CW & (DW) Dept, Dt:01-12-2009.

(13.7) In terms of G.O.Ms.No.85 HM&FW(B) Dept Dt.27.7.2022, 2% reservation is provided to doctors who served in armed forces on temporary basis.

#### **14. COMMUNITY CERTIFICATE:**

(14.1) The applicants belonging to SC & ST are required to produce Community Certificate issued by the competent authority of Government of Telangana.

(14.2) The applicants belonging to Backward Classes are required to produce Community Certificate (BC-A, BC-B, BC-C, BC-D & BC-E) issued by the Competent Authority of Government of Telangana obtained through Mee-Seva

(14.3) The applicants claiming Backward classes reservation should produce "latest Non- Creamy Layer" certificate issued by competent authority of Telangana government. **If applicants fail to upload 'Non-Creamy Layer' certificate, they will be treated as OC category.** The proforma of 'Non-Creamy Layer' certificate is given at **Annexure IV.A.**

(14.4) Applicants belonging to Economically Weaker Section (EWS) for claiming EWS Reservation should produce "Income & Asset Certificate" issued by competent authority of Government of Telangana. The proforma of "Income & Asset Certificate" is given at **Annexure IV.B.**

(14.5) Certificates issued by competent authorities of Government of Telangana will only be considered.

(14.6) The Applicants belonging to states other than Telangana are not entitled to any kind of reservation.

#### **15. RESERVATION TO LOCAL CANDIDATES**

(15.1) The posts are classified into Multi-Zonal and local reservation is applicable.

(15.2) **Local Reservation** (95%) is applicable as per Para-8 of G.O.Ms.No.124 General Administration (SPF-MC) Department, dated: 30.08.2018.

(15.3) **Local Candidate is defined in Para-7 of G.O.Ms.No.124 General Administration (SPF-MC) Department, Dated: 30.08.2018.**

(15.4) The following are the Present Multi Zones in the Telangana State vide G.O.Ms. No. 124, G.A. (SPF-MC) Dept., Dated: 30/08/2018 and amended vide G.O.Ms. No. 128, G.A.(SPF-I) Dept., Dated: 30/06/2021 read with G.O.Rt.No.74, Revenue (DA-CMRF) Dept.,dt:12/08/2021:

	<b>Districts</b>
<b>Multi Zone-I</b>	Asifabad-Kumrambheem, Mancherial, Peddapalli, Jayashankar-Bhupalapalli, Mulugu
	Adilabad, Nirmal, Nizamabad, Jagityal
	Karimnagar, Sircilla-Rajanna, Siddipet, Medak, Kamareddy
	Kothagudem-Bhadradi, Khammam, Mahabubabad, Hanumakonda (Warangal Urban), Warangal (Warangal Rural)
<b>Multi Zone-II</b>	Suryapet, Nalgonda, Bhongir-Yadadri, Jangaon
	Medchal-Malkajgiri, Hyderabad, RangaReddy, SangaReddy, Vikarabad
	Mahaboobnagar, Narayanpet, Jogulamba-Gadwal, Wanaparthy, Nagarkurnool

## **16. GENERAL PROVISIONS**

(16.1) The required original certificates should be submitted at the time of verification of certificates or whenever called for. Failure to produce the required certificates will lead to disqualification.

(16.2) **Important:** The claim of the applicants with regard to the date of birth, educational qualifications and community etc., are accepted provisionally on the basis of information furnished by them in their application form and is subject to verification and satisfaction of the Board. Mere inclusion of the name of an applicant in a Merit List will not confer on the applicant any right for appointment. The candidature is therefore, provisional at all stages and the Board reserves the right to reject candidature at any stage of the selection even after declaration of results, if any mistake is noticed at a later date.

**17.** Printout of downloaded application form as well as original certificates /documents as mentioned at Para (5) have to be submitted at the time of certificate verification.



**18. IMPORTANT PROVISIONS GOVERNING THE RECRUITMENT PROCESS:**

- (18.1) There shall be no wait list as per G.O.Ms.No.81, General Administration, (Ser.A) Department, Dated 22/02/1997.
- (18.2) Unfilled and Non-Joining vacancies will be carried forward to next recruitment.
- (18.3) Recruitment will be processed as per this notification and as per the rules and instructions issued by Government from time to time.

**19. DISQUALIFICATION FOR APPOINTMENT:**

Any applicant can be disqualified at any stage as per Rule-12(4) of Telangana State and Subordinate Service Rules.

**20. DEBARMENT:**

- (20.1) Applicants should make sure of their eligibility to the posts applied for and that the declaration made by them in the application form regarding their eligibility is correct in all respects. Any applicant furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from appearing for any of the examinations conducted by the Board, and for summary rejection of candidature for this recruitment.
- (20.2) The Board is vested with the duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process. Any attempt by anyone causing or likely to cause breach of this duty or by any action which violates or is likely to violate fair practices followed and ensured by the Board will be sufficient cause for rendering such action as ground for debarment and penal consequences as per law and rules shall be involved as may be decided by the Board.
- (20.3) If any applicant is or has been found impersonating or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such an applicant may in addition to rendering himself/ herself liable to criminal prosecution, will be debarred permanently from any exam or selection.
- (20.4) If an applicant himself/herself or through relations or friends or any others has canvassed or endeavored to enlist for his/her candidature, whether from official or non-official sources, for appointment to any State Service or Subordinate Service shall be disqualified.

**21. ANNEXURES:**

Please read the following Annexures appended to the Notification before filling the application form.

Annexure-I : Breakup of vacancies.

Annexure-II : Competent authority to issue 'Experience Certificate (EC)'.

Annexure-III : Proforma for Experience Certificate.

Annexure-IV : Proforma of Non-Creamy Layer certificate, Income & Assets Certificate, Sports Certificates, Residence Certificate.

**22. SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applicants are directed to visit the Board's Website (<https://mhsrb.telangana.gov.in>) regularly to know the latest developments of this recruitment and any changes/ modifications/ results/ calling of applicants for verification of Certificates etc. Applicants may note that individual communication shall not be made. Hence, they must regularly visit the MHSRB website for updates.

**HYDERABAD**

**DATE:28.06.2024**

***Sd/-Member Secretary***

## ANNEXURE-I

### BREAK UP OF VACANCIES

Post Code	NAME OF THE POST	Multi Zone	OC	EWS	BC-A	BC-B	BC-C	BC-D	BC-E	SC	ST	Sports	OH	Ex-Ser	Total
01	Civil Assistant Surgeon (DPHFW/DME)	MZ-I	68	27	18	27	2	19	11	38	27	5	24	4	270
		MZ-II	43	17	12	15	2	11	6	24	16	3	9	3	161
02	Civil Assistant Surgeon (IPM)	MZ-I	-	-	-	-	-	-	-	1	-	-	-	-	1
		MZ-II	-	1	-	-	-	-	-	1	1	-	-	-	3
<b>TOTAL</b>			<b>111</b>	<b>45</b>	<b>30</b>	<b>42</b>	<b>4</b>	<b>30</b>	<b>17</b>	<b>64</b>	<b>44</b>	<b>8</b>	<b>33</b>	<b>7</b>	<b>435</b>

**ANNEXURE-II**  
**COMPETENT AUTHORITY TO ISSUE EXPERIENCE CERTIFICATE FOR**  
**CONTRACT/OUTSOURCED SERVICE RENDERED IN STATE GOVERNMENT**  
**HEALTH INSTITUTIONS**

S. No	Type of hospital/Institution/ Programme	Administrative control/HoD	Competent authority to issue Experience Certificate
1	Sub-centres	Commissioner of Health & Family Welfare	District Medical and Health Officer
2	Primary Health Centres	Director of Public Health	District Medical and Health Officer
3	Bastidawakhanas	Commissioner of Health & Family Welfare	District Medical and Health Officer
4	Community Health Centres	Director of Public Health /Commissioner TVVP	Superintendent of District Headquarter hospitals
5	Area Hospitals, District Hospitals, Dispensaries etc	Commissioner, TVVP	Superintendent of District Headquarter hospitals
6	MCH blocks, SNCUs,CEMONC centres etc under NHM	Commissioner TVVP & Director of Medical Education (depending on the hospital where they are located)	Superintendent of District Headquarter hospitals (in case of TVVP hospitals) <b>OR</b> Superintendent of teaching hospital (in case of DME hospitals)
7	All other programmes under NHM/CHFW(like 104 FDHS).	Commissioner of Health & Family Welfare	District Medical and Health Officer
8	Teaching and specialty hospitals	Director of Medical Education	Superintendent of hospital concerned
9	Nizam's Institute of Medical Sciences	Director, NIMS	Director, NIMS
10	MNJ Institute of Oncology & Regional Cancer Centre	Director, MNJIO&RCC	Director, MNJIO&RCC
11	Labs under IPM	Director, Institute of Preventive Medicine (IPM)	Director, IPM
12	Telangana State AIDS Control Society	Telangana State AIDS Control Society	PD, TSACS
13	TSRTC Hospital	TSRTC	MD, TSRTC
14	Singareni Collieries Company Hospitals	SCCL	CMD, SCCL
15	Hospitals under ESI, Telangana	ESI, Telangana	Director, ESI
16	Aarogyasri Health Care Trust & Employee and Journalist Health Scheme	CEO, AHCT	CEO, AHCT
17	Other Government Department	Concerned Head of Department	Concerned Head of Department

**ANNEXURE III-A**

**APPLICATION FOR EXPERIENCE CERTIFICATE FOR CONTRACT/OUTSOURCED EMPLOYEES**

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_ have worked as  
Contract/Outsourced employee in \_\_\_\_\_  
hospital/ institution/ programme, \_\_\_\_\_ district from  
\_\_\_\_\_ (Date) to \_\_\_\_\_ (Date) as  
\_\_\_\_\_. I request you to kindly issue experience  
certificate for the purpose of weightage in recruitment in government service as per  
Notification No.1/2024 issued by MHSRB for the posts of Civil Assistant Surgeon.

Enclosures: Supporting documents (Give details)

(Signature)

Date:

To

\_\_\_\_\_ (Address of competent authority)

**ANNEXURE III-B**

**EXPERIENCE CERTIFICATE (CONTRACT)**

**O/o \_\_\_\_\_(Competent Authority)**

This is to certify that Dr. \_\_\_\_\_ S/o / D/o

\_\_\_\_\_ has worked as contract employee in \_\_\_\_\_

hospital, \_\_\_\_\_ district from \_\_\_\_\_ (Date) to

\_\_\_\_\_ (Date) as \_\_\_\_\_ . The

hospital/institution is located in \_\_\_\_\_ area (Tribal/ Other than tribal)

This certificate is issued for the purpose of weightage points for contract experience for the posts of Civil Assistant Surgeon as per Notification 1/2024 dated:28.6.2024 issued by MHSRB.

Signature

(Name & Seal of Competent Authority)

Date:

To

\_\_\_\_\_ (Name & Address of applicant)

**ANNEXURE III-C**

**EXPERIENCE CERTIFICATE (OUTSOURCED)**

**O/o \_\_\_\_\_(Competent Authority)**

This is to certify that Dr. \_\_\_\_\_ S/o / D/o  
Sri. \_\_\_\_\_ has worked as outsourced employee in  
\_\_\_\_\_ hospital, \_\_\_\_\_ district from  
\_\_\_\_\_ (Date) to \_\_\_\_\_ (Date) as  
\_\_\_\_\_, outsourced from \_\_\_\_\_  
\_\_\_\_\_ agency. The hospital/institution is located in \_\_\_\_\_ area (Tribal/  
Other than tribal).

This certificate is issued for the purpose of weightage points for contract experience for the posts of Civil Assistant Surgeon as per Notification 1/2024 dated: 28.6.2024 issued by MHSRB.

Signature  
(Name & Seal of Competent Authority)  
Date:

To  
\_\_\_\_\_(Name & Address of applicant)

**ANNEXURE-IV.A**  
**Proforma of Non-Creamy Layer Certificate**

**FORM - VII B**

Serial No. \_\_\_\_\_ District Code: \_\_\_\_\_  
BC-A/B/C/D/E \_\_\_\_\_ Emblem \_\_\_\_\_ Mandel Code: \_\_\_\_\_  
Certificate No. \_\_\_\_\_ Village Code: \_\_\_\_\_

**Creamy Layer / Non – Creamy Layer Certificate for Backward Classes Groups-A,  
B, C, D & E applying for appointments to Civil Posts and Services within the  
State of Telangana**

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This is to certify that Shri/Smt/Kumari \_\_\_\_\_  
\_\_\_\_\_ son/ daughter of  
\_\_\_\_\_ Village/ Town \_\_\_\_\_ Door No. \_\_\_\_\_ Street  
Name. \_\_\_\_\_ in the \_\_\_\_\_ Taluka in \_\_\_\_\_ Mandel  
\_\_\_\_\_ in the Telangana State belongs to \_\_\_\_\_ community  
\_\_\_\_\_ Religion which is recognised as a Backward Class under  
Group \_\_\_\_\_ at Sl.No. \_\_\_\_\_ in the State of Telangana vide G.O.Ms.No.34, BC  
Welfare (OP) Dept., Dt: 08.10.2015. This is also to certify that he / she does / 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.36033/1/2013-Estt. (Res), dt : 13.10.2017 adapted by Government of Telangana  
vide G.O.Ms.No.20, BC Welfare (OP) Dept., dt: 31-10-2017.

(Seal)

**ISSUING AUTHORITY \***

Signature:  
Date:  
Name in Capital Letters:  
Designation:

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\*All the Revenue Officials in the State of Telangana not below the rank of Tahsildars



**ANNEXURE-IV.B**

**Proforma of Income Certificate for Economically Weaker Sections**



**GOVERNMENT OF TELANGANA  
REVENUE DEPARTMENT**

Application No

EWS

Date :  / /

**INCOME CERTIFICATE FOR ECONOMICALLY WEAKER SECTIONS**

**VALID FOR THE YEAR -**

This is to certify that Shri/Srimathi/Kumari \_\_\_\_\_ S/o /  
D/o / W/o \_\_\_\_\_ Permanent resident of \_\_\_\_\_ Village /  
Town \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the  
State/Union Territory **Telangana** PIN Code \_\_\_\_\_ whose photograph is attested below  
belongs to Economically Weaker Sections, since gross annual income\* of his/her 'family\*\*' is  
below Rs.8 lakh (Rupees Eight Lakh Only) for the financial year \_\_\_\_\_.

Shri/Srimathi/Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is  
not recognized as Scheduled Caste, Scheduled Tribe and Other Backward Class (Central List).

Certified By

Photograph of the applicant

Name :

Designation :

Mandal :

District :

\*Note : Income covered all the sources i.e, salary, agriculture, bussiness, profession etc...

\*\*Note: The term "Family" for this purpose include the person, who seeks benefits 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.

**ANNEXURE-IV.C**  
**Proforma of Sports Certificates**

**(ANNEXURE TO G.O.Ms.No.74, YOUTH ADVANCEMENT, TOURISM & CULTURE (SPORTS) DEPARTMENT Dated:09-08-2012)**

**ANNEXURE - III**

**FORM - 1**

(For representing India in an international Competition / Multinational Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_

Certificate to a meritorious sportsperson for Employment to Group-I & II Post Service under the State Government.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter of Shri \_\_\_\_\_ resident of (complete address) \_\_\_\_\_ represented the Country in the game/event of \_\_\_\_\_ in \_\_\_\_\_ Competition/ Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of records available in the Office of National Federation/National Association of \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Federation/  
National Association

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note:- This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

**FORM – 2**

(For representing a State in India in a National Competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF \_\_\_\_\_

Certificate to a meritorious sportsperson for Employment to Group-III Posts/ Service under the State Government/similar posts in Government Institutions.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter of Shri \_\_\_\_\_ resident of (complete address) \_\_\_\_\_ represented the State of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in the National Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/ Tournament was \_\_\_\_\_

The Certificate is being given on the basis of records available in the Office of the State Association of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the State

Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note:- This Certificate will be valid only when signed personally by the Secretary of the State Association

**FORM - 3**

(For representing a University from A.P. State in the Inter-University Competition at National level / Zonal level / Regional level in one of the recognized Games/Sports).

UNIVERSITY OF \_\_\_\_\_

Certificate to a meritorious sportsperson for Employment to Group-IV Posts / Service under the State Government/similar posts in Govt. Institutions.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter of Shri \_\_\_\_\_ resident of (complete address) represented the University of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in Inter-University Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

The position obtained by the individual/team in the above said Competition/ Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of records available in the Office of Dean of Sports or Officer in overall charge of Sports in the University of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the University \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note:- This Certificate will be valid only when signed personally by Dean/Director or other Officer in overall charge of Sports in the concerned University.

**FORM – 4**

(For representing a State School Team in the National Games for School children in one of the recognized Games/Sports)/Representation at Regional & State level.

DISTRICT EDUCATIONAL OFFICER ..... Govt. of A.P. / District Sports Development officers, District Sports Authority.

Certificate to a meritorious sportsman for Employment to Last Grade Service under the State Government/similar posts in Govt. Institutions.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter of Shri \_\_\_\_\_ resident of (complete address)

\_\_\_\_\_ .  
represented the \_\_\_\_\_ State School Team in the game/event of \_\_\_\_\_ in the National Games for School / Regional level / State Level held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/ Tournament was \_\_\_\_\_

The Certificate is being given on the basis of records available in the Office of District Educational Officer/District Sports Development Authority.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note:- This Certificate will be valid only when signed personally by the District Educational Officer or overall in-charge of Sports/Games for School in the concerned District / or District Sports Development Officer, District Sports Authority.

**ANNEXURE IV D**

**PROFORMA FOR CERTIFICATE OF RESIDENCE**



**GOVERNMENT OF TELANGANA  
REVENUE DEPARTMENT**

Application No

RC

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

**CERTIFICATE OF RESIDENCE**

(To be produced by such candidates who have not studied in any educational institution during the whole or any part of the relevant 4 or 7 years period but claimed to be local candidates by virtue of residence for post codes for which there is reservation for local candidates)

It is hereby certified.

(a) that Sri/Srimathi/Kumari \_\_\_\_\_ S/o / D/o / W/o \_\_\_\_\_ appeared for the first time for the 7<sup>th</sup> Class examination in \_\_\_\_\_ (month) \_\_\_\_\_ (Year).

(b) that he/she has not studied in any educational institution during the \_\_\_\_\_ of the \_\_\_\_\_ consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination.

(c) that in the \_\_\_\_\_ years immediately preceding the commencement of the aforesaid examination he/she resided in the following place/places namely.

Sl. No.	Village	Mandal	District	Period

Certified By

Station :  
State : Telangana

Name :  
Designation :  
Mandal :  
District :