

Ref. No. ....

Date of Issue .....

**CERTIFICATE OF WORKING SINGLE LADY**

This is to certify that Ms. ....(name of employee),  
.....(post), a permanent employee of NVS since  
..... and posted in this JNV since ....., is covered  
under priority category of **“SINGLE LADY”** on account of being  
.....(unmarried/divorcee).

This certificate is based on the declaration/legal documents submitted  
by the employee and necessary entry made in the service book of the  
employee concerned.

Sign. of the Competent Authority

Name: .....

Post held: .....

Official Seal .....

**Note:**

1. It is to be noted that the said format of the certificate be neatly typed on official letter head of the JNV and must contain the reference / dispatch no. of the office as well as the date of issue of the certificate so that the veracity of the certificate could be verified from the issuing authority / office.
2. **Employee claiming priority under “single Lady” category is required to submit fresh/latest certificate every year.**
3. Certificate with incomplete and improper statement will summarily be rejected.
4. **It is to be noted that as per provisions, employees of NVS, covered under “Single Lady” category are eligible for benefit of transfer on priority at par with NVS Spouse. Therefore, the issuing authority must provide correct information in every respect.**