

CERTIFICATE

Subject: - Recruitment against the post of _____.

It is certified that as per recruitment rules of the post of _____,
Ministry/Division/Department _____,
notified vide SRO.----- dated _____, share of initial appointment vs promotion/ transfer is as
under:-

- (i) Initial appointment = _____
- (ii) Appointment by Promotion = _____
- (iii) Appointment by Transfer = _____

2. There are _____ sanctioned post of _____,

3. Number of vacancies/posts filled till date by:

- (i) Initial appointment = _____
- (ii) Appointment by Promotion = _____
- (iii) Appointment by Transfer = _____

4. Number of vacancies to be filled now by:

- (i) Initial appointment = _____
- (ii) Appointment by Promotion = _____
- (iii) Appointment by Transfer = _____

5. It is certified that the instant vacancy being requisitioned against the post of _____
falls against initial appointment (direct) quota as per share / percentage calculated above in terms of
existing Recruitment Rules notified vide SRO ----- dated _____.

Signature/ Stamp _____

Name _____

Designation of certifying Authority _____

(Not below the rank of Deputy Secretary/ BS-19 Officer)