

**CERTIFICATE OF SINGLE LADY TO BE FURNISHED BY NVS EMPLOYEE CLAIMING PRIORITY**  
**(NEATLY TYPED ON THE LETTER HEAD OF THE ORGANISATION WITH REF. NO. & DATE OF ISSUE)**

Ref. No. ....

Date of Issue .....

**CERTIFICATE OF SINGLE LADY**

This is to certify that Ms. .... (name of employee)  
..... (post), a permanent employee of NVS since (date of joining)  
..... and posted in JNV ..... since (date of joining)  
....., is covered under priority category of **“SINGLE LADY”** on  
account of being ..... (**Widow / Unmarried Lady / Divorced  
Lady**).

This certificate is based on the verification of death certificate of spouse (in  
case of Widow) / declaration (unmarried lady) / legal documents (legal decree of  
separation) obtained from the employee and verified from the relevant entry made  
in the service book of the employee concerned.

**Vice Principal / SMT  
(Verifying Authority)**

**Name:** .....

**Designation:** .....

**Principal  
(Countersigning / Issuing Authority)**

**Name:** .....

**Official Seal:** .....

**Please note:**

1. **Employee claiming priority under “Single Lady” category is required to submit fresh / latest certificate in the prescribed format only.**
2. **Widow:** The employee claiming Single Lady being widow, must also upload the death certificate of the spouse along with this certificate.
3. **Divorced Lady:** The issuing authority must obtain from the claimant, the decree of court of law confirming legal separation from spouse. Such document must be kept in personal file and relevant entry made in the service book of the employee. **Any ongoing legal proceedings of separation, if subjudice/under trial, does not entitle the claimant to come under ambit of divorced lady.**
4. Certificate, improper in any respect will summarily be rejected and bound to be taken into disciplinary / IPC proceedings against user and issuing authority through proper channel.
5. Any employee willing to claim status of **“Protected Deemed”** or willing to get **“transfer-on-priority”** must submit relevant certificate to the Principal of his/her JNV, prior to declaring vacancy on portal in online vacancy module.
6. The lady employee entering into marriage / remarriage at any point of time prior to cut off date of the year of transfer drive shall lose her claim of being “Single Lady” for the transfer drive of the year & onwards. The Principal is entrusted to update the RO / NVS HQ in this regard.