

WEST BENGAL GROUP D RECRUITMENT BOARD (WBGDRB)
UTILITY BUILDING, ACTION AREA IIC
NEW TOWN, KOLKATA - 700161

**INFORMATION TO APPLICANTS FOR "On-Line" SUBMISSION OF APPLICATION FOR RECRUITMENT TO THE
POSTS OF Group D in various offices of State Government**

1. NAME OF THE POST AND PAY SCALE:-

Group D posts in West Bengal Government offices in the Pay Scale of Rs. 4,900 - Rs 16,200 (i.e. Pay Band-1) + Grade Pay Rs.1,700 . The selected candidates will have to perform duties as per allocation of jobs by the head of offices. Any notification on nature of duties and designation of the posts, if any in future, will be put up in the website of the Board prior to joining of the selected candidates.

2. RESERVATION OF VACANCIES:-

Sl. No.	Category (Sub-category)	No. of vacancies
1.	Unreserved (UR)	2742
2.	Unreserved (E.C.)	381
3.	Unreserved (ESM)	179
4.	Scheduled Caste	1165
5.	Scheduled Caste (E.C.)	63
6.	Scheduled Caste (ESM)	25
7.	Scheduled Tribe	336
8.	Scheduled Tribe (E.C.)	20
9.	Scheduled Tribe (ESM)	09
10.	OBC-A	548
11.	OBC-A (E.C)	28
12.	OBC-A (ESM)	10
13.	OBC-B	380
14.	OBC-B (E.C)	21
15.	OBC-B (ESM)	12
16.	PWD (UR)	74
17.	MSP (UR)	7
	TOTAL	6000

Note: -

- i) E.C - Exempted Category; ESM - Ex-servicemen; PWD-Persons with Disabilities; MSP - Meritorious Sports Persons
- ii) Total vacancies as stated above is purely provisional and subject to marginal changes.
- iii) Reservation of vacancies for Ex-serviceman shall be as per the existing Government Rules.
- iv) Shortlisted Candidates applying under Exempted Category (E.C.) as a member of the family of Land Losers / as Ex-Census Employees/Election Job Workers/Enumerators should produce original copies of Registration Certificates issued by the Director/ Joint Director of Employment, Government of West Bengal at the time of scrutiny before the Interview. In case of non-availability of suitable E.C. candidates, the said vacancies shall be filled up by non-E.C. candidates under the same broad category.
- v) Selected Candidates are liable to be posted in any district/ office of West Bengal Government.
- vi) Reservation is extended to Meritorious Sportsman / Sportswoman who have represented in State or National or International level competition, Inter-University Tournaments (conducted by the Inter-University Sports Board) and National Sports / Games for Schools (conducted by the All India School Games Federation). Please go through ANNEXURE-A for detailed informations regarding Sports Quota as per the existing Government rules, which the applicant will be required to submit whenever it is sought for by WBGDRB. However, candidates belonging to the category of Ex-Servicemen, Sports Quota, Exempted Category and PWD are also required to fulfill all the criteria concerning Educational Qualification, Written Examination, and Interview etc.

3. ELIGIBILITY:-

- (a) Must be a Citizen of India.
- (b) **AGE:** - The candidates must not be less than **18** years and not more than **40** years as on **01/01/2017**. The Upper-age limit may be relaxed for the SC/ ST candidates of **West Bengal only** by **05** years and OBC candidates of **West Bengal only** by

03 years. The upper age limit is also relaxable for the persons with disabilities and Ex-servicemen as per existing Government Rules.

Note:- *The Ex-serviceman candidates, if shortlisted, have to produce relevant documents regarding service rendered by them, in original, in support of their claim for Age Relaxation at the time of verification.*

(c) **Educational Qualification:-** The candidate must have passed **Class VIII Examination** from any school under the West Bengal Board of Secondary Education or its equivalent Board recognized by the State Government or the Central Government.

Note:- *The candidate must possess the above noted Minimum Qualifications on or before the date of publication of the advertisement.*

4. Method of Recruitment:-

a) **WRITTEN EXAMINATION:- Full Marks - 85;**

The Written Examination will have **85 Multiple Choice (Four choices) Objective Type Questions (MCQs) carrying 1 mark each.** The duration of the examination will be **One and a half hours.** Question in the Written Examination shall be in the following subjects (of class VIII standard of West Bengal Board of Secondary Education):-

- | | | | |
|----|--|---|-------------------------|
| A. | General Studies (History, Geography, Physical Sc., Bio-Science, Environmental Science) | - | 40 Marks (40 questions) |
| B. | Language Paper (Bengali/ Nepali/ Hindi/ Urdu) | - | 10 Marks (10 questions) |
| C. | Mathematics (Arithmetic, Algebra, Geometry) | - | 35 Marks (35 questions) |

The candidates are expected to fill up the correct blank space against a question no. on the OMR Answer Sheet. The Question Paper for General Studies and Mathematics will be in English and Bengali, but the Answers will have to be filled up correctly in OMR Sheet.

Note:- *There will be no negative marking for any wrong answer. West Bengal Group D Recruitment Board will decide the prescribed scheme and syllabus for the Written Examination. The qualifying marks in the Written Examination will be fixed by the West Bengal Group D Recruitment Board.*

b) **INTERVIEW:- Full Marks - 15**

A limited number of candidates on the basis of the result of the Written Examination and proportionate to the vacancy will be called for Interview. In the Interview, the general awareness and suitability of the candidate for public service will be tested. The Interview will be conducted by the West Bengal Group D Recruitment Board centrally.

On the basis of the marks obtained in the Written Examination and the Interview, a merit list of the provisionally selected candidates will be prepared by the West Bengal Group D Recruitment Board.

5. VERIFICATION OF CHARACTER ANTECEDENTS:-

All provisionally selected candidates will be required to fill up a '**Verification Roll**' which will be thoroughly enquired into by the authority concerned.

6. MEDICAL EXAMINATION:-

After receipt of Verification Roll having 'No Objection', all provisionally selected candidates will be sent for Medical Examination in the State Government-designated hospitals.

7. APPOINTING AUTHORITY:-

The list of provisionally selected candidates will be forwarded to the Department of Personnel and Administrative Reforms, Govt of W.Bengal for allocating them to various offices of State Government. Appointment letters will be issued by the concerned government departments.

8. PERIOD OF APPLICATION:-

Applications will have to be submitted on-line with effect from and up to the date mentioned in the advertisement in Newspaper and the website of the Board (www.wbgdrb.in).

NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS. HENCE, THE APPLICANTS ARE STRONGLY ADVISED TO SUBMIT THEIR APPLICATIONS WELL IN ADVANCE WITHOUT WAITING FOR LAST DATE TO AVOID DELAYED SUBMISSION DUE TO SERVER PROBLEM OR ANY OTHER TECHNICAL FAULT.

West Bengal Group D Recruitment Board will not take any responsibility for any kind of delay in submission of Applications. Hence, applicants should ensure that their applications are successfully submitted on-line within the last date & time for receipt of applications.

9. APPLICATION FEES:-

There will be no application fees for any categories of candidates.

11. HOW TO APPLY: -

West Bengal Group D Recruitment Board extends the facilities of only on-line submission of applications.

- ❖ **On-line submission:** - Applicants will be able to submit application using the website www.wbgdrb.in or www.wbgdrb.applythru.net.co.in by filling up their information including scanned photograph and signature. Applicants are advised to follow the procedure properly for applying through on-line.

ON-LINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF PHOTOGRAPH FILE AND SIGNATURE FILE MUST BE BETWEEN 10 KB - 50 KB AND 5 KB - 20 KB RESPECTIVELY. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE 138 PX W X 177 PX H (4.5 CM HEIGHT X 3.5 CM WIDTH) AND 350 PX W X 63 PX H (1.7 CM HEIGHT X 9.2 CM WIDTH) RESPECTIVELY. **PHOTOGRAPH MUST BE ON CONTRAST BACKGROUND (PREFERABLY WHITE) WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE. CANDIDATES ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS IN PLACE OF PHOTOGRAPH AND SIGNATURE.**

On successful submission of the application, the applicants shall be provided with the copy of **Application Form** with his photograph, signature and unique Application Serial No. **Candidates are advised to preserve it safely and mention the Application Sl. No. for all future communications**, if required, with the West Bengal Group D Recruitment Board.

Request for change/correction in the Application Form shall not be entertained under any circumstances after final submission. **The West Bengal Group D Recruitment Board will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion in any particular field in application form whatever the reasons may be.**

➤ **Online submission through Sahaj Tathya-Mitra-Kendras:-**

- The West Bengal Group D Recruitment Board extends facility to submit application through a large number of *Tathya-Mitra-Kendras* set up by the Government of West Bengal up to the level of Gram Panchayats in the rural areas of West Bengal.
- Applicants may approach any of the Sahaj *Tathya-Mitra-Kendras* with all particulars and a recent passport size photograph. The authorized staff of the Kendra will fill up the on-line application form on the basis of information provided by the applicant.
- The authorized staff of the Kendra will also scan the photograph and signature of the applicant and upload it.
- **CANDIDATES MUST CHECK ON SCREEN THE INFORMATION ENTERED BY THE STAFF BEFORE PROCEEDING FOR submission. Kindly browse through the "Preview Application" screen thoroughly & carefully before submission. WBGDRB will in no way be responsible for incorrect information submission. It is entirely the applicant's responsibility for submission of correct & bonafied information.**
- The *Kendra* will take service charge of **Rs.25/- (Rupees Twenty Five only)**, which includes the Service Tax, for filling up the form and uploading the same along with scanned copies of candidate's photograph and signature, on-line submission of Application and handing over a print-out of the successfully submitted application to the applicant. The applicant must ensure proper uploading of his photograph and signature. The Board will not be responsible for any discrepancy in the data uploaded. In case of any **mismatch** in respect of photograph and signature or any other detail, the candidature **shall** be rejected.
 - ✓ **Candidates are advised NOT TO PAY IN EXCESS of the fees & service charge as mentioned above TO THE FRANCHISEE OR THE AUTHORIZED STAFF OF SAHAJ TATHYA MITRA KENDRA.**
 - ✓ **AFTER ON-LINE SUBMISSION OF APPLICATION, THE AUTHORIZED STAFF OF THE KENDRA WILL HAND OVER THE APPLICANT THE COPY OF THE APPLICATION FORM WITH UNIQUE APPLICATION SERIAL NUMBER AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ON-LINE. THE COPY OF THE APPLICATION FORM WILL ALSO CONTAIN ALL THE DETAILS FURNISHED BY THE APPLICANT.**
 - ✓ **CANDIDATES MUST KEEP THE COPY OF THE APPLICATION WITH THEM AND NOTE DOWN THE UNIQUE APPLICATION SERIAL NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE BOARD, IF ANY.**
 - ✓ **Candidates may contact the West Bengal Group D Recruitment Board through the Help Desk line (1860-345-2224) to report of any kind of non-cooperation from any of the Tathya-Mitra-Kendras, with details of the concerned Kendra during office hours (10:00 AM to 05:30 PM) from Monday to Friday.**

12. OTHER INSTRUCTIONS:-

- i) Defective/incomplete applications will be summarily rejected.
- ii) **Each candidate should submit one application form only. Candidature of the person who submits more than one application form may be rejected summarily.**
- iii) Admission to the written examination will be purely provisional; subject to verification of eligibility at a later stage. Therefore, candidature of any candidate shall be rejected straightaway if found not eligible at any stage, even after appearance in the written examination and / or interview.
- iv) Candidates must abide by the instructions as may be given by the Venue-in-Charge/Invigilator of the examination venue. If the candidate fails to do so or indulges in disorderly or improper conduct, he/ she will render himself/ herself liable for expulsion from the examination hall and/or such other punishment as the Recruitment Board may deem fit to impose.
- v) **SC/ST/OBC-A / OBC-B candidates of OTHER States will be treated as General (Un-reserved) category candidates. PWD (Person with Disability) candidates will get the bonafied relaxation of age irrespective of their social category. Applicants opting for PWD option; will not be entitled to any additional age relaxation under their respective social category.**
- vi) **SMS / e-Mail alerts are just an additional service tools for alerts to the applicants. WBGDRB is in no way responsible for delivery of SMS / e-mail to the applicants. The applicants are advised to have constant watch on notifications from the Board either on the Board's website / newspapers.**
- vii) No TA/DA will be paid to the candidates for their journey to attend Written Examination & Interview. They will appear for selection tests at their own expenditure.
- viii) In case the applicant is a Government Employee, he must obtain an NOC from his employer and produce the same at the appropriate stage.
- ix) Candidates are advised to carefully fill up the 'Select Language Paper' box in Application Form. The choice of "Opted language paper" will have to be made from any one of Bengali/ Nepali/ Hindi/ Urdu.
- x) **All entries in the Application Form are compulsory. Application submitted keeping any of the columns blank would lead to summary rejection without any intimation to the applicant.**
- xi) **The Board reserves the right to rectify the errors and omissions, if any, in the process of holding the examination and final declaration of result.**
- xii) A candidate who has been reported against by the Venue-in-Charge of the examination venue for violating any of the instructions or for having adopted unfair means at the arena/venue/examination hall or having used electronic gadgets like Earpiece, Smart Phone, etc. in the examination hall, will be punished with cancellation of his candidature and also be debarred from appearing at future examinations/selection processes as may be decided by the Recruitment Board depending on the circumstances/gravity of the case or may be criminally proceeded against.
- xiii) Canvassing in any form will disqualify the candidate immediately.
- xiv) **Applicants are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent and nobody will have the authority to bypass or manipulate the Recruitment process.**
- xv) The decision of the Selection Board on all matters relating to eligibility, place, and date, mode of selection, acceptance or rejection of candidature will be **final and binding** on the candidates.
- xvi) Only short listed candidates will be asked to produce all relevant original certificates along with the self-attested photocopies for verification, failing which their candidature shall be rejected without any further communication.
- xvii) The Mobile No. and e-mail ID of the applicants are being taken for communication by the Board for future intimation with regard to the recruitment process and nothing else. The Board, under no circumstances, will request or advise the applicant for any further personal information & / or additional fees & / or payment of any kind of fee to any official connected and/or not connected with the Board. Candidates may report such occurrence, if any to the **Chairman, West Bengal Group D Recruitment Board**, along with due evidence (documentary /electronic).
- xviii) **No Admit Card will be issued through the Postal Department before the written Examination. Candidates have to download the e-Admit Cards from the website.**
- xix) In case of any difficulties in downloading the Admit card or in submitting the on-line application form the applicants are advised to communicate either through telephone (**Contact No.1860-345-2224**) or through e-mail info.wbgdrb@applythru.net.co.in

Candidates may visit the websites of the Board (www.wbgdrb.in) for information on the development of recruitment process from time to time.

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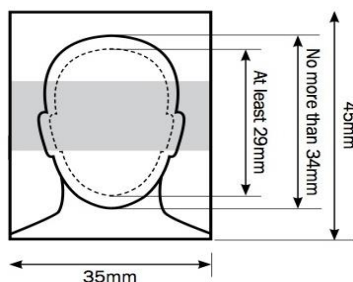
Important Instructions for the Applicants

All applications in respect of this recruitment drive are to be submitted only & only through one mode, i.e on-line application.

Documents to be kept ready / prepared before entering for Online Application

- Class VIII pass Certificate or the Madhyamik (Class X) pass certificate (as applicable) :** - The following details will have to be filled up strictly as per the relevant certificate:-
 - Applicant's Name.
 - Father's Name.
 - Mother's Name.
 - Date of Birth.
 - Applicants are required to have their "Social Category" & "Community" details in their knowledge.
- Valid E mail address:** - Each applicant is preferably required to have Personal Email ID. Various notifications / information from time to time will be sent to this valid mail ID from WBGDRB
- Mobile Number:** - Each applicant will be required to have an individual mobile number. This is mandatory for applying for the post. Sharing of mobile number between applicants is not permitted. User-ID and other pertinent messages/information will be sent to this mobile number. This number needs to remain valid till the entire process of this particular Examination. WBGDRB does not owe any responsibility for failure of SMS delivery to the applicant's mobile number.
- Details about the candidate's Domicile (Permanent) State, District, Police Station, Post Office and also the State, District, Police Station, Post Office for correspondence should be in the knowledge of the applicant.
- 'Permanent Resident State' once filled up cannot be modified after clicking on the "Next" Button of the First Page.
- Please browse through the "Preview Application" screen thoroughly before submission. Once the Application is submitted, the information filled up cannot be updated / modified / deleted. No request for any editing /deletion will be entertained by WBGDRB after e-submission of the forms by the applicants.
- Soft copy of passport size photo of size between 10 Kb to 50 Kb in **jpg format**. This image can be uploaded on the application form. Please note a cropping tool is also available at the time of uploading the image and a preview box of the image is also available. The candidate should take utmost care that his/ her own, legible & current photograph is uploaded. Any noticeable mismatch with that uploaded found during physical verification, at any stage of the recruitment process will lead to summary rejection of the application / candidature.
- Scanned copy of full signature in longhand of size between 5 Kb to 20 Kb in **jpg format**. This Photo will be uploaded on the application form. Please note a cropping tool is also available at the time of uploading the image and a preview box of the image is also available. The candidate should take utmost care that his/her own & legible signature is uploaded. Any noticeable mismatch with that uploaded with physical verification, at any stage of the recruitment process will lead to summary rejection of the application / candidature.
- Information related to year of passing of Class VIII or above & School / Madrassa / Board from where the applicant has acquired the requisite qualification also needs to be kept ready.
- APPLICANTS ARE REQUIRED TO UPLOAD SOFT COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF PHOTOGRAPH FILE AND SIGNATURE FILE MUST BE BETWEEN 10 KB - 50 KB AND 5 KB - 20 KB RESPECTIVELY. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE 138 PX W X 177 PX H (4.5 CM or 45 mm HEIGHT X 3.5 CM or 35 mm WIDTH) AND 350 PX W X 63 PX H (1.7 CM HEIGHT X 9.2 CM WIDTH) RESPECTIVELY. PHOTOGRAPH MUST BE ON CONTRAST BACKGROUND (PREFERABLY WHITE) WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE. CANDIDATES ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS IN PLACE OF PHOTOGRAPH AND SIGNATURE.

Guidelines: Please find the schematic depiction of how your photograph should be



Your photo should satisfy the following primary requirements:-

- Recent photo facing forward and looking straight at the camera
- without anything covering the face
- in clear contrast to the background
- without a head covering (unless it's worn for religious reasons)
- with eyes open, visible and free from reflection or glare from glasses
- with your eyes not covered by sunglasses, tinted glasses, glass frames or lock of hair
- without any 'red eye' and without any shadows in the picture

Recapturing the Important Instructions to Fill Online Application Form

- Read all the instruction for registration carefully and then proceed further.
- Check your Eligibility for joining the Group D post of the State Government and then register. For Eligibility Criteria refer to the Board website.
- Fill in all your personal details strictly as given in your Educational Certificate. (i.e. Your Name, DOB, Father's Name ,Mother's Name & Educational Qualification.)
- Candidate must ensure that Email ID (optional) and Mobile No. entered at the time of fill-up of Personal Details page are active and unique. Sharing or Usage of Email ID or Mobile No. of friends/relatives/cyber café owners or employers/VLE operators is strictly forbidden.
- Ensure all the fields are filled in correctly and then click on save tab. Take utmost care in going through the "Preview Application" screen, before submission of the e-application.
- Once you are registered on the site you will get your Username & Password on your registered Mobile No. You are advised not to share your login details with anybody else.
- Registration process is mandatory for all the candidates to apply online for various Entries.
- By default your Email ID/Mobile No. will also be your user name but candidate must select their own password (Not more than 10 Characters). All Candidates are advised to remember their user name and password.
- If you are an existing User/ Already Registered on your website you can login using your User name and Password.
- Thereafter your profile page will open and you can view your Dashboard on the screen.

Beware of Touts

- A. Please beware of Touts (*Dalal*). They cannot influence the recruitment procedure at all. The recruitment by WBGDRB is absolutely free, fair and totally merit based. Individuals having the required qualifications and capability will get selected on his/ her own capacity. Anyone offering guarantee of recruitment must be reported against to the Chairman or Member - WBGDRB immediately or to the local police. Canvassing through others will involve summary cancellation of candidature.
- B. Also please note that payment of money to unscrupulous touts to facilitate selection, bypassing the transparent process of recruitment, is a criminal offence.

Do's

- Prepare necessary documents as required.
- Clarify doubts/ queries from the Information Brochure / Call Centre.
- Please be present yourself at the time of on-line application fill up so that no incorrect information is filled up which may lead to rejection of your application and never forget to browse the application preview & to obtain the printout of your application after submission.

Don'ts

- Do not submit duplicate application.
- Do not fill-up any false, feigned or fake information.
- Do not send any hardcopy of the **on-line** application form to the Board through India Post/ Courier
- Do not upload any photograph other than your own legible recent photograph.
- Do not upload any signature other than your own legible full signature in long hand
- Do not approach anybody other than Call Centre / WBGDRB for clarification regarding recruitment drive.
- Do not pay heed to anyone who promises you to get recruited.
- Do not get lured by any strangers/touts. This recruitment is absolutely transparent.
- Do not resort to any unscrupulous means or use Mobile phones/ gadgets to fare better in the examination.

ANNEXURE-A

For applicant under Sports Quota only

List of games/sports

1. Athletics (including Track and Field events)
2. Badminton.
3. Basket Ball.
4. Cricket.
5. Foot Ball.
6. Hockey.
7. Swimming.
8. Table Tennis
9. Volley Ball.
10. Tennis
11. Weight Lifting.
12. Wrestling.
13. Boxing.
14. Cycling.
15. Gymnastics.
16. Judo.
17. Rifle Shooting.
18. Kabaddi.
19. Kho-kho.

List of authorities competent to issue certificates.

- 1) International Competition - Secretary of the National Federation of the game
(Form No. 1) concerned.
- 2) National Competition - Secretary of the National Federation or Secretary
(Form No. 2) of the State Association of the game concerned.
- 3) Inter-University Tournament - Dean of sports or other officer in overall charge of sports
(Form No. 3) of the University concerned.
- 4) National Sports/Games for School - Director or Deputy Director in overall charge of Sports/
(Form No. 4) Games for Schools in the Directorate of Public Instruction, West Bengal.

Specimen forms referred to above are shown at Form No. 1,2,3 and 4.

FORM 1

(for representing India in an International Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/ NATIONAL ASSOCIATION OF.....

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 record available in the office of National federation /

National Association of _____.

Place _____

Signature _____

Date _____

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 in a State in India in a National Competition in one of the recognised Games/Sports)

STATE ASSOCIATION OF.....IN THE GAME OF.....

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 record available in the office of the State Association

of _____.

Place _____

Signature _____

Date _____

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 in the Inter-University Competition in one of the recognized Games/Sports)

UNIVERSITY OF.....

Certified that Shri/Smt./Kumari _____

Son/Wife/Daughter of Shri _____

resident of _____

(complete address)

student of _____ 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 University of _____.

FORM 4

(for representing a State School team in the National Games for School in one of the recognized Games/Sports)

DIRECTORATE OF PUBLIC INSTRUCTION OF THE STATE OF.....

Certified that Shri/Smt/Kumari _____

Son/Wife/Daughter of Shri _____

resident of _____

(complete address)

student of _____ represented the _____ State.

School team in the game / event of _____ in the National Games for

School held at _____ from _____ to _____.

The certificate is being given on the basis of records available in the office of Directorate of

Public Instruction of _____.

Place _____

Signature _____

Date _____

Name _____

Designation _____

Address _____

Seal _____

Note: This certificate will be valid only when signed personally by the Director or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction of the State.