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GOVERNMENT OF MEGHALAYA
POLITICAL DEPARTMENT

NOTIFICATION

Dated Shillong, the 4th September, 2013.

No.POL. 97/74/Pt-I/199 – In continuation to this Department Notification No.POL.97/74/Part-I/190,dated 24.06.2013, the Government of Meghalaya is pleased to further include the standardized application forms [input] and the Certificate format[output] to be processed and issued by the office of Deputy Commissioners and Sub-Divisional Officers[Civil] in the State of Meghalaya for the following purposes with effect from the date of this Notification :

1. Application forms for issue of Certificate for recruitment in Armed/Para Military/Police Force [in put]
2. Application for issue of Residential Certificate for identity proof while travelling (especially for uneducated and unemployed) [input],
3. Format of Certificate for recruitment in Armed/Para Military/ Police Forces[output],
4. Format of Residential Certificate for identity proof while travelling (especially for uneducated and unemployed) [output]

The proforma for the aforesaid 'input' and 'output' formats are enclosed herewith.

The use of the above application and certificate formats will come into force with immediate effect.

Sd/-

[V.R. Syiem]

Joint Secretary to the Govt. of Meghalaya,
Political Department

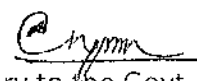
Memo. No. POL. 97/74/Part-I/199 –A,

Dated Shillong, the 4th September, 2013.

Copy to :-

1. P.S. to Principal Secretary to the Govt. of Meghalaya, Social Welfare Department for kind information of the Principal Secretary. A set of Standardized Application form and format of Certificate is enclosed/herewith for information.
2. All Deputy Commissioner/Sub-Divisional Officer [Civil] for information and appropriate action. . A set of Standardized Application form and format of Certificate is enclosed herewith for information.
3. The Director of Printing and Stationary, Meghalaya for publication in the next issue of the Meghalaya Gazette. A set of Standardized Application form and format of Certificate are enclosed herewith for information.
4. The SIO, NIC Meghalaya State Unit for information and appropriate action.

By order etc.,


Under Secretary to the Govt. of Meghalaya,
Political Department

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o/c

ANNEXURE - A

(195)

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER : EAST KHASI HILLS DISTRICT : SHILLONG
APPLICATION FORM - CERTIFICATE
FOR RECRUITMENT IN ARMED/ PARAMILITARY/POLICE FORCES
(Please use CAPITAL letters to fill in the application form)

Applicant's Name in full*: Shri/Smti/Kumari

(First Name)	(Middle Name)	(Last Name)
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Alias (if any): _____

Gender*: Male ☐ Female ☐

Date of Birth*: _____ (dd-mm-yyyy) Place of Birth: _____

Present Occupation (if any): _____

Permanent Address*

Locality*: _____

Village/Town*: _____

District*: _____

State*: _____

Post Office*: _____

Police Station/OutPost*: _____

Present Address Own House ☐

Rented House ☐

Locality*: _____

Village/Town*: _____

District*: _____

State*: _____

Post Office*: _____

Police Station/OutPost*: _____

In case of Rented House, Name of the House Owner: _____

Date from which the applicant is staying at Present Address: _____

Date and Address of First residence in Meghalaya*

Locality*: _____

Village/Town*: _____

District*: _____

Date*: _____

Have you migrated to this State from other State? If so, name the State and District from where migrated:

State: _____

District: _____

Date of Migration: _____ (dd-mm-yyyy)

Mobile No: _____

Email Address: _____

Parents Details

Father's Name in full*: _____

Father's Occupation: _____

Mother's Name in full*: _____

Mother's Occupation: _____

Father's Nationality: _____

Mother's Nationality: _____

Father's/ Mother's EPIC: _____

Name of the Institution(s) studied in Meghalaya (Enclose all Certificates): _____

Whether the Applicant has been convicted of any offence(s) (If Yes, give details): _____

Supporting Documents indicating why the certificate is required (Advertisement of Recruitment): _____

DECLARATION:

I do hereby declare that the statements made above are true to the best of my knowledge and belief. If these statements are found to be misrepresented or suppressed or the statement found falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

Date: _____

Signature of Applicant

Important Note:

- All columns marked with * are mandatory fields to be filled in.
- Please see the checklist for the documents to be enclosed.

For Office Use:

Verification checks before accepting the application:

1. All mandatory fields are filled in properly
 2. Signature of applicant & date of submission is mentioned
 3. Following necessary documents are to be submitted along with the application.
- i) Two Passport Size Photographs in white background ☐
 - ii) Birth Certificate/School Certificate ☐
 - iii) Any one of Residential Proof(Ration Card/patta/FPIC/
Electricity Bill/ Telephone Bills/Headman Certificate/Others ☐
 - iv) Proof of migration (if applicable) ☐
 - v) Certificates of all institutions in Meghalaya where Studied in ☐
 - vi) Supporting Documents to indicate why the
Certificate is required. ☐

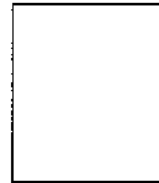
Verified & Accepted by:

Signature of Receiving Assistant & Date**Important Note:**

- All columns marked with * are mandatory fields to be filled in.
- Please see the checklist for the documents to be enclosed.

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
EAST KHASI HILLS DISTRICT:: SHILLONG

CERTIFICATE FOR RECRUITMENT IN ARMED / PARA MILITARY / POLICE FORCES



No. _____

Date _____

1. Certified that Shri/Smti/Kumari _____ son/daughter of
Shri. _____ and Smti. _____ is
residing at locality _____ Village/Town _____ Post
Office _____, Police Station _____, District East Khasi Hills,
State Meghalaya, Pin No _____.
2. This certificate is issued for the sole purpose of recruitment in the
Armed/Paramilitary/ Police Forces.
3. This does not constitute a Permanent Residence Certificate for any other purpose.

Deputy Commissioner
East Khasi Hills District,
Shillong.

Office Use:

Officials to use accepting the application:

1. All mandatory fields are filled in properly
2. Signature of applicant & date of submission is mentioned
3. Following necessary documents are to be submitted along with the application.

- i. Two Passport Size Photographs in white background ☐
- ii. Birth Certificate/School Certificate ☐
- iii. **Any one** of Residential Proof(Ration Card/patta/EPIC/
Electricity Bill/ Telephone Bills/Headman Certificate/Others ☐
- iv. Supporting Documents to indicate why Residential Certificate ☐
is required.

Verified & Accepted by:

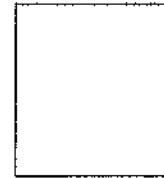
Signature of Receiving Assistant & Date

Important Note

- * Fields marked with * are mandatory fields to be filled in.
- * Please refer the checklist for the documents to be enclosed.

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
EAST KHASI HILLS DISTRICT
SHILLONG

RESIDENTIAL CERTIFICATE



No. _____

Date _____

Certified that Shri/ Smti/ Kumari _____ son / daughter
of Shri. _____ and Smti. _____ is a resident of
Locality _____ Village/ Town _____, under Police
Station/ Out Post _____, Post Office _____, East Khasi Hills
District, Meghalaya since _____.

This certificate is issued for the purpose of _____ only.

Deputy Commissioner,
East Khasi Hills District,
Shillong.