# The required certificates to be obtained from concerned Authorities

1. **Age certificate:** The applicant should upload age proof certificate obtained from the authorities mentioned below.

   - Birth Certificate from Local Bodies, respective Tahsildar, Sub-Registrar and Registrar of Birth and Death, School leaving certificate or School T.C. issued by the Educational Institution.

   - In case of uneducated person, age certificate issued by the Registered Medical Practitioner not below the rank of Assistant Civil Surgeon.

2. **Nativity Certificate:** The applicant should upload a nativity certificate in the usual form obtained from the Local Regular Tahsildar.

   Note: The Persons working in the Defence Service are exempted from producing the nativity certificate in the usual form. It is enough if the Defence department endorses the declarations given by the Defence personnel to the effect that he is Native of Tamil Nadu (G.O.Ms.No.1624. dated 30.10.1987)

3. **Income Certificate:** The monthly salaried persons employed in the Government/Quasi Government/Public undertakings/Private institutions companies etc., should upload the income certificate duly obtained from the respective department/Officers.

   Others should obtain the income certificate from any officer not below the rank of Tahsildar of Revenue Department or Class-A Officers in the Departments in State/Central Government or IT assessment returns in form 16 attested by the Chartered Accountants.

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4. **Community Certificate:** Scheduled Caste/Schedule Tribe/Dobbies & Barbers applicants should obtain the community certificate from respective Revenue Divisional Officers.

5. **Certificate prescribed for Journalist:** A working Journalist means a person whose principle Advocation is that of a Journalist and who is employed as such in or relation to any newspapers establishment and includes an editor, sub-editor, writer, copy tester, reporter, correspondent, cartoonist, letter writer, News Editors, News Photographer and proof reader, but does not include any such person who,

   1. Is employed mainly in a managerial or administrative capacity.

   2. Being employed in a supervisory capacity performs either by the nature of the duties attached to his office or by reason of the powers vested in him, functions mainly of a managerial nature as defined in section 2(f) of the Working Journalist (Conditions of service and Miscellaneous Provision) Act 1955.

   They should obtain a certificate from DIPR, Chennai.

   (G.O. Ms. No. 703, Housing & Urban Development Department, dated 17.08.1981)

6. **Proof of Certificate for Reservation:** If applicable, obtain a certificate from the concerned authority as proof of reservation. This certificate is required to validate your reservation claim.

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