

**No. 36034/2/91-Estt.(SCT)**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

North Block, New Delhi  
Dated 3<sup>rd</sup> April, 1991

**OFFICE MEMORANDUM**

Subject: Form of Undertaking to furnished by Armed Forces personnel applying for  
Civil Posts under Ex-Servicemen category

The undersigned is directed to refer to the explanation below Rule 2 (c) of the Ex-Servicemen (Re-employment in Central Civil Services and Posts Rules, 1979 and the Notification of Personnel and Training Department No. 36034/5/85-Estt.(SC), dated 27.10.1986, according to which officials, who are working in Armed Forces and would come under Ex-Servicemen category after their retirement are permitted to apply for the re-employment, a year before their completing the prescribed period. The matter of applying uniform procedure for accepting the status of Ex-Servicemen for such employees as are working in Armed Forces Service and applying for civil posts on Re-employment basis, has been under consideration in this Department for some time. It has now been decided that in accordance with the above "clarification", a candidate working in Armed Forces would become eligible for applying civil posts only when he completes the prescribed period of Army Service within a year from the last date for receiving application in connection with Special Recruitment/Examination, etc., prescribed by the Competent Authority.

2. The pro forma of the certificate to be submitted along with the application form is given below. [*Vide* Appendix- 2]
3. Since the appointment of such a candidate is subject to his submitting documentary evidence that he has been duly released/retired/discharged from the Armed Forces and qualified as an Ex-Serviceman in terms of the rules *ibid*, such a candidate shall be required to submit along with his application an undertaking duly signed by him in the following format: - [*vide* Appendix- 3]
4. Director-General, (Resettlement) is being requested separately to advise the various Rajya/Zilla Sainik Boards regarding furnishing of documentary evidence to eligible ex-servicemen.

**APPENDIX-2**

**PROFORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS**

I hereby, with the information available, certify that Shri.....  
..... (Name) No. .... (Rank) would complete prescribed period  
of appointment on ..... (Date)

Place:  
Dated:

Signature  
Commanding Officer

Office Seal

**APPENDIX-3**

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING  
FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharges from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Signature of Candidate

Dated: