

Reference for Checklist to self-verify your SC / ST certificate

(Refer to the next page for description of "Point Numbers")

FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND SCHEDULED TRIBES (ST) CANDIDATES

1. This is to certify that Shri / Shirmati / Kumari* 1 _____ son / daughter*
of 2 _____ of Village / Town* 3 _____ District / Division*
4 _____ of State / Union Territory* 5 _____ belongs to the
6 _____ Scheduled Caste / Scheduled Tribe* under:

* The Constitution (Scheduled Castes) Order, 1950

* The Constitution (Scheduled Tribes) Order, 1950

* The Constitution (Scheduled Castes) (Union Territories) Order, 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 Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

* The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;

* The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

* The Constitution (Sikkim) Scheduled Castes Order, 1978;

* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Shrimati* 7 _____ father / mother* of Shri / Shrimati / Kumari*
8 _____ of Village / Town* 9 _____ in District / Division*
10 _____ of the State / Union Territory* 11 _____ who belong to
the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* in the State / Union
Territory* 12 _____ issued by the 13 _____ dated 14 _____.

3. Shri / Shrimati / Kumari* 15 and / or* his / her* family ordinarily reside(s)** in Village / Town* 16 of 17 District / Division* of the State Union Territory* of 18.

Signature: _____
Designation _____

(Seal of the Office)

Place: 20 State / Union Territory* 21

Date: 22

* Please delete the word(s) which are not applicable.

Applicable in the case of SC / ST Persons who have migrated from another State / UT.

IMPORTANT NOTES

The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste / Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and / or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).
6. Certificate issued by any other authority will be rejected.

Checklist for Self-Verifying Your SC/ST Certificate

To ensure the validity of your SC/ST certificate, follow the 22 checkpoints outlined below. All fields marked in red must be filled out accurately. The certificate will be considered valid only if all details are completed correctly:

1. **Candidate's Name:** Ensure this field contains your full name.
2. **Parent's Name:** Include either your Father's or Mother's name.
3. **Village/Town:** Enter the name of your village or town.
4. **District/Division:** Provide the name of your district or division.
5. **State/Union Territory:** Fill in the name of your state or union territory.
6. **Scheduled Caste/Tribe:** Specify the Scheduled Caste or Tribe. Check your caste/tribe is listed here:
 - o SC: [Social Justice Website](#)
 - o ST: [Tribal NIC List](#)
7. **Reference Certificate Holder's Name:** Enter the name of the person whose certificate your SC/ST certificate is based on.
8. **Candidate's Name (Repetition):** Reconfirm your name here.
9. **Village/Town of Reference Holder:** Provide the name of the village or town where the reference certificate holder resides.
10. **District/Division of Reference Holder:** Mention the district or division of the reference certificate holder.
11. **State of Reference Holder:** Specify the state of the reference certificate holder.
12. **Scheduled Caste/Tribe of Reference Holder:** State the Scheduled Caste or Tribe of the reference certificate holder.
13. **Authority of Reference Certificate Issuer:** Include the name of the authority who issued the reference certificate.
14. **Date of Issue of Reference Certificate:** Enter the date on which the reference certificate was issued.
15. **Candidate's Name (Repetition):** Confirm your name once more.
16. **Village/Town of Residence:** State the village or town where you and your family ordinarily reside.
17. **District/Division of Residence:** Specify the district or division where you and your family ordinarily reside.
18. **State/Union Territory of Residence:** Provide the name of the state or union territory where you and your family ordinarily reside.
19. **Signature & Designation of Issuing Authority:** Ensure this field contains the signature and designation of the issuing authority, along with the office seal (not required for digitally signed certificates).
20. **Place of Issue:** State the name of the place where the certificate was issued.
21. **State/Union Territory of Issue:** Provide the name of the state or union territory where the certificate was issued.
22. **Date of Issue:** Enter the date on which the certificate was issued.

Note: Before uploading your certificate, verify that the scanned copy meets all the above requirements and is clearly readable.