

Cir. No. APGVB/Per&HRD/ 75 /2022-23**Date: 13.02.2023****All the Branches & Offices****REGULARISATION OF CASUAL/ DAILY WAGE WORKERS AS OFFICE ATTENDANTS
(MULTI-PURPOSE) IN GROUP – C**

In the year 2014, a set of persons having worked as casual labour on daily wages approached the Hon'ble High Court of Telangana seeking regularization of their services wherein, the Hon'ble High Court in WP Nos. 15294, 15295, 15314 & 15315 of 2014 have while passing orders in the said writ petitions issued directions on 09.01.2020, to evolve a scheme for regularization taking due note of the observations made and grant regularization of services to all the petitioners subject, however to such petitioners fulfilling eligibility criteria and on assessment of their suitability. Special Leave Petitions No. 12973, 12986, 13200 & 13143 of 2022 filed by the Bank were disposed of, by the Hon'ble Supreme Court of India on 12.08.2022, with a clarification that the modalities and the manner in which the regularization Scheme should be framed is left to the Bank.

2. In Pursuance to the said directions of the Hon'ble High Court and as clarified by the Hon'ble Apex Court, the Board of our Bank approved a scheme for eligibility and assessment of suitability titled as, "**Andhra Pradesh Grameena Vikas Bank (APGVB) Regularisation of Casual/Daily Wage Workers Scheme, 2023**". The scheme is enclosed to this circular as **Annexure – I**.

3. In terms of the said scheme, notification is hereby issued seeking applications for the selection process. Age relaxation available to various categories issued by DoPT is as mentioned in **Annexure – II**.

4. In terms of the said scheme, the applicants shall have to submit the application in the prescribed format (**Annexure-III**) to Head Office on or before **18.03.2023** along with the documents mentioned below. The applications received after 18.03.2023 will not be accepted under any circumstances.

- a. Self-Attested Photo Copy of Proof of Date of Birth (Birth Certificate / SSC / TC / School Leaving Certificate).
- b. Self-Attested photocopy of certificate of educational qualification (8th standard or above).
- c. Self-Attested photocopy of the latest Caste Certificate in case of SC/ST/OBC/EWS candidates (**Annexure-IV**) and Disability certificate as applicable to the applicant (**Annexure-V**).



- d. Documents in support of date of initial engagement in the bank and having worked in bank for a period of 10 years or above as on **31.12.2017**.
- e. Testimonials from two persons who are not related to the applicant and not working in APGVB (**Annexure - VI**).
- f. Self-Attested Photo Identity Card (AADHAR/PAN Card/ Voter ID/Driving License Card).

5. A list of applicants will be shortlisted for the Written test (online test), based on the eligibility prescribed under the scheme.

6. Selection shall be made based on the combined performance in the written test (Online examination) and the Weightage awarded to the service as per the division of marks, given below:

Written Test (Online)	50 Marks
Weightage to length of Service	50 Marks
Total	100 Marks

7. Written Test (Online) Pattern:

S. No	Topic	No of Questions	Marks	Version	Duration
1	General Knowledge	30	30	Telugu & English (Bilingual)	Composite time of 90 minutes
2	Knowledge of English /General English	10	10	English	
3	Elementary Arithmetic/ Numerical ability	30	30	Telugu & English (Bilingual)	
4	Basics of Banking	30	30	Telugu & English (Bilingual)	
Total		100	100		

The Written Test (Online) will be conducted by IBPS. The date & venue of the examination will be informed in due course. Total marks (out of 100 marks) obtained by the candidate in the online examination will be normalised to maximum of 50 marks. The pre-examination training shall be conducted for the eligible candidates. The schedule of events is as follows.

Event	Dates
Last date of receipt of applications at Head Office	15.03.2023
Tentative date of Pre-recruitment training	Tentatively in April, 2023
Tentative date of Online examination	Tentatively in May, 2023

8. Any applicant having involved in illegal gratification or acts of gross misconduct committed during the period he/she was working as casual or daily wagger worker in the bank shall be treated as disqualification under the scheme.



9. No substitute i.e., nominee or authorised representative in place of the casual /daily wager shall be allowed for making application under the Scheme.
10. Canvassing in any form, at any stage of the process of shortlisting for Written Test (Online examination) or after Written Test (Online examination) will be a disqualification.
11. Consideration for regularisation shall be subject to receiving Antecedents/Police verification report from concerned Police authorities. A person with criminal records or convicted in any criminal case is per se treated as a disqualification.
12. Candidates declared selected shall produce original certificates for verification at the time of appointment, no candidate will be considered for appointment without producing original certificates for verification.
13. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution / criminal / civil consequences and in case the information/ details furnished by him/ her are found to be false at a later stage. Also, any appointment made relying upon such false information shall be liable for termination by treating such an appointment as void ab-initio.
14. The candidate selected under the scheme will be appointed as Office Attendant (Multipurpose) and has to work anywhere in the operational area of the Bank in the states of Andhra Pradesh & Telanagana as per the Bank's requirement. The applicant appointed as Office Attendant (Multipurpose) will be governed by Andhra Pradesh Grameena Vikas Bank (Officers & Employees) Service Regulations-2010.
15. The backlog reservations if any arising out of regularization as above shall be carried forward and treated as backlog vacancies for that particular category.
16. The duly filled applications along with all required documents should be sent to Head Office (address mentioned as below) only through **Registered Post** with Ack due by mentioning "Application for regularisation of casual/ daily wage workers scheme-2023 as Office Attendant (Multi-purpose) in Group – C in Andhra Pradesh Grameena Vikas Bank" on the envelop. Application received in other modes will not be considered.

Address:	The General Manager (HR&IT), Andhra Pradesh Grameena Vikas Bank, Head Office: Warangal, H. No: 2-5-8/1, Ramnagar, Hanamkonda, Warangal – 506001.
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17. Any changes in modalities / instructions / schedule of dates shall be informed by a separate corrigendum to this circular.
18. Please bring the contents of this circular to the notice of all working at branch/office. A copy of this circular may be placed in the Branch Notice Board for information of all concerned.



(G Sukumar)
General Manager – HR & IT



ANDHRA PRADESH GRAMEENA VIKAS BANK (APGVB) REGULARISATION OF CASUAL/DAILY WAGE WORKERS SCHEME, 2023

In exercise of the powers conferred by sub-section (1) of Section 8 of the Regional Rural Banks Act, 1976 and in due compliance of the order dated 12 August 2022 of the Hon'ble Supreme Court in Special Leave to Appeal No 12973 of 2022 read with common order dated 09 January 2020 of the Hon'ble High Court of Telangana in Writ Petitions No 15294 of 2014, 15295 of 2014, 15314 of 2014 and 15315 of 2014, the Board of Directors of APGVB, hereby, as a one-time measure, makes the following Scheme;

1. Short title and commencement: (1) This Scheme shall be called, "**APGVB Regularisation of Casual/Daily wage workers Scheme, 2023**". (2) It shall come into force with immediate effect.

2. Application: (1) This scheme shall apply to all Casual/Daily wage workers who have worked for ten years or more as on 31 December 2017 in duly sanctioned posts and the regularisation is subject to the assessment of suitability as per clause 7 of the Scheme. In calculation of the period of 10 years or more, the period during which the Casual/Daily wage worker was working under specific orders of the Courts or of Tribunals will not be counted.

(2) This scheme shall apply only to those Casual/Daily wage workers who were actually in service as on 31 December 2017 and not to those Casual/Daily wage workers who have left, deceased or attained the age of superannuation.

3. Age as on the date of initial engagement: Between 18 years and 28 years. The provisions of relaxation of various conditions for the Scheduled Castes, the Scheduled Tribes and other special category of persons as per the guidelines of the Department of Personnel and Training, Government of India issued from time to time, to the extent relevant in the context of the Regional Rural Banks, shall apply.

4. Qualifications as on the date of initial engagement: A minimum of Eighth (8th) Standard Pass from a School recognised by Government.

5. Reservation: The provisions of reservation policy for the Scheduled Castes, the Scheduled Tribes and other Special category of persons as per the guidelines of the Department of Personnel and Training, Government of India issued from time to time, to the extent relevant in the context of the Regional Rural Banks, shall apply.

6. Sponsoring by Employment Exchange or any other Agency: Not required

7. Assessment of Suitability: Through a Selection process as indicated below: -

Selection Process	Selection shall be made based on i) Written Test ii) Weightage to length of Service. iii) Candidates shall obtain a minimum of 40% marks in Written Test. iv) The modalities of the Written Test as approved by the Board mentioned in Circular. iv) List of successful candidates for regularisation shall be prepared on the basis of ranking accorded to them after combining the marks obtained in Written test as well as weightage marks to the service.
Weightage	Equal weightage to Written Test and service rendered by the



	<p>Casual/Daily wage worker i.e., 50% each. Weightage of two marks to each completed year of service would be given subject, however, to a maximum of 50 marks.</p> <p>To illustrate, a Casual/Daily Wage worker would get 20 marks if he has completed 10 years of service, 40 marks if he has completed 20 years of service, 50 marks if he has completed 25 years of service and 50 marks even if he has completed 30 years of service.</p>
Composition of the Committee for conducting the process of regularisation.	<p>The Committee shall consist of the following persons, namely: -</p> <p>(1) The General Manager nominated by the Board of the Bank – Chairman</p> <p>(2) An officer of the Bank concerned, not below the rank of Scale IV as nominated by the Board – Member</p> <p>(3) An officer nominated by the Sponsor Bank – Member</p> <p>Note: If none of the members of the Committee belong to the Scheduled Castes or the Scheduled Tribes, the Board may nominate an officer of suitable position belonging to the Scheduled Castes or the Scheduled Tribes as an additional member of the committee.</p>

8. Medical fitness: Casual/Daily wage worker shall, at the time of regularisation, submit a medical certificate of fitness from a Medical officer not below the rank of Civil Assistant Surgeon from Government Hospital having a qualification recognised by Medical Council of India/National Medical Commission.

9. Powers to Interpret: The power to interpret the provisions of the Scheme vests in the Chairman who is also hereby empowered to issue such administrative instructions, as may be necessary to give effect to and carry out the purposes of the provisions of the Scheme.

10. Regularisation not a matter of right: Since this Scheme is a “one-time measure”, no Casual/Daily Wages worker shall be entitled to claim it as a matter of right, if found ineligible or unsuitable due to non-fulfilment of the conditions mentioned in the Scheme.

11. Seniority: The regularization shall be with prospective effect i.e., from the date of issue of orders of regularization and appointment to the regular post. The Casual/Daily Wages worker so regularised shall be placed below in the seniority to the employees last appointed on the regular basis before the date of regularisation of these Casual/Daily Wages workers. However, the inter-se seniority of such Casual/Daily Wages workers shall be determined in accordance with the ranking accorded to them in final selection after combining the marks obtained in written test as well as weightage marks to the service.

12. Counting of past service: The Casual/Daily wage worker, whose services is regularised as per the Scheme, shall be entitled for all the benefits from the date of regularisation only and shall have no claim for continuity of Service. On regularisation, past services rendered of such Casual/Daily wages worker shall not be counted as qualifying service for salary fitment, leave, retiral and other attendant benefits/facilities.



AGE RELAXATION

S.No.	Category	Age relaxation
1	Scheduled Castes/ Scheduled Tribes	5 Years
2	Other Backward Classes	3 Years
3	Persons with Benchmark Disability as defined under "The Rights of Persons with Disabilities Act"	10 Years
4	Ex-servicemen/Disabled servicemen Ex-	Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-servicemen belonging to SC/ST) subject to a maximum age limit of 50 years.
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	<ul style="list-style-type: none"> • For General/EWS- 7 years • OBC-10 years • SC/ST-12 years

Note:

The relaxation and upper age limit to SC/ST/OBC candidates is allowed on cumulative basis together with only one of the remaining categories for which age relaxation is permitted as mentioned in the S.No. 3 to 5 in the above table.

The candidates seeking age relaxation will be required to submit self-attested copy of the cast certificate issued by the competent authority in the prescribed format (Annexure-IV/V) applicable to them. However, the candidate has to produce original certificate at the time of regularisation.

In case of candidates belonging to OBC category, certificate should be specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for other backward classes in Civil post & services under GOI.
In case of candidates belonging to EWS (Economically Weaker Section) category:

Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 5 acres of Agricultural Land and above;
- Residential flat of 1000 sq. ft. and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.



The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

The term "Family" for this purpose will 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.

The instructions issued by the Government of India in this regard from time to time shall be adhered to.



ANDHRA PRADESH GRAMEENA VIKAS BANK
HEAD OFFICE :: WARANGAL

Annexure - III

**APPLICATION FOR REGULARISATION OF CASUAL/ DAILY
WAGE WORKERS SCHEME-2023 AS A OFFICE ATTENDANT
(MULTI PURPOSE) IN GROUP – C IN ANDHRA PRADESH
GRAMEENA VIKAS BANK**

Latest Passport
Size Photograph
of the Applicant

1. Personal Details:

Full Name of the Candidate	:			
Father's Name & Occupation	:	&		
Mother's Name	:			
Religion	:			
Caste & Sub Caste	:	&		
Physically Challenged? If yes, type & % of disability	:	(Ex: Yes, Visually Impaired, 70%)		
Category (Gen/EWS/OBC/SC/ST)	:			
Date of Initial Engagement	:			
Details of Proof of Initial Engagement (Documents in support of date of initial engagement)	:			
Details of documents in enclosed in support of having worked in bank for a period of 10 years or above as on 31.12.2017	:			
Date of Birth	:			
Age as on Date of Initial Engagement	:	Years	Months	Days
Age as on date of Notification	:	Years	Months	Days
Aadhaar Number	:			
PAN	:			
Mobile1	:			
Mobile2	:			
E-mail ID	:			



Signature of the Candidate

Address for Correspondence	:	H.No:
		PIN:
Permanent Address	:	H.No:
		PIN:
Place of Birth, District & State	:	
Place of Domicile	:	

2. Particulars of places where the candidate resided during ***the preceding five years*** from the date of notification.

S.No	From (Month/Year)	To (Month/Year)	Residential Address in full (i.e., House/ Apartment/Flat No., Apartment/ Street/ Colony and Road, Village, Mandal and District/ City)	Police Station and District
1				
2				
3				
4				
5				

3. Particulars of Branches / Offices of APGVB where the candidate has worked as casual worker.

S. No	Name of the Branch / Office	Br. Code	From Date	To Date
1				
2				
3				
4				
5				



Signature of the Candidate

4. Educational Qualifications showing places of education with years in schools and colleges since 15th year of age (Please enclose certified copies of Study Certificates and indicate whether study is in regular/ distance education/ correspondence).

Course	Name of the School/ College with address (Village/Mandal/ District/ City)	Date of entering (month & Year)	Date of leaving (month & year)	Examination passed with Group (Inter/Degree/ Diploma / PG)	Police Station and District
8 th Standard					
SSC/ Matriculation					
Inter/ Diploma					
Graduation					
Post-Graduation					

5. Have you ever been member/ worker of any Political Party or Communal organization/ Youth/ Student/ Service/ Labour ?, YES / NO ; If Yes, furnish details:

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6. Have you ever been arrested by the police, convicted by a Court of law or detained under any state/ central preventive detention laws for any offence? Whether such conviction sustained in the court of Appeal or set aside by the Appellate Court if appealed against. **(Note:** if detained, convicted, debarred etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the concerned Department or the authority to whom the Attestation Form has been sent earlier, as the case may be, failing which it will be deemed to be suppression of factual information). YES / NO

If the answer is 'Yes', the full particulars of the conviction, sentences and detention should be given.

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7. Name and complete address of two responsible persons of your locality to whom you are known or two references to whom you are known. **(Persons shall not be blood relatives or employees / officers of APGVB)**

	Reference I	Reference II
Name of the Reference		
House/ Apartment/ Flat No.		
Name of Apartment		
Street & Road		
Village & Mandal		



Signature of the Candidate

City/ District		
State		
Pin Code		
Mobile Number		
Email ID:		

(Testimonials from the references shall be enclosed to this application)

8. Does any of your close relatives working in the Bank? : YES / NO

If yes, furnish the details below:

S. No.	ID. No	Name	Cadre	Relation

9. Does any of your close relatives submitting application seeking regularization under the scheme? : YES / NO

If yes, furnish the details below:

S. No.	Name	S/o/W/o/D/o	Relation	DoB

Note: Close relative shall be considered as Father, Mother, Spouse, Brother, Sister, Daughter, Son, Daughter- in law, Son- in law, Father-in law, Mother-in law.

10. Have you availed any loan facilities from APGVB?: YES / NO

If yes, furnish the details below:

S. No.	A/c. No	Account Type	Dt. of Sanction	Present Outstanding

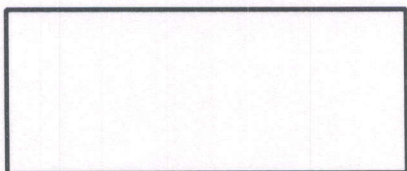
Declaration:

- (i) I hereby declare that the statements made in this application form are true to the best of my knowledge and belief.
- (ii) I am married / unmarried and have only one spouse living.
- (iii) I am fully aware that furnishing of false information or suppression of any factual information in the Application Form would be a disqualification and is likely to render me unfit for employment.



Signature of the Candidate

- (iv) I declare that I have gone through the guidelines of **“APGVB Regularisation of Casual/Daily wage workers Scheme, 2023”** and understood its contents and thereby state that I am eligible under the scheme and agree to abide by the terms & conditions mentioned therein.
- (v) I am also fully aware that if it comes to notice at any time during the selection process or during service after my appointment that false information has been furnished or that there has been suppression of factual information in the Application Form, (or) I am not satisfying any eligible criteria stipulated under the scheme, my candidature / services would be liable to be terminated solely on this ground.



Right Thumb Impression

Date :

Place :

Signature of the Candidate



**FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

1. This is to certify that Sri / Smt / Kum* _____ son / daughter*
of _____ of village / town* _____ in
District / Division* _____ of the State / Union Territory* _____ belongs to the
_____ Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987];

- * The Constitution (Scheduled Castes) 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 Tribes Orders (Amendment) Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002.

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. / Smt. / Kumari*
_____ Father /Mother* of Sri / Smt. / 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 _____ [Name of the authority] vide their order
No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in
village/town* _____ of _____ District / Division* of the State / Union Territory*
of _____

Signature _____

Designation _____

Place:

Date :

[With seal of Office]

State/Union Territory

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

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.



List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep).

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time



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 Sri / Smt. / Kumari _____ son/daughter of
_____ of village/Town _____ District/Division
_____ in the State/ Union Territory _____ belongs to the
_____ community which is recognized as a backward class under the Government of India,
Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____.
Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____ State/Union Territory. This is also to
certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the
Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993

Signature _____

Designation _____

Place: _____ [With seal of Office]
Date : _____ State/Union Territory

* - 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.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

List of authorities empowered to issue Other Backward Classes Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep).



Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.

Date :

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari..... son/daughter/wife of
..... permanent resident of..... Village/Street Post
Office..... District..... in the State/Union Territory..... Pin Code whose
photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is
below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or 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.

NOTE :-

The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above
shall only be accepted as proof of candidate's claim as 'belonging to EWS : -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st
Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant
Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.



(Annexure-V)

FORM-I

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability

Certificate No. :

Date:

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of
Birth (DD / MM / YY) _____
Age _____ years, male/female _____ registration No. _____ permanent resident
of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph is affixed above, and
am satisfied that :

(A) he/she is a case of:

- locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____ % (in figure) _____ percent (in words) permanent locomotor
disability/ dwarfism /blindness in relation to his/her _____ (part of body) as per guidelines (.....number
and date of issue of the guidelines to be specified)

2. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.



FORM - II
Certificate of Disability
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face only)
of the person with
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of
Birth (DD / MM / YY) _____
Age _____ years, male/female _____ registration No. _____ permanent resident
of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph is affixed above, and
am satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines ((.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Intellectual Disability			
12	Specific Learning Disability			
13	Autism Spectrum disorder			
14	Mental-illness			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (..... number and date of issue of the guidelines to be specified), is as follows :-



In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.



FORM - III**Certificate of Disability**

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport
size Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of
Shri _____ Date of Birth (DD / MM / YY)
Age _____ years, male/female _____ Registration No. _____ permanent resident
of House No. _____ Ward/Village/Street _____ Post
Office _____ District _____ State _____, whose photograph
is affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent
of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date
of issue of the guidelines to be specified) and is shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid Attack Victim			
6	Low vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Intellectual Disability			
10	Specific Learning Disability			
11	Autism Spectrum disorder			
12	Mental-illness			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.



3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal)}

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.



Annexure – VI

To

The Chairman,

Andhra Pradesh Grameena Vikas Bank,
Head Office, Warangal

Sir,

Reg : Testimonials on Mr/ Ms / Mrs _____

I furnish hereunder my observations on Mr/Ms _____ a candidate who is an applicant for appointment to the post of Office Attendant (Multipurpose) in your bank.

Name of the candidate:			
S/ D/ W/o			
Address			
Since how long the candidate is known:	Years	Months	Days
Character of the candidate: (Very Good/ Good/ Satisfactory/ Not Satisfactory)			
Any adverse Remarks:			
Other information:			

Place:

Date:

Signature

Name & Address of the person giving the testimonials:

Mobile No. _____

