

Instructions for the applicants in connection with important documents required while filling up application for appointment on compassionate grounds

The application has to be filled in very carefully. The figures in the relevant columns to be mentioned correctly based on the documents.

2. If any information / documents furnished is found to be false at any stage, application shall be rejected or appointment shall be terminated, if appointed and applicant shall be liable for criminal proceedings.

3. The applicants are advised to keep the following documents handy and readily available with them while filling up online application. **All the documents shall be self-attested by the applicants along with date.**

4. **Documents / Information of Deceased Employee required while applying (in JPEG format- Maximum size 200 KB)**

- Departmental ID Card of Deceased Employee (If departmental ID Card not available, Aadhaar Card of the deceased employee can be uploaded)
- Aadhaar Card of deceased employee
- Death Certificate of deceased employee
- Family Members Certificate (CGHS/Ration card/Form – 3 as per service records/ etc)
- Document mentioning Basic Family Pension Amount.
- Sanction Memo of Death Cum Retirement Gratuity (DCRG) Amount.
- Sanction Memo of Central Government Employee Group Insurance Scheme (CGEGIS) Amount.
- Sanction Memo in respect of GPF/NPS Amount.
- Sanction Memo of Leave Encashment Amount.
- Documents regarding PLI/LIC/Any Other Life Insurance Claim Amount.
- Immovable/Movable Property Income Certificate
- Immovable/ Movable Property Value Certificate
- Amount of Fixed deposits/bank deposits certificate
- Amount of Investments certificate
- Any other payments certificate.

Note: In Case any document pertaining to any claim amount is not available or the claim amount is not known, the applicant to upload a self-undertaking. In case departmental claim amount is awaited to be sanctioned, the same would be fill in by the Divisional Office.

B. Documents of Applicants/Family Members required while applying (in JPEG format- Maximum size 200 KB)

- ID Card of applicant (Aadhaar, PAN, Driving License, etc)
- Caste Certificate of all family members including applicant (if applicable)
- Date of Birth certificates of all family members including applicant.
- Educational qualification (Highest) certificate of applicant.
- PWD/Illness Certificate if applicable.
- Document mentioning monthly income of earning family member(s)

C. Photograph and Signature of applicant

- Recent Passport Size Photograph of Applicant in JPEG format (Max Size 50 KB)
- Signature of the candidate of Applicant in JPEG Format (Max Size 20 KB)