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List of Games/Sports for which sports recruitment will be applicable

1. Cricket (Men)
2. Football (Men)
3. Hockey (Men)
4. Badminton (Men/Women)
5. Table Tennis (Men/Women)

Note: Other discipline of sports as and when decided by HQ.

No: 301-N,2/ 46-87 :

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA,
NEW DELHI- 110002.

DATED: 14/87

To

All Heads of Department in IA&AD
(excluding overseas Audit Offices.)

Subject:- Failure to qualify in type test by clerks-
Adverse effects.

Sir,

I am directed to invite a reference to this office circular letters No: 1290-NGE.III/124-75(VIII) dated 5.6.76 and No: 341-Exam/161-83 dated 30.4.84 and to state that at present any Group D employee who has not qualified in type test is to pass the type test within two years of his promotion as clerk failing which he is reverted. In the case of direct recruitment on compassionate grounds if the appointee does not pass the type test within two years, his services are terminated. For appointment against sports quota though type test should be passed before recruitment, by individual relaxations persons are appointed with the condition of passing type test within two years failing which they are discharged.

2. In the light of agreement with the staff side of the Departmental council of IA&AD that there would in future be no reversion of promotee Gr. 'D' for failure to qualify in type test, but this would be necessary for increment, confirmation etc., the matter has been examined.

3. It has now been decided that,-

i) No clerk whether a promotee or otherwise appointed clerk against direct recruitment should be reverted or discharged from service only for failure to qualify in type test.

ii) Unless they qualify in the proscribed type test, they would not earn any increments nor become eligible for quasi permanency, confirmation and promotion. They are not also eligible to appear at any Departmental Examination on passing

Contd...2/-

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-: 2 :-

of which promotion is given e.g. Section Officer Grade Examination, Departmental Examination for Accountants etc. Circular No: 1318-N.2/ 90-85 dated 26.11.86 (copy enclosed) is not applicable in their cases.

iii) On passing the type test, their increments held over will be released but arrears prior to passing are not payable.

iv) If any period of probation is prescribed under the existing orders in the post of clerk, their period of probation cannot be deemed to have been successfully concluded and provisions of orders in circular letter No: 1395-N.2/ 68-84 dated 29.12.86 will be attracted.

v) In cases where exemption from type test becomes due on account of reaching the prescribed age (45 years at present) or where the exemption is granted by competent authority (this office at present) based on Medical Certificate, the above mentioned disabilities due to non passing of type test will cease to be operative on such exemption

4. These orders take effect immediately. Past cases will not be re-opened.

5. These orders do not apply to clerks appointed purely on ad hoc basis by special dispensation without type qualification on the condition that they will qualify in the type test within a year in offices in the North East, J&K etc. They become regular clerks only on passing type test and are governed by special orders.

6. Hindi version will issue separately.

Yours faithfully,

N. Viswanathan
(N VISWANATHAN)
ADMINISTRATIVE OFFICER (N)

Encl: One :

Contd.....2/-

-: 3 :-

No: 302-304-N.2/ 46-87 : Dated:

Copy to :-

1. DD(P), AC(N), JD(Rlys), JD(Exams).
2. DE&Admn, Examination, NGE.3, NGE.4(6 copies)
 BRS and Audit.II(2 copies for Audit Bulletin)
3. The Secretary General, All India Audit and
 Accounts Association, 4-B/6, Ganga Ram Hospital
 Marg, New Delhi-110060.

N. Viswanathan
31.3.87

(N VISWANATHAN)
ADMINISTRATIVE OFFICER(N)

PROFORMA FOR SENDING PROPOSAL FOR SPORTS QUOTA RECRUITMENT

Name of office: _____

Name of Cadre Controlling Office: _____

Recruitment for the year: _____

| Sl No. | Office in which sports persons are to be recruited | Discipline and position (viz. Wicket-keeper/ Goal-keeper) in which recruitment is proposed with justification | Sanctioned Strength (SS) of the office, for Group B and C | Entitlement for Sports Quota Recruitment (SQR), as per SS | Sanctioned Strength (SS) and Persons-in-Position (PIP) in Auditor/ Accountant and Clerks/DEO Grade-A Cadre | | | | | | Number of posts proposed to be filled by direct recruitment under SQR | | Gender in which SQR is proposed & No. of persons | | Number of persons already recruited in the discipline under SQR | | Remarks, if any |
|--------|--|---|---|---|--|-----|---------|----------------------|-----|---------|---|----------------------|--|--------|---|--------------|-----------------|
| | | | | | Auditor/ Accountant | | | Clerk/ DEO Grade 'A' | | | | | | | Upto 2010 | 2011 Onwards | |
| | | | | | SS | PIP | Vacancy | SS | PIP | Vacancy | Auditor/ Accountant | Clerk/ DEO Grade 'A' | Male | Female | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | | | | | | | | | | | | | | | |

Note 1 : List of players (recruited under sports quota) of existing team indicating name, age, gender, position and performance is to be enclosed separately.

Note 2.: Detailed justification to be attached separately.

Welfare Officer/ Sr.AO/ AO (Admn.)

Annexure - IV

Sports authorities competent to issue certificates and forms there for

| S.No. | Level of Competition | Authority awarding certificate | Form in which Certificate is to be awarded |
|--------------|--|---|---|
| 1. | International (Senior/Junior) | Secretary of the National Federation/Association of the concerned Game. | Form - 1 |
| 2. | National (Senior/Junior) | Secretary of the National Federation or Secretary of the State Association of the concerned Game. | Form - 2 |
| 3. | All India Inter-University Competition | Dean or other officer in overall charge of sports of the University concerned | Form - 3 |

***Note:** The candidates are required to submit the above mentioned forms in response to advertisement of posts at the time of submitting the application or otherwise, during field trials. In case of the candidate, failing to do so, her/his candidature will be treated as cancelled without any further appeal/assigning any reasons thereof.*

Form 1

(As referred in Annexure - IV)

(For representing India in an International(Sr./Jr.) Competition in one of the Games/Sports as per advertisement)

NATIONAL FEDERATION/ NATIONAL ASSOCIATION OF

Certificate to a meritorious sportsperson for employment to a Group 'C' post under the Central 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 atfrom.....to

The position obtained by the individual/team in the above said competition/
tournament was.....

This certificate is being given on the basis of records 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

(As referred in Annexure - IV)

(For representing a State in India in a National (Sr./Jr.) Competition in one of the Games/Sports as per advertisement)

STATE ASSOCIATION/FEDERATION OF IN
THE GAME OF

Certificate to a meritorious sportsperson for employment to a Group 'C' post under the Central Govt.

Certified that Shri/Smt/Kumarison/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/Federation of

Place.....

Signature.....

Date

Name.....

Designation.....

Name of the State Association/Federation.....

Address:

Seal.....

Note : This certificate will be valid only when signed personally by the Secretary of the State Association/Federation.

Form 3
(As referred in Annexure-IV)

(For representing a University in the Inter-University Competition in one of the games/sports as per advertisement)

UNIVERSITY OF..... IN THE GAME OF

Certificate to meritorious sportsperson for employment to a Group 'C' service under the Central Govt.

Certified that Shri/Smt./Kumari
son/wife/daughter of Shri.....resident of Student
of..... represented the University of in inter-University
Competition/Tournament held atfrom 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.

Undertaking

I,son/daughter/wife of..... hereby declare that the information in form of certificates and other declarations are true to the best of my knowledge and I shall be wholly responsible if any of the documents/certificates are found to be not valid/authentic or wrong at any stage in future.

I understand that I will be terminated from service, in the event of furnishing any false record/information.

The office may additionally take legal action in this regard against me, as deemed fit.

**Signature of Candidate
(Name)**

Annexure - VI (i)

**Marks for participation in various tournaments
(on the basis of valid sports certificates)**

| Category of tournament | Name of tournament | Marks for participation in previous two calendar years | Marks for participation in previous 3 rd &4 th calendar year | Marks for participation in previous 5 th calendar year & beyond |
|----------------------------|--------------------|--|--|--|
| International | | | | |
| Seniors | | 20 | 15 | 10 |
| Juniors | | 15 | 10 | 05 |
| National | | | | |
| Seniors | | 15 | 10 | 05 |
| Juniors | | 10 | 05 | 02 |
| University | | | | |
| All India Inter-University | | 05 | 03 | 01 |
| Maximum total marks | | 65 | | |

Note 1: Marks will be awarded on the basis of the last participation in the respective categories of tournaments where the candidate has last participated.

**Marks for position/achievement in various tournaments
(on the basis of valid sports certificates)**

| Category of tournament | Position | Marks for achievement in previous two calendar years | Marks for achievement in previous 3 rd & 4 th calendar year | Marks for achievement in previous 5 th calendar year & beyond |
|----------------------------|----------|--|---|--|
| International | | | | |
| Seniors | I | 6 | 5 | 4 |
| | II | 5 | 4 | 3 |
| | III | 4 | 3 | 2 |
| Juniors | I | 4 | 3 | 2 |
| | II | 3 | 2 | 1 |
| | III | 2 | 1 | 0 |
| National | | | | |
| Seniors | I | 4 | 3 | 2 |
| | II | 3 | 2 | 1 |
| | III | 2 | 1 | 0 |
| Juniors | I | 3 | 2 | 1 |
| | II | 2 | 1 | 0 |
| | III | 1 | 0 | 0 |
| University | | | | |
| All India Inter-University | I | 3 | 2 | 1 |
| | II | 2 | 1 | 0 |

Note1: Marks will be awarded only for the tournaments at International/National/All India Inter-University level in which the candidate achieved position.

Note2: Scaling is to be made against maximum 15 marks

Annexure – VII (i)

Fitness Test in Cricket

Total Marks-10

(The final score is to be decided based on average marks of the following four tests)

| Test No. 1 - Vertical Jump | | | | | |
|-----------------------------------|----------|----------|----------|----------|------------|
| Measurement in cm | 38 to 45 | 46 to 52 | 53 to 61 | 62 to 69 | 70 & above |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.2 – 2400 Meters Run | | | | | |
|------------------------------------|-----------|-----------|-----------|-----------|-------------|
| Time taken (sec.) | 696 – 627 | 626 – 557 | 556 – 486 | 485 – 416 | 415 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.3 – 6 x 10 Meters Shuttle Run | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|
| Time taken (sec.) | 17.7 to 17.2 | 17.1 to 16.7 | 16.6 to 16.1 | 16.0 to 15.6 | 15.5 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.4 – 60 Meters Dash | | | | | |
|-----------------------------------|------------|------------|------------|------------|-------------|
| Time taken (sec.) | 9.3 to 8.8 | 8.7 to 8.2 | 8.1 to 7.6 | 7.5 to 7.0 | 6.9 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

(Signature)
Sports Expert I
Name, Designation & Office

(Signature)
Sports Expert II
Name, Designation & Office

Signature of members of Selection Committee:

1. **HQ Representative**
2. **Vice Chairperson (Senior most Group Officer)**
3. **All Members**

Annexure – VII (ii)

Fitness Test in Hockey

Total Marks-10

(The final score is to be decided based on average marks of the following four tests)

| Test No.1 – 2400 Meters Run | | | | | |
|------------------------------------|-----------|-----------|-----------|-----------|------------|
| Time taken (sec.) | 696 - 627 | 626 – 557 | 556 – 486 | 485 – 416 | 415 &below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.2 – Bent Knee Sit ups | | | | | |
|--------------------------------------|---------|---------|---------|---------|-----------|
| No. of times within 1 minute period | 10 – 29 | 30 - 49 | 50 – 69 | 70 – 89 | 90 &above |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.3 – 6 x 10 Meters Shuttle Run | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|
| Time taken (sec.) | 17.7 to 17.2 | 17.1 to 16.7 | 16.6 to 16.1 | 16.0 to 15.6 | 15.5 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.4 – 60 Meters Dash | | | | | |
|-----------------------------------|------------|------------|------------|------------|-------------|
| Time taken (sec.) | 9.3 to 8.8 | 8.7 to 8.2 | 8.1 to 7.6 | 7.5 to 7.0 | 6.9 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

(Signature)
Sports Expert I
Name, Designation & Office

(Signature)
Sports Expert II
Name, Designation & Office

Signature of members of Selection Committee:

1. **HQ Representative**
2. **Vice Chairperson (Senior most Group Officer)**
3. **All Members**

Annexure – VII (iii)

Fitness Test in Football

Total Marks -10

(The final score is to be decided based on average marks of the following four tests)

| Test No.1 – 2400 Meters Run | | | | | |
|------------------------------------|-----------|-----------|-----------|-----------|-------------|
| Time taken (sec.) | 696 - 627 | 626 – 557 | 556 – 486 | 485 – 416 | 415 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.2 – Bent Knee Sit ups | | | | | |
|--------------------------------------|---------|---------|---------|---------|------------|
| No. of times within 1 minute period | 10 – 29 | 30 - 49 | 50 – 69 | 70 – 89 | 90 & above |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.3 – Zig-Zag Run* | | | | | |
|---------------------------------|-------|-------|-------|-------|----------|
| Time taken (sec.) | 17-16 | 15-14 | 13-12 | 11-10 | 9& below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.4 – 60 Meters Dash | | | | | |
|-----------------------------------|------------|------------|------------|------------|-------------|
| Time taken (sec.) | 9.3 to 8.8 | 8.7 to 8.2 | 8.1 to 7.6 | 7.5 to 7.0 | 6.9 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

* A standard zigzag course is with four cones placed on the corners of a rectangle 10 by 16 feet, with one more cone placed in the center. If the cones are labeled 1 to 4 around the rectangle going along the longer side first, and the center cone is C, the test begins at 1, then to C, 2, 3, C, 4, then back to 1. The time taken to complete the zigzag run is to be recorded. Two attempts will be given and the best of the two attempts will give the score of the sports person.

(Signature)
Sports Expert I
Name, Designation & Office

(Signature)
Sports Expert II
Name, Designation & Office

Signature of members of Selection Committee:

- 1. HQ Representative**

- 2. Vice Chairperson (Senior most Group Officer)**

- 3. All Members**

Fitness Test in Table Tennis**Total Marks -10**

(The final score is to be decided based on average marks of the following four tests)

| Test No.1 – Stick Drop Test | | | | | |
|------------------------------------|---------|----------------|----------------|------------|-------------|
| Time taken (sec.) (Men) | ≥ 19.75 | 14.51 to 19.74 | 11.51 to 14.50 | 8 to 11.50 | 7.9 & below |
| Time taken (sec.) (Women) | ≥ 17.75 | 13.10 to 17.74 | 9.76 to 13.09 | 6 to 9.75 | 5.9 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.2 – 60 Meters Dash | | | | | |
|-----------------------------------|--------------|-------------|------------|------------|-------------|
| Time taken (sec.) (Men) | 9.3 to 8.8 | 8.7 to 8.2 | 8.1 to 7.6 | 7.5 to 7.0 | 6.9& below |
| Time taken (sec.) (Women) | 10.6 to 10.2 | 10.1 to 9.7 | 9.6 to 9.1 | 9.0 to 8.6 | 8.5 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.3 – Side Step Test | | | | | |
|---|---|---------|----------|----------|------------|
| Maximum points scored in 10 seconds (Men) | 7 | 8 to 14 | 15 to 19 | 20 to 27 | 28 & above |
| Maximum points scored in 10 seconds (Women) | 6 | 7 to 13 | 14 to 18 | 19 to 26 | 27& above |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.4 – Standing Broad Jump | | | | | |
|--|------------|------------|------------|------------|------------|
| Measurement in cm (Men) | 179 to 200 | 201 to 222 | 223 to 244 | 245 to 266 | 267& above |
| Measurement in cm (Women) | 152 to 166 | 167 to 180 | 181 to 196 | 197 to 210 | 211& above |
| Marks | 2 | 4 | 6 | 8 | 10 |

(Signature)
Sports Expert I
 Name, Designation & Office

(Signature)
Sports Expert II
 Name, Designation & Office

Signature of members of Selection Committee:

1. **HQ Representative**
2. **Vice Chairperson (Senior most Group Officer)**
3. **All Members**

Fitness Test in Badminton**Total Marks -10**

(The final score is to be decided based on average marks of the following four tests)

| Test No.1 – 6 x 10 m Shuttle Run | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|
| Time taken (sec.) (Men) | 17.7 to 17.2 | 17.1 to 16.7 | 16.6 to 16.1 | 16.0 to 15.6 | 15.5 & below |
| Time taken (sec.) (Women) | 19.6 to 19 | 18.9 to 18.3 | 18.2 to 17.5 | 17.4 to 16.8 | 16.7 & below |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No. 2 - Vertical Jump | | | | | |
|-----------------------------------|----------|----------|----------|----------|------------|
| Measurement in cm (Men) | 38 to 45 | 46 to 52 | 53 to 61 | 62 to 69 | 70 & above |
| Measurement in cm (Women) | 29 to 32 | 33 to 37 | 38 to 43 | 44 to 47 | 48 & above |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No. 3 – Hand Grip Strength (kg.) | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|
| Measurement (Kg.) (Men) | 35.0 to 41.0 | 41.5 to 47.5 | 48.0 to 54.0 | 54.5 to 60.5 | 61.0 & above |
| Measurement (Kg.) (Women) | 26.5 to 30.0 | 30.5 to 33.5 | 34.0 to 38.0 | 38.5 to 42.0 | 42.5 & above |
| Marks | 2 | 4 | 6 | 8 | 10 |

| Test No.4 – Forward Bend and Reach Test (Trunk Flexibility) | | | | | |
|--|--------|---------|----------|----------|-----------------|
| Measurement in cm (Men) | 1 to 5 | 6 to 11 | 12 to 17 | 18 to 23 | 24 to \geq 27 |
| Measurement in cm (Women) | 2 to 6 | 7 to 11 | 12 to 18 | 19 to 23 | 24 to \geq 26 |
| Marks | 2 | 4 | 6 | 8 | 10 |

(Signature)
Sports Expert I
Name, Designation & Office

(Signature)
Sports Expert II
Name, Designation & Office

Signature of members of Selection Committee:

1. HQ Representative
2. Vice Chairperson (Senior most Group Officer)
3. All Members

Annexure – VII (vi)

Skill Test in Football

| Corner kick & heading (1.5 marks) | Dribbling & 20 meters shoot (1.5 marks) | Receiving and high drive (1.5 marks) | Penalty – (5 goals each) (1.5 marks) | Goal Keeper Skill* (6 Marks) | Game (4 marks) | Total (10 marks) |
|--|--|---|---|---|---------------------------|-----------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

***e.g.**

(i) One player will come dribbling the ball towards goal-keeper in order to score goal and Goal-keeper has to defend

(ii) One player will attempt 5 penalty and Goal-keeper has to defend

**(Signature)
Sports Expert-I
Name, Designation& Office**

**(Signature)
Sports Expert-II
Name, Designation& Office**

**To
HQ Representative**

Skill Test in Hockey

| Skill Test (10 marks) | | | Total (10 marks) |
|--|---|---------------------------|-----------------------------|
| Hitting(1 mark), Attack & Defense(2 marks), Dribbling (1 mark) & Scoop (1 mark) | Goal Keeper Skill* (5 marks) | Game (5 marks) | |
| | | | |
| | | | |

***e.g.**

(i) One player will come dribbling the ball towards goal-keeper in order to score goal and Goal-keeper has to defend

(ii) One player will attempt 5 penalties and Goal-keeper has to defend

**(Signature)
Sports Expert-I
Name, Designation& Office**

**(Signature)
Sports Expert-II
Name, Designation& Office**

**To
HQ Representative**

Skill Test in Cricket

| Specialization | Marks | | | Total 10 marks | Remarks |
|-----------------------|---|--|---------------------------|---------------------------|----------------|
| | Batting & Fielding (5 marks for all-rounder or 10 marks for pure batsman) | Bowling & Fielding (5 marks for all-rounder or 10 marks for pure bowler) | *Wicket-keeper (05 marks) | | |
| | | | | | |
| | | | | | |
| | | | | | |

*For W/K, there will be 05 marks for rating his wicket keeping skill and 05 marks for batting skill.

- Each batsman will play a minimum of two overs, one spin and one fast or medium fast.
- Each bowler will bowl a minimum of two overs.
- Only participants will bowl and bat against each other. (In case of non-availability of batsman/bowler, local players (other than candidates) may be hired. Staff/Players of the IAAD offices would not be allowed for this purpose.
- Local players (other than candidates) will field in the whole process.

(Signature)
Sports Expert-I
Name, Designation& Office

(Signature)
Sports Expert-II
Name, Designation& Office

To
HQ Representative

Annexure – VII (ix)

Skill Test in Table Tennis/Badminton

Matches will be conducted amongst the players called for field trial on league-cum-knock-out basis (if number of players < 20) or knock-out basis (if number of players > 20) to complete the skill test and the following marks to be awarded (Total-10 marks- best of 3 games) as per result:

| Sl No. | Position/Rank | Marks |
|---------------|--------------------------|--------------|
| | Winner | 10 |
| | Runner-up | 6 |
| | 3 rd Position | 3 |
| | 4 th Position | 1 |

Note: Ranking for determining the comparative position of candidates shall be prepared depending on the number of vacancies .e.g. If there are 3 vacancies, then ranking is to be prepared upto 6th position i.e. 2 times of vacancies. Below 4th position, no marks will be given for skill test.

(Signature)
Sports Expert-I
Name, Designation& Office

(Signature)
Sports Expert-II
Name, Designation& Office

To
HQ Representative

Annexure- VIII

**Format for field trial report for recruitment of
sportspersons against sports quota**

(To be filled by Nodal Office except marks)

File/ Ref. No.....

1. Personal Details of Sportsperson :

- (i) Name :
- (ii) Sex :
- (iii) Father's Name :
- (iv) Name of Sport :
- (v) Date of Birth :
- (vi) Age, as on date of trial :.....Years....Months....Days
- (vii) Educational Qualification :
- (viii) Details of recognized Sports Achievements, as per norms :

| S. No. | Name of Championship | Venue | Dates of Championship | Name of Event, in which participated | Position of play, if applicable | Medal/ Position |
|--------|----------------------|-------|-----------------------|--------------------------------------|---------------------------------|-----------------|
| (a) | | | | | | |
| (b) | | | | | | |
| (c) | | | | | | |

2. Details of Quota and Post against which candidate is being considered for recruitment:

- (i) Name of Sports Discipline :
- (ii) Year of Sports Quota :
- (iii) Name of Post :
- (iv) Basic Pay :

3. Details of Trials & performance during Trials:

- (i) Date of Trials :
- (ii) Venue of Trials :
- (iii) Remarks of Sports Expert about performance :

4. Details of marks for field trials and sports certificates:

| A. Participation in tournaments: | | Marks Obtained |
|---|---|---------------------------|
| (i) | Participation in International (Sr.) levels [Annexure-VI (i)] | 20 |
| (ii) | Participation in International (Jr.) levels [Annexure- VI (i)] | 15 |
| (iii) | Participation in National (Sr.) levels [Annexure- VI(i)] | 15 |
| (iv) | Participation in National (Jr.) levels [Annexure- VI (i)] | 10 |
| (v) | Participation in All India Inter-University Tournaments [Annexure-VI (i)] | 05 |
| Total (A) | | 65 |
| | | |
| B. Achievements in tournaments: | | |
| (i) | Achievement in terms of Victories at International (Sr.) levels [Annexure-VI (ii)] | 06 |
| (ii) | Achievement in terms of Victories at International (Jr.) levels [Annexure- VI (ii)] | 04 |
| (iii) | Achievement in terms of Victories at National (Sr.) levels [Annexure-VI (ii)] | 04 |
| (iv) | Achievement in terms of Victories at National (Jr.) levels [Annexure-VI (ii)] | 03 |
| (v) | Achievement in terms of victories at All India Inter-University Tournaments [Annexure- VI (ii)] | 03 |
| Total (B) | | 15 |

} Maximum marks
of 20 to be scaled
to 15 marks

| | | |
|-----------|--|------------|
| C. | Field Trials-Fitness Test-Annexure-VII (i to v) | 10 |
| D. | Field Trials -Skill Test- Annexure-VII (vi) to (ix) | 10 |
| | Total (A+B+C+D) | 100 |

5. Details of sports achievements, age, educational qualification certificates, checked up in Original on the day of Trials:

| Sl.No. | Details of Certificate Checked in Original |
|---------------|---|
| (a) | |
| (b) | |
| (c) | |

6. Recommendation/ Remarks:

(Clearly mention, **FIT** or **NOT FIT** for recruitment and the utility of player for IA&AD Team in case of FIT)

*** If any candidate secures less than qualifying marks (40% in fitness test i.e. 4 marks out of 10), she/he will not be considered for skill test.**

Note: The condition can be relaxed by the nodal office only if the availability of number of candidates qualifying is less than 5 times the vacancies proposed to be filled in the year.

(Signature)
Sports Expert I
Name, Designation & Office

(Signature)
Sports Expert II
Name, Designation & Office

Field trial conducted in my presence and supervision in fair and transparent manner.

(Signatures of all the Members of Selection Committee with names, designations and date)

1. **HQ Representative**
2. **Vice Chairman (Senior most Group Officer excluding HQ. Representative)**
3. **Member**
4. **Member**

**To
The Chairperson, Selection Committee**

Annexure - IX**List of recognized National Sports Federation/ State Association/****Inter-University Sports Board**

| Sl.No | Discipline | Name & Address of recognized national sports federation | Contact Details |
|--------------|--|--|--|
| 1. | Cricket | (i) Board Of Control For Cricket In India (BCCI) 4th Floor, Cricket Centre Wankhede Stadium 'D' Road, Churchgate Mumbai- 400020 India (ii) State Associations affiliated to BCCI | T 022 - 2289 8800 F 022 - 2289 8801 E-mail: bcci@vsnl.com W: www.bcci.tv |
| 2. | Football | (i) All India Football Federation (AIFF) Football House, Sector 19, Phase1, Dwarka, New Delhi: 110075. (ii) State Associations affiliated to AIFF | Telephone: 91-11-28041430/31/32/ 33 Fax: 91-11- 28041434,28041436 Email: media@the-aiff.com W: www.the-aiff.co |
| 3. | Hockey | (i) Hockey India B1 / E3, Ground Floor, Mohan Co-operative Industrial Estate,(1 KM ahead of Mohan Estate Metro Station), Mathura Road, New Delhi – 110044 (ii) State Associations affiliated to Hockey India | Tele/Fax : + 91 11 46064141 Email: hockeyindia@hockeyindia.org W : www.hockeyindia.org |
| 4. | Badminton | (i) Badminton Association of India, (BAI) BBD U.P. Badminton Academy, VipinKhand, Gomti Nagar, Lucknow-226 010 (INDIA) (ii) State Associations affiliated to BAI | Tel: +91-522-2615924 (O), +91-522-2613868 (R) Email: drvijaisinha@yahoo.co.in W: www.badmintonindia.org |
| 5. | Table Tennis | (i) Table Tennis Federation of India (TTFI) Basement, 56/12 Old Rajinder Nagar New Delhi-110 060 (ii) State Associations affiliated to TTFI | Tel : 011 25737900, 25736938 Fax No. 011 25737901 Email- tffi@tffi.org , tffi@vsnl.com W: www.tffi.org |
| 6. | Cricket/Football/Hockey/ Table Tennis/ Badminton | Inter-University Sports Board of India – AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), Landmark: Opposite National BalBhawan, Near I.T.O, New Delhi- 110002 | Tel: 011- 23230059, 23232429, 23232305 Fax No. 011- 23232131 Email: sgoffice@aiu.ac.in |

Annexure- X

List of Junior National Championships

| S. No. | Discipline | Category | Age Group | Name of Championship |
|---------------|-------------------|-----------------|------------------|--|
| 1. | Cricket | Men | Under - 23 | Col. C.K. Nayudu Trophy (Inter State Championship) |
| | | | Under – 19 | Cooch Behar Trophy (Inter State Championship) |
| | | | Under – 19 | VinooMankad Trophy (One Day Limited Overs Inter State Championship) |
| | | | Under – 19 | Vijay Hazare Trophy (One Day Limited Overs All India Inter Zonal Championship) |
| 2. | Football | Men | Under – 19 | Junior National Football Championship for B.C. Roy Trophy |
| 3. | Hockey | Men | Under – 21 | Junior (Under-21) National Hockey Championship |
| 4. | Badminton | Men | Under -19 | Junior National Badminton Championship |
| | | Women | Under - 19 | Junior National Badminton Championship |
| 5. | Table Tennis | Men | Under- 18 & 21 | Junior & Youth National Table Tennis Championship |
| | | Women | Under – 18 & 21 | Junior & Youth National Table Tennis Championship |

List of Senior National Championships

| Sl. No. | Discipline | Category | Details of National Championships |
|----------------|-------------------|-----------------|---|
| 1. | Cricket | Men | 1. Ranji Trophy 2. Irani Trophy 3. NKP Salve Challenger Trophy 4. Duleep Trophy 5. Vijay Hazare Trophy 6. Deodhar Trophy 7. Syed Mushtaq Ali Trophy |
| 2. | Football | Men | 1. Santosh Trophy 2. National Games (organized under the aegis of Indian Olympic Association) |
| 3. | Hockey | Men | 1. Sr. Men National Hockey Championship 2. National Games (organized under the aegis of Indian Olympic Association) |
| 4. | Badminton | Men/Women | 1. Sr. National Championship 2. Inter-State Championship 3. National Games (organized under the aegis of Indian Olympic Association) |
| 5. | Table Tennis | Men/Women | 1. Sr. National Championship 2. Inter-Institutional Championship 3. National Games (organized under the aegis of Indian Olympic Association) |

List of International Championships

| Sl No. | Discipline | Category | Name of International Championship |
|---------------|-------------------|-----------------|---|
| 1. | Table Tennis | Men/Women | a) Olympic Games (Senior Category) b) World Cup (Junior/ Senior Category) c) World Championships (Junior/ Senior Category) d) Asian Games (Senior Category) e) Commonwealth Games (Senior Category) f) Commonwealth Championships (Junior/Senior Category) g) Asian Championships/ Asia Cup (Junior/ Senior Category) h) South Asian Federations (SAF) Games (Senior Category) i) Representing Indian Team in Team/Individual event in a tournament of international importance as certified by recognized federation/association |
| 2. | Badminton | Men/Women | -do- |
| 3. | Hockey | Men | -do- |
| 4. | Football | Men | -do- |
| 5. | Cricket | Men | a) World Cup-One day & T-20 (Junior/Senior Category) b) Asia Cup (Junior/ Senior Category) c) Representing Indian Team in Test & One day series against another country (Sr. Category) |

Annexure – XIII (I)
MODEL PROFORMA FOR ISSUING OFFER OF APPOINTMENT

Subject: Offer of appointment to the post of Auditor/Accountant.

Shri/Smt./Kumari-----
----- son / wife / daughter of Shri -----
----- is hereby offered an appointment to the post of Accountant in the
office of the -----on the terms and
conditions as mentioned below:

1. The period of probation will be two years. This may, however, be increased at the discretion of the appointing authority / authority higher than the appointing authority. During the period of probation, his/her appointment will be purely temporary and governed by the CCS (Temporary Service) Rules 1965.

2. **During the period of probation, he/she may have to undergo training, if required, for such a period at such place and in such manner as may be decided in due course. He/she may also be assigned regular duties during the period of training.**

3. **On conclusion of the training referred to in para 2 above and after rendering a continuous service of 01 year, he/she will have to qualify the Departmental Examination for confirmation in the prescribed number of chances i.e 06. In the event of failure to pass the said Departmental Examination, he/she will be liable to be discharged from the service.**

4. During probation he/she shall have to pass a test in the Regional Language of the State to which he/she is initially posted as Accountant (in case he/she has not already passed an examination of matriculation standard in that language.

5. While in service, he/she shall also have to pass a test in Hindi (in case he/she has not already studied Hindi as a subject upto Matriculation Standard) in terms of the Govt. of India orders for **In-Service Training** etc. under the **Hindi Teaching Scheme**.

6. He/She will be allowed to draw his/her pay i.e Pay of Rs 29,200/- (entry level) in Level 5 and allowances as admissible under the CCS (Pay) Rules-2016.

7. In case he/she has not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide Govt. of India, Ministry of Finance notification No. 5/7/2003-ECB&PR dated 22-12-2003 and subsequent orders / clarifications issued in this regard from time to time.

8. **On satisfactory completion of the probation he/she will be eligible for confirmation in the Auditor/Accountant cadre. The confirmation is also subject to his/her being considered fit in all respect for permanent retention in the service. The seniority of direct recruits in the cadre vis-à-vis the departmental candidates getting promotion as Auditor/Accountant will be fixed in accordance with the seniority rules prevailing in the Department as at present.**

9. **Before completion of probation period, your performance in sports shall be reviewed by a committee to be constituted for the purpose and your probation will be treated as completed or extended based on their report.**

10. She/he will give an undertaking at the time of joining that she/he will always take permission/ 'NOC' from her/his office/department for participation in any tournament and also before entering into an agreement to play on behalf of a private club or team. In case of grant of such permission, a clause would be inserted in the said agreement to the effect that she/he will play for her/his office and department as and when required.

11. She/he will be liable to be transferred to the office of the C.A.G. of India or to any other offices within the IA&AD (existing or to be created in future) on such terms and conditions as the C.A.G. of India may decide.

12. Her/his request for deputation to any other IA&AD office will be considered only after completion of probation and confirmation of service and will be subject to permission/NOC from Headquarters office.

13. Mutual transfers during first 10 years of service would be allowed between the same discipline of sports and only after completion of probation and confirmation in service.

14. He/she will be liable to be transferred to the office of the C.A.G. of India or to any other offices within the IA&AD (existing or to be created in future) on such terms and conditions as the C.A.G. of India may decide. Requests for transfer to any ex-cadre post or to any other organization within or outside Govt. of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Govt. of India / CAG of India / cadre controlling authority from time to time. However, during the period of probation, requests for deputation etc. will not be entertained.

15. He/she shall not be eligible for appointment to the post of Auditor/ Accountant, if
(i) he/she has entered into or contracted a marriage with a person having a spouse living, or
(ii) he/she having a spouse living has entered into or contracted a marriage with any person.

(He/she will have to give a declaration in this regard as shown in Annexure 'B').

16. His/her appointment to the post of Auditor/Accountant will be subject to him/ her being found medically fit in accordance with the rules on the subject. On acceptance of the offer of appointment, necessary arrangement for his / her medical examination in a Government Hospital will be made and on receipt of the certificate of fitness from the Appropriate Medical Authority (Civil Surgeon/District Medical Officer or a Medical Officer of the equivalent status), he/she will be required to report to the undersigned for joining.

17. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from, East Pakistan, Burma Sri Lanka, East African countries of Kenya, Uganda, the Republic of Tanzania , Zambia and Vietnam with the intention of permanently settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.

18. In case he/she belongs to Scheduled Caste/Scheduled Tribe, he/she shall have to produce a certificate (in original) issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes / Scheduled Tribes. In case he/she belongs to OBCs, he/she also have to produce a certificate in original from the District Magistrate / Dy. Commissioner or any other competent authority specified in this regard.

19. The appointing authority would satisfy himself/herself about the authenticity of the certificates, produced by the candidate, from the certificate issuing authorities. If the verification reveals that the claim of the candidate to belong to SC / ST/OBC / not to belong to the creamy layer of the OBC is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of

false certificates. The appointing authority should be kept informed of change of religion, if any, after the appointment.

20. If he/she is presently working under Central Govt./ State Govt./ Public Sector Undertaking, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and there is no objection to his/her appointment in the Indian Audit & Accounts Department.

21. No travelling allowance will be allowed for the journey to be taken up for the initial appointment.

22. If he/she is willing to accept the offer of appointment on the above mentioned terms and conditions, he/she should communicate his/her acceptance in the enclosed form in **Annexure 'A'** at once to the undersigned. In case acceptance is not received by -----
- (within 30 days from the date of issuing offer of appointment) the offer will be treated as withdrawn.

23. Under the normal circumstances, no request for extension to join the post of Accountant will be entertained. **It is, therefore, advisable not to enter into any unnecessary correspondence in this regard.**

If he/she is willing to accept this offer of appointment, he/she should immediately contact the undersigned who will arrange for his/her medical examination. If he/she is found medically fit, he/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC, age etc., for verification. If he/she had already undergone medical examination at the time of his/her initial appointment under the Central / State Government and intends to join the post of Auditor/Accountant after giving technical resignation, need not undergo medical examination again for his/her appointment as Auditor/Accountant. However, he/she will be required to furnish a certificate to this effect from his/her employer.

Sr.D A.G/ D.A.G

(Appointing Authority)

Office Phone Numbers for contact-

ANNEXURE 'A'

To

Subject: Acceptance of the offer of appointment for the post of Auditor/Accountant-regarding.

Sir / Madam,

I do hereby accept the offer of appointment to the post of Auditor/Accountant on probation on the terms and conditions as mentioned in your letter No. -----dated -----

I request you to kindly arrange for my medical examination at the earliest / I am already serving in the Department ----- (Name of the Department) as ----- (Name of the post) under Central / State Govt. I was medically examined and found fit at the time of joining the said post. A certificate to this effect from my existing employer is enclosed.

My particulars are given as under:

Name -----

Father's Name -----

Complete Address (Clearly indicate the name of the District and PIN Code).

Date of birth by Christian era -----

Exact height (by measurement) in Centimeters -----

Personal marks for identification -----

Yours faithfully,

Date -----

(Signature of the candidate)
Phone No.-----

ANNEXURE "B"

1. I, Shri /Smt./Kum _____ hereby declare as under:-

- (i) That I am unmarried /a widower / a widow.
- (ii) That I am married and have only one wife living.
- (iii) That I am married and have more than one wife living.
- (iv) That I am married and during the life time of my spouse I have contracted another marriage.
- (v) That I am married and my husband has not other living wife, to the best of my knowledge.
- (vi) That I have contracted a marriage with a person who has already one wife or more living.

I, solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my application, I shall be liable to be dismissed from service.

Dated: _____

Signature : _____

Note: *Please delete the clauses not applicable.

MODEL PROFORMA FOR ISSUING OFFER OF APPOINTMENT

Subject: Offer of appointment to the post of Clerk/Data Entry Operator Grade 'A'.

Shri/Smt./Kumari -----
----- son / wife / daughter of Shri -----
----- is hereby offered appointment to the post of Data Entry Operator in the office
of the -----on the terms and conditions as
mentioned below:

1. The period of probation will be two years. This may, however, be increased at the discretion of the appointing authority / authority higher than the appointing authority. During the period of probation, his/her appointment will be purely temporary and governed by the CCS (Temporary Service) Rules 1965.
2. During probation period he/she shall have to pass a test in the Regional Language of the State to which he/she is posted as Data Entry Operator (in case he/she has not already passed an examination of matriculation standard in that language. {This is applicable to the officials posted in the Accountant General offices.})
3. While in service, he/she shall also have to pass a test in Hindi (in case he/she has not already studied Hindi as a subject upto Matriculation Standard) in terms of the Govt. of India orders for **In-Service Training** etc. under the **Hindi Teaching Scheme**.
4. He/She will be allowed to draw his/her pay and allowances as admissible under the CCS (Revised Pay) Rules-2016 i.e Pay of Rs.19900/- (Entry level) in level 2 for the post of Clerk/Pay of Rs. 25,500/- (Entry level) in level 4 for the post of Data Entry Operator Grade 'A'.
5. In case, he/she has not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide Govt. of India, Ministry of Finance Notification No. 5/7/2003-ECB&PR dated 22-12-2003 and subsequent orders / clarifications issued in this regard from time to time.
6. **On satisfactory completion of the probation period of two years, he/she will be eligible for confirmation in the Clerk/Data Entry Operator Grade 'A' cadre. The confirmation is also subject to his/her being considered fit in all respects for permanent retention in the service.**
7. **Before completion of probation period, your performance in sports shall be reviewed by a committee to be constituted for the purpose and your probation will be treated as completed or extended based on their report.**
8. **Clerk/DEO need not qualify in the type test before their appointment. However, after appointment they shall have to qualify in the type test conducted by the Department.**
9. She/he will give an undertaking at the time of joining that she/he will always take permission/ 'NOC' from your office/department for participation in any tournament and also before entering into an agreement to play on behalf of a private club or team. In case of grant of such permission, a clause would be inserted in the said agreement to the effect that she/he will play for her/his office and department as and when required.
10. He/she will be liable to be transferred to the office of the Comptroller & Auditor General of India or to any other offices within the IA&AD (existing or to be created in future) on such terms and conditions as the C &A.G of India may decide. Requests for transfer to any ex-cadre post or to any other organization within or outside Govt. of India

on deputation or on permanent absorption basis will be regulated by the instructions issued by the Govt. of India / CAG of India / cadre controlling authority from time to time. However, during the period of probation, requests for deputation etc. will not be entertained.

11. Her/his request for deputation to any other IA&AD office will be considered only after completion of probation and confirmation of service and will be subject to permission/NOC from Headquarters office.

12. Mutual transfers during first 10 years of service would be allowed between the same discipline of sports and only after completion of probation and confirmation in service.

13. He/she shall not be eligible for appointment to the post of Clerk/DEO Grade 'A', if
(i) he/she has entered into or contracted a marriage with a person having a spouse living, or
(ii) he/she having a spouse living has entered into or contracted a marriage with any person.

(He/she will have to give a declaration in this regard as shown in Annexure 'B').

14. His/her appointment to the post of Data Entry Operator Grade 'A' will be subject to him / her being found medically fit in accordance with the rules on the subject. He/She shall have to produce the medical fitness certificate issued by the Civil Surgeon/District Medical Officer or a Medical Officer of equivalent status of a Government Hospital. However, in such cases, where the candidates cannot make their own arrangement for obtaining the requisite medical fitness certificates from the Civil Surgeon/District Medical Officer or a Medical Officer of the equivalent status of a Government hospital, necessary arrangement for their medical examination will be made by the office concerned.

15. If, he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from, East Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the Republic of Tanzania, Zambia and Vietnam with the intention of permanently settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.

16. In case, he/she belongs to Scheduled Caste / Scheduled Tribe, he/she shall have to produce a certificate (in original) issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes / Scheduled Tribes. In case he/she belongs to OBCs, he/she also have to produce a certificate in original from the District Magistrate / Dy. Commissioner or any other competent authority specified in this regard.

17. The appointing authority would satisfy himself/herself about the authenticity of the certificates, produced by the candidate, from the certificate issuing authorities. If the verification reveals that the claim of the candidate to belong to SC / ST/OBC / not to belong to the creamy layer of the OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. The appointing authority should be kept informed of change of religion, if any, after the appointment.

18. If he/she is presently working under Central Govt./ State Govt./ Public Sector Undertaking, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and there is no objection to his/her appointment as Clerk/Data Entry Operator in the Indian Audit & Accounts Department.

19. No travelling allowance will be allowed for the journey to be taken up for the initial appointment.

20. If he/she is willing to accept the offer of appointment on the above mentioned terms and conditions, he/she should communicate his/her acceptance in the enclosed form in Annexure 'A' at once to the undersigned. For any further query in this regard, undersigned may be contacted on the phone number given below. He/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC certificates, age etc., for verification. If he/she had already undergone medical examination and his/her character and antecedents were got verified at the time of his/her initial appointment under the Central/State Government and intends to join the post of Clerk/Data Entry Operator after giving technical resignation, need not undergo medical examination again. However, he/she will be required to furnish a certificate to this effect from his/her employer.

21. Under normal circumstances, no request for extension to join the post of Clerk/Data Entry Operator Grade-A will be entertained. It is therefore, advisable not to enter into any unnecessary correspondence in this regard.

Sr.D A.G/ D.A.G / Director / Dy. Director
(Appointing Authority)

Office Phone Numbers for contact-

ANNEXURE 'A'

To _____

Subject: Acceptance of the offer of appointment for the post of Clerk/Data Entry Operator Grade 'A' -regarding.

Sir / Madam,

I do hereby accept the offer of appointment to the post of Clerk/Data Entry Operator Grade 'A' on probation on the terms and conditions mentioned in your letter No. -----dated -----.

I request you to kindly arrange for my medical examination at the earliest / I am already serving in the Deptt. ----- (Name of the Department) as ----- -- (Name of the post) under Central / State Govt. I was medically examined and found fit at the time of joining the said post. A certificate to this effect from my existing employer is enclosed.

My particulars are given as under:

Name -----

Father's Name -----

Complete Address: (Clearly indicate the name of the District and PIN Code).

Date of birth by Christian era -----

Exact height (by measurement) in Centimeters -----

Personal marks for identification -----

Yours faithfully,

(Signature of the candidate)

Date -----

Phone No.-----

ANNEXURE “B”

1. I, Shri /Smt./Kum _____ hereby declare as under:-

- (i) That I am unmarried /a widower / a widow.
- (ii) That I am married and have only one wife living.
- (iii) That I am married and have more than one wife living.
- (iv) That I am married and during the life time of my spouse I have contracted another marriage.
- (v) That I am married and my husband has not other living wife, to the best of my knowledge.
- (vi) That I have contracted a marriage with a person who has already one wife or more living.

I, solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my application, I shall be liable to be dismissed from service.

Dated: _____

Signature : _____

Note: *Please delete the clauses not applicable.

ATTESTATION FORM

Name of Post :

“WARNING” :

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

| |
|--|
| Affix signed passport size (5cmx7cm. approx.) copy of recent coloured photograph |
|--|

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent earlier, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.

| | |
|--|--|
| 1. Name in full (in block capitals) with aliases, if any. (Please indicate if you have added or dropped in any stage any part of your name or surname. | |
| 2. Present Address in full (i.e., Village, Thana and District or House Number, Lane/ Street/Road and Town)/ | |
| 3. (a) Home Address in full (i.e., Village Thana and District or House Number, Lane/Street/ Road and Town and name of District Headdquarters. | |
| (b) If Originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union. | |

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay

abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

| From | To | Residential address in full (i.e., Village, Thana and Distt. or House No. Lane/Street/Road and Town) | Name of the District Headquarters of the place mentioned in the preceding column |
|------|----|--|--|
| | | | |

| | Name | Nationality (by birth and/or by domicile) | Place of Birth | Occupation (if employed give designation & official address) | Present postal address (if dead give last address) | Permanent Home address |
|---------------------------------------|------|---|----------------|--|--|------------------------|
| Father (Name in full aliases, if any) | | | | | | |
| Mother | | | | | | |
| Wife/Husband | | | | | | |
| Brother (s) | | | | | | |
| Sister (s) | | | | | | |

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

| Name | Nationality (by | Place of | Country | in | Date from which |
|------|-----------------|----------|---------|----|-----------------|
|------|-----------------|----------|---------|----|-----------------|

| | | | | |
|--|---------------------------|-------|--|--|
| | birth and/or by domicile) | Birth | which studying/ living with full address | studying/ living in the country mentioned in previous column |
| | | | | |

6. Nationality :

7. (a) Date of Birth (a)
 (b) Present Age (b)
 (c) Age at Matriculation (c)

8. (a) Place of birth, District and State in which situated :

(b) District and State to which you belong. :

(c) District and State to which your father originally belong. :

9. (a) Your Religion.

(b) Are you a member of a Scheduled Caste/ Scheduled Tribe? Answer 'Yes or No'

10. Educational Qualification showing places of education with years in Schools and Colleges since 15th Year of age.

| Name of School/College with full address | Date of Entering leaving | Examination passed |
|--|--------------------------|--------------------|
| | | |
| | | |
| | | |
| | | |

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

| Period | Designation, emoluments and nature of employment | Full name and address of | Reasons for leaving previous |
|--------|--|--------------------------|------------------------------|
|--------|--|--------------------------|------------------------------|

| From | To | | employer | service |
|------|----|--|----------|---------|
| | | | | |

11. (b) *If the previous employment was under the Government of India, a State Government/an undertaking owned or controlled by the Government of India or a State Government/an Autonomous Body/University/Local Body.*

If you had left service on giving a month's notice under rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules were any disciplinary proceedings were framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your services actually terminated?

12. (a) Have you ever been arrested? Yes/No
- (i) (b) Have you ever been prosecuted? Yes/No
- (c) Have you ever been kept under detention? Yes/No
- (d) Have you ever been bound down? Yes/No
- (e) Have you ever been fined by a court of Law? Yes/No
- (f) Have you ever been convicted by a Court of Law for any offence? Yes/No
- (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? Yes/No
- (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/Selection? Yes/No
- (i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form? Yes/No
- (j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form? Yes/No
- (k) Have you ever been discharged/expelled/withdrawn from any training institution under the Government or otherwise? Yes/No

(ii) If the answer to any of the above mentioned questions is 'Yes', then give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this form.

NOTE :

- (i) Please also see the 'warning' at the top of this Attestation Form.
- (ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Names of two responsible persons of your locality or two references to whom you are known.
- 1.
 - 2.

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

Signature of candidate.....

Date.....

Place.....

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- (i) Gazetted Officers of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrates/Officers;
- (iv) Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- (v) Principal/Head-Master of the recognized School/College/Institution where the candidate studied last.
- (vi) Block Development Officer;
- (vii) Post-Masters;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari _____ son/daughter of Shri _____ for the last -----years_____months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date.....

Signature.....

Place.....

Designation or status and address

TO BE FILLED BY OFFICE

- (i) Name, designation and full address of the appointing authority.
- (ii) Post for which the candidate is being considered.

Annexure – XV

Format for review of performance-cum-fitness test for confirmation of probation of sportsperson recruited against sports quota

File/ Ref. No.

1. Personal Details of Sportsperson :

- (i) Name :
- (ii) Sex :
- (iii) Father's Name :
- (iv) Name of Sport :
- (v) Date of Birth :
- (vi) Age as on date of review of performance : ... Years...Months...Days
- (vii) Educational Qualification :
- (viii) Details of participation/achievement in sports :

| S. No. | Name of Championship (including IA&AD Tournament) | Venue | Dates of Championship | Name of Event in which participated | Performance | Medal/ Position |
|--------|---|-------|-----------------------|-------------------------------------|-------------|-----------------|
| (a) | | | | | | |
| (b) | | | | | | |
| (c) | | | | | | |

2. Details of Quota and Post against which candidate is being considered for confirmation of probation:

- (i) Name of Discipline :
- (ii) Date of joining under Sports Quota :
- (iii) Name of Post :
- (iv) Basic Pay :

3. Details of Trials & performance during Trials prior to review:

- (i) Date of Trials :
- (ii) Venue of Trials :
- (iii) Remarks of Coach/Veteran player of the discipline about performance :
- (iv) Remarks of Captain of the Team about performance :

4 . Details of fitness test: As per norms prescribed in Annexure-VII (i to v). The player has to qualify minimum time/distance as mentioned in the ibid annexure

5. Details of sports participation/achievements since joining duly supported by original certificates to be produced on the day of review of performance:-

| Sl.No. | Details of Certificate Checked up in Original |
|--------|---|
| (a) | |
| (b) | |
| (c) | |

6. **Recommendation/ Remarks:**
(Clearly mention, **SATISFACTORY** or **NOT SATISFACTORY** based on Fitness Test and participation/achievement in sports for confirmation of probation)

(Signature)

1. Coach/Veteran player of IA&AD Office Team of the concerned discipline

Name, Designation & Office

(Signature)

2. Captain of IA&AD Office Team of the concerned discipline

Name, Designation & Office

To

Group Officer i/c of Administration of the concerned office of the player

Annexure – 'XVI'

Proforma of the annual statement to be filled by each office regarding recruitment of meritorious sportspersons referred to in para 10 of the circular

Statement showing number of sportspersons appointed to Group C posts/services during the year ending 31st December (year)

| Sl No. | Name of Office | Number of sportspersons appointed to Auditor/Accountant Posts and name of the discipline | Number of sportspersons appointed to Clerks/DEO posts and name of the discipline | Total appointments made during the year (Col.No.3 plus 4) | Remarks |
|--------|----------------|--|--|---|---------|
| 1. | 2. | 3. | 4. | 5. | 6. |

Category-wise breakup of the sportspersons appointed during the year mentioned in Col. 5

1. Participation in International Competition (Senior & Junior).
2. Participation in National Competition (Senior & Junior).
3. Participation in All India Inter-University Tournaments.

Sr. DAG/DAG / Director/ Dy. Director (Admn)