

## Checklist to self-verify your GEN-EWS certificate

The benefit of reservation under GEN-EWS can be availed upon production of an Income & Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format (on the next page) shall only be considered valid.

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1stClass 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.
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Refer to the prescribed General-EWS certificate format, in this format there are 1 to 11 checkpoints which are indicated with red color (on the next page), which must be filled to ensure the correctness of the certificate. The certificate will be considered valid only if all the mentioned details are filled with valid data as described below :

- 1) **Certificate No.** should be mentioned
- 2) Date of issue: should be between **1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022.**
- 3) Valid for the year: The year should be **2021-22**
- 4) In this field, **Candidate's Name** should be mentioned
- 5) In this field, either **Father's/ Mother's/Husband's Name** should be mentioned
- 6) Since the certificate validity year is **2021-22**, the Financial Year must be **2020-21**
- 7) For I to IV in the format, all asset conditions should be mentioned in the certificate and all the asset conditions **must be exactly as per the format** (if different measurement units are used, the size should not be more than the size mentioned in the format)
- 8) In this field, **Candidate's name** should be mentioned
- 9) In this field, the **Caste** that the candidate belongs to, should be mentioned
- 10) The Signature & Seal of the Issuing Authority along with the name and designation of Issuing Authority should be mentioned
- 11) Candidate's recent passport size photo should be pasted and must be attested by the Issuing Authority

**Note: Before uploading your certificate, ensure that the scanned copy of your certificate fulfills all above requirements and the same should be easily readable**

Annexure-I

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

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. 1

Date: 2

VALID FOR THE YEAR 3

This is to certify that Shri/Smt./Kumari 4 son/daughter/wife of 5 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 6. 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; 7
- 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 8 belongs to the 9 caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

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Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

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\*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.

Annexure-I

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ 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

\*Note1: 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.