

|  |   |  |
|--|---|--|
| <br> | <p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय<br/> <b>Office of the Principal Chief Commissioner of GST &amp; Central Excise</b><br/> तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल<br/> <b>Tamilnadu &amp; Puducherry, Chennai Zone</b><br/> जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034<br/> <b>GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai -600 034</b><br/> ई-मेल / Email: ccaestt-prcco@gov.in/cca.estt.section@gmail.com<br/> दूरभाष / Ph: 28331011 फैक्स / Fax: 044-28331050/1015</p> | <br> |
|--|---|--|

GCCO/CCA/RECR/47/2023-CCAESTT

Date : .01.2024

**सूचना / NOTICE**

दूसरा - एमटीएस और हवलदार परीक्षा, 2022 के परिणाम के आधार पर एसएससी द्वारा नियुक्ति के लिए अनुशंसित निरीक्षकों (जीएसटी और केंद्रीय उत्पाद शुल्क) का आवंटन - दस्तावेज सत्यापन के लिए कॉल लेटर - संबंध में।

Sub: **2<sup>nd</sup> Chance** - Allocation of Havaladar (GST & Central Excise) recommended for appointment by the SSC on the basis of result of MTS & Havaladar Examination, 2022 – Call letter for Documents Verification - Reg.

Ref: This Office letter even no. dated 12.11.2023.

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The following candidates recommended by the Staff Selection Commissioner for appointment to the post of Havaladar on the basis of result of MTS & Havaladar Examination, 2022 in Tamil Nadu & Puducherry Zone as detailed below :

| Sl. No. | ROLL NO.   | Rank     | NAME OF THE CANDIDATE | DATE OF BIRTH |
|---------|------------|----------|-----------------------|---------------|
| 1       | 8204005793 | SL/1137  | G RAHUL VIJAY         | 11/08/1998    |
| 2       | 3009065589 | SL/1924  | PRATYUSH KUMAR YADAV  | 31/12/1995    |
| 3       | 9211006025 | SL/10265 | VISHNU G              | 22/05/1984    |

2. इस संबंध में, उम्मीदवारों को 08.01.2024 को सुबह 10.00 बजे जीएसटी और केंद्रीय उत्पाद शुल्क के प्रधान मुख्य आयुक्त के कार्यालय, 26/1, महात्मा गांधी रोड, नुंगमबक्कम, चेन्नई - 600 034 पर रिपोर्ट करने का दूसरा मौका दिया जाता है। असफल। उम्मीदवारों को सलाह दी जाती है कि वे डीवी में भाग लेने के लिए कम से कम 2 दिनों के लिए अपने यात्रा कार्यक्रम की योजना बनाएं।

In this regard, the Candidates are given a **Second chance to report on 08.01.2024 at 10.00 A.M** to report at Office of the Principal Chief Commissioner of GST & Central Excise, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034 without fail. Candidates are advised to plan their itinerary for at least 2 days so as to attend DV.

3. अनुप्रमाणन प्रपत्र विधिवत् भर कर दस्तावेज सत्यापन/शारीरिक क्षमता परीक्षा के समय तीन प्रतियों में बिना किसी चूक के अधोहस्ताक्षरी को प्रस्तुत किए जाने चाहिए।

The Attestation Form, in triplicate, may be duly filled in all respects (by hand only) and produced at the time of document verification to the undersigned without fail.

4 . अभ्यर्थियों को निर्देश दिया जाता है कि वे दस्तावेज सत्यापन/शारीरिक क्षमता परीक्षा के समय

निम्नलिखित दस्तावेज़ तिन प्रतियों के साथ अवश्य प्रस्तुत करें:

The candidates should bring the following documents (in original) along with 1 set of photocopy at the time of Document Verification

जन्मतिथि दर्शाते हुए मैट्रिक / हाई स्कूल प्रमाण पत्र।

a) Matriculation / High School Certificate showing Date of Birth

शैक्षिकयोग्यता के समर्थन में शैक्षणिक प्रमाण पत्र।

b) Academic Certificates in support of Educational Qualification.

छायाप्रतियों के साथ निर्धारित प्रपत्र में अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग के मामले में मूल जाति / समुदाय प्रमाण पत्र।

c) Original Caste/ Community Certificate in case of SC/ST/OBC in the prescribed form along with the photocopies.

विकलांग व्यक्ति (दिव्यांगजन) अभ्यर्थी के मामले में प्रमाण पत्र।

d) Certificate in case of Person with disabilities (Divyangjan) candidate.

ई.डब्ल्यू.एस अभ्यर्थी के मामले में आय और संपत्ति प्रमाण पत्र।

e) Income and Assets Certificate for EWS Category Candidate.

केन्द्र या राज्य सरकार के दो राजपत्रित अधिकारियों या वृत्तिकाग्राही मजिस्ट्रेट से चरित्र प्रमाण पत्र। (मूल में 3 सेट)

f) Character Certificate from two Gazetted officers of the Central or State Government or Stipendiary Magistrates. (3 sets in original for minimum 2 years)

केन्द्र या राज्य सरकार के राजपत्रित अधिकारियों या वृत्तिकाग्राही मजिस्ट्रेट से पहचान प्रमाण पत्र। (मूल में 3 सेट)

g) Identity Certificate from a Gazetted officer of the Central or State Government or Stipendiary Magistrates. (3 sets in original for minimum 2 years)

स्वस्थता प्रमाण पत्र उस चिकित्सक से प्राप्त किया जाना है जो सिविल सर्जन के पद से नीचे न हो। महिला उम्मीदवारों को प्रमाण पत्र महिला चिकित्सक प्राप्त किया जाना है जो सिविल सर्जन के पद से नीचे न हो। (अनुलग्नक 'ख')

h) Certificate of Fitness from a physician not below the rank of a Civil Surgeon. Female candidates should get the certificate from a female physician not below the rank of a Civil Surgeon. (Annexure 'A')

वर्तमान में केन्द्र सरकार / राज्य सरकार, स्वायत्त निकाय और सार्वजनिक क्षेत्र के उपक्रम के तहत किसी भी कार्यालय में कार्यरत होने की स्थिति में पिछले नियोक्ता से सेवा-मुक्ति प्रमाण पत्र। इस नोटिस के संदर्भ में प्रमाण पत्र प्राप्त किया जाना है।

i) Discharge Certificate/ NOC to attend DV from previous employer in case the candidate

I/1770130/2024

is employed in any of the offices under the Central Government/State Government, Autonomous Body, and Public Sector Undertaking presently. The certificate should be obtained with reference to this Notice.

भूतपूर्व सैनिकों के मामले में सेवा-मुक्ति प्रमाण पत्र।

j) Discharge Certificate in case of Ex-Servicemen.

ट) आधार कार्ड और पैन कार्ड।

k) Aadhar card and PAN Card.

5 से.मी x 7 से.मी आकार की रंगीन तस्वीरों की 3 सेट अनुप्रमाणन प्रपत्रों पर चिपकाए जाने हैं ।

l) 3 Sets of Colour photographs of size 5cm x 7cm to be pasted on the Attestation Forms.

m) 3 Sets of Colour passport size photographs.

6 . दस्तावेज़ सत्यापन/शारीरिक परीक्षा के लिए निर्धारित तिथि को उपस्थित नहीं होने की स्थिति में ऐसा माना जाएगा की अभ्यर्थी विभाग में नियुक्ति का इच्छुक नहीं है तथा उसके आवंटन को निरस्त किया जाएगा।

In the event of not reporting on the prescribed date for the Document Verification, it will be presumed that you are not interested in accepting the offer of appointment in the department and your nomination will be treated as cancelled.

7. अभ्यर्थियों के लिए स्पीड पोस्ट द्वारा अलग से सूचना भेजी जा रही है। भेजे गए सूचना पत्रों के न मिलने पर भी अभ्यर्थी उनके नामों के आगे दी गई तारीखों पर शारीरिक मानक/परीक्षा के लिए उपस्थित हो सकते हैं। अभ्यर्थी संलग्न सत्यापन प्रपत्रों को डाउनलोड कर सकते हैं और विधिवत् भरे गए प्रपत्रों को शारीरिक क्षमता परीक्षा में उपस्थिति होने के समय प्रस्तुत कर सकते हैं।

Separate intimation to the candidates is being dispatched by Registered Post & Email. The candidates may attend the physical standard/ tests on the dates mentioned above even in case they do not receive the dispatched copies of information letters. The candidates may download the enclosed attestation forms and submit the duly filled in forms at the time of Document Verification. All forms along with this Notice may be downloaded from <https://gstchennai.gov.in/promotion-posting-transfer.php>.

8. अपरिहार्य परिस्थितियों में दस्तावेज़ सत्यापन/शारीरिक परीक्षा की तिथियों में बदलाव किया जा सकता है। अतः अभ्यर्थियों को सलाह दिया जाता है के वे चेन्नई केन्द्रीय उत्पाद शुल्क की वेबसाइट व अपने ईमेल को नियमित रूप से देखते रहें।

In the event of unavoidable circumstances, the Document Verification may be postponed/ rescheduled. Accordingly, candidates are advised to keep checking the website of Chennai Central Excise and their individual email.

Signed by

Jayapriya Dharanipathi

Date: 05-01-2024 17:38:19

(डी जयाप्रिया / D JAYAPRIYA)

अपर आयुक्त / ADDITIONAL COMMISSIONER (प्र.मु.आ.का. / PCCO)

सेवा में / To

अभ्यर्थियों को (अलग्नक 'क' पर दी गई सूची के अनुसार)

The candidates.

संलग्न / Encl:

1. अनुलग्नक 'क' / Annexure 'A' (Medical Certificate)
2. अनुप्रमाणन पत्र / Attestation Form
3. चरित्र प्रमाण पत्र / Character Certificate
4. पहचान प्रमाण पत्र / Identity Certificate
5. वैवाहिक स्थिति प्रमाण पत्र / Marital Status Certificate
6. ओबीसी घोषणा की स्थिति // OBC Declaration Status

सभी प्रपत्र एवं संलग्नक चेन्नई केन्द्रीय उत्पाद शुल्क की वेबसाइट -  
<https://gstchennai.gov.in/promotion-posting-transfer.php> से डाउनलोड किए जा सकते हैं

All forms & enclosures can be downloaded from Chennai Central Excise Website -  
<https://gstchennai.gov.in/promotion-posting-transfer.php>

प्रतिलिपि / Copy to:

अधीक्षक (कंप्यूटर अनुभाग), प्र० मु० आ० कार्यालय, चेन्नई वेबसाइट पर प्रदर्शित करने हेतु ।

The Superintendent (Computer Section), Pr.CCO for displaying on the website.

**PRO FORMA-I**

**(A) Candidate's Statement/Declaration**

The candidate must make the statement required below prior to his/her medical examination and must sign the Declaration appended thereto.

1. State your name in full ..... (in block letter)

State your age ..... and birth place.....

2.(a) Do you belong to Scheduled Tribe or to races such as Gorkhas, Garhwalis, Assamese, Nagaland Tribes, etc., whose average height is distinctly lower.

[Answer 'Yes' or 'No', and if the answer is 'Yes' state the name of the race.]

3.(a) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis?

OR

(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment?

4. When were you last vaccinated?

5. Have you suffered from any form of nervousness due to overwork or any other cause?

6. Furnish the following particulars concerning your family:

| Father's age if living and state of Health | Mother's age if living and state of Health | Father's age at death & cause of death | Mother's age at death & cause of death | Number of Brothers/Sisters living, their ages & state of health | Number of Brothers/Sisters dead, their age and cause of death |
|--|--|--|--|---|---|
|  |  |  |  |   |   |

7. Have you been examined by a Civil Surgeon/ CMO for medical before?

8. If answer to the above is yes. please state what Service/ Services you were examined for?

9. Who was the examining authority?

10. When and where was the Medical held?

11. Result of the Medical Examination, if communicated to you or if known.

12. All the above answers are to the best of my knowledge belief, true and correct and I shall be liable for action under law for any material infirmity in the information furnished by me or suppression of relevant material information. The furnishing of false information or suppression of any factual information would be a disqualification and is likely to render the candidate unfit for employment under the Government. If the fact that false information has been furnished or that there has been suppression of any factual information comes to notice at any time during the service of a person, his services would be liable to be terminated.

Candidate's signature

Signed in my presence

Signature of the CMO/Civil Surgeon

**Report of the Medical on .....**

(Name of the Candidate)

**PHYSICAL EXAMINATION**

1. General Development: Good..... Fair ..... Poor.....

Nutrition: Thin..... Average.....Obese.....

Height (without shoes) ..... Weight.....

Any recent change in weight? .....

Temperature .....

Girth of Chest: -

(a) (After full inspiration) .....

(b) (After full expiration) .....

2. Skin: Any obvious disease .....

3. Eyes: (1) Any disease .....

(2) Night Blindness .....

(3) Defect in colour vision .....

(4) Field of vision

(5) Visual Acuity

(6) Fundus examination

| Acuity of Vision |      | Naked Eye | With Glasses | Strength of Glasses |      |      |
|------------------|------|-----------|--------------|---------------------|------|------|
|                  |      |           |              | Sp.                 | Cyl. | Axis |
| Distant Vision   | R.E. |           |              |                     |      |      |
|                  | L.E. |           |              |                     |      |      |
| Near Vision      | R.E. |           |              |                     |      |      |
|                  | L.E. |           |              |                     |      |      |

Hypermetropia (Manifest)

R.E.

L.E.

4. Ears: Inspection ..... Hearing      Right Ear .....

Left Ear .....

5. Glands ..... Thyroid .....

6. Condition of teeth .....

7. Respiratory System: Does physical examination reveal anything abnormal in the respiratory organs? If yes, explain fully.

CIRCULATORY SYSTEM

8. (a) Heart: Any organic lesions?

Rate ..... Standing .....

After hopping 25 times .....

2 minutes after hopping .....

(b) Blood pressure: Systolic ..... Diastolic .....

9. Abdomen: Girth..... Tenderness ..... Hernia .....

(a) Palpable: Liver .....Spleen .....Kidneys ..... Tumors.....

(b) Haemorrhoids ..... Fistula .....

10. Nervous system: Indications of nervous or mental disability

11. Locomotor System: Any abnormality.

12.

| Genito Urinary System        | Any evidence of hydrocele varicocele, etc. |
|------------------------------|--|
| (a) Physical appearance..... |  |
| (b) Sp. Gr.....              |  |
| (c) Albumin.....             |  |
| (d) Sugar.....               |  |
| (e) Casts.....               |  |
| (f) Cells.....               |  |

13. Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service for which he/she is a candidate?

*NOTE. In the case of female candidate: If it is found that she is pregnant of 12 weeks standing or over, she should be declared temporarily unfit, vide Regulations 9.*

14. (i) State the Services for which the candidate has been examined.

- (a) Indian Administrative Service and Indian Foreign Service.
- (b) Indian Police Service and Delhi and Andaman and Nicobar Islands Police Service.
- (c) Central Services, Groups A and B.

(ii) Has he/she been found qualified in all respects for the efficient and continuous discharge of his/her duties in.

- (a) Indian Administrative Service and Foreign Service.
- (b) IPS and Delhi and Andaman and Nicobar Islands Police Service (see especially height, chest, girth, eye sight, colour blindness and locomotive system).
- (c) Indian Railway Traffic Service (see especially height, chest, eye sight, colour blindness).
- (d) Other Central Services, Groups 'A' and 'B'.

(iii) Is the candidate fit for Field Service.

NOTE. (I) The Civil Surgeon/CMO should record their findings under one of the following three categories:

- (i) Fit .....
- (ii) Unfit on account of .....
- (iii) Temporarily unfit on account of .....

NOTE (II) The candidate has not undergone chest X-ray test. In view of this, the above findings are not final and are subject to the report on chest X-ray test.

Place:

Date:

Signature

Civil Surgeon/CMO

**PRO FORMA -II**

**Candidates's Statement/ Declaration**

- 1. State your Name:  
(in block letters) .....
- 2. Roll No.: .....

Candidate's Signature

Signed in my presence

Signature of the Civil Surgeon /CMO

*To be filled in by the Civil Surgeon /CMO*

NOTE. - The Civil Surgeon/CMO record their findings under one of the following three categories in respect of Chest X-ray test of the Candidate.

Name of the Candidate.....

- (i) Fit .....
- (ii) Unfit on account of .....
- (iii) Temporarily unfit on account of .....

Place

Date:

Signature

Civil Surgeon/CMO

To,  
The Principal Chief Commissioner,  
GST and C. Excise,  
Pr. CCO, Chennai

Sir,

Subject: Preference for Posting on selection as Inspector/ Tax Assistant/ Executive Assistant of GST & C. Excise through SSC CGLE Examination – reg

\*\*\*\*\*

I \_\_\_\_\_, (Sl. No. \_\_\_\_\_) have attended the Document Verification on \_\_\_\_\_ on selection as Inspector/ Tax Assistant/ Executive Assistant of GST & C. Excise through SSC CGLE Examination and hereby exercise the following option/ preference of station for allocation of Posting within CGST, Tamilnadu and Puducherry Zone.

|           |  |
|-----------|--|
| Option 1: |  |
| Option 2: |  |
| Option 3: |  |
| Option 4: |  |
| Option 5: |  |
| Option 6: |  |

Special Reasons (if any):

Signature of Candidate with Date:

Name:

Roll No:

Rank:

Ph. No.:

---

Please choose from the following Stations:

1. Chennai
2. Puducherry
3. Coimbatore
4. Madurai
5. Salem
6. Trichy

(P.S. – The choice of Posting is for Administrative information only.)

**Form of declaration to be submitted by OBC Candidate**  
**(in addition to the community certificate)**

I, \_\_\_\_\_ Son/Daughter of Shri.  
\_\_\_\_\_ Resident of village/town/city  
\_\_\_\_\_ district \_\_\_\_\_

State \_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ community which is recognized as a backward class  
by the Department of Personnel and Training Office memorandum No. 36012/22/93-  
Estt.(SCT) dated 08.09.1993. It is also declared that as on closing date I do not belong  
to persons/sections (Creamy layer) mentioned in column 3 of the Schedule to the  
above referred memorandum dated 08.09.1993, O.M. No. 36033/3/2004-Estt.(Res.)  
dated 9<sup>th</sup> March, 2004, O.M No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October, 2008  
and O.M. No. 36033/1/2013-Estt. (Res.) dated 27<sup>th</sup> May, 2013.

Signature of the Candidate:

Full Name: .....

~~Roll No:~~ .....

Place:.....

Date:.....

Declaration / Undertaking not signed by Candidate will be rejected.

FORM OF DECLARATION (APPLICABLE TO BOTH SEXES)

Shri / Smt. / Kumari \_\_\_\_\_ declares:

- i) That I am unmarried / a widower / a widow.
- ii) That I am married and have only one spouse living.
- iii) That I have entered into and contracted a marriage with another person having a living spouse. Application for grant of exemption is enclosed.
- iv) That I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date:

Signature

**NOTE:** Please delete clause / clauses not applicable.

\* applicable in the case of clause (i), (ii) & (iii) only.

Application for grant of exemption (vide Para 1 (iii) & (iv) of the declaration)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of a person having more than one wife living / wife who is married to a person already having one or more living.

Yours faithfully,

Signature

## IDENTITY CERTIFICATE

CETIFICATE TO BE SIGNED BY ONE OF THE FOLLOWING:-

- i) Gazetted Officers of Central of State Government.
- ii) Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent/guardian is ordinarily resident:
- iii) Sub-Divisional Magistrate/Officers
- iv) Tahsildars or Naib/Deputy Tahsildars authorized to exercise Magisterial powers;
- v) Principal/Headmaster of the recognised School/College/Institution where the candidate studied last.
- vi) Block Development Officers      vii) Post Masters      viii) Panchayat Inspectors

Certified that I have known Shri./Smt/Kum. \_\_\_\_\_

son/daughter of Shri. \_\_\_\_\_ for the past \_\_\_\_\_ years and \_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

PLACE:

SIGNATURE

DATE:

Designation or Status & Address

TO BE FILLED BY THE OFFICE

- i) Name, Designation and Full Address of the appointing authority
- ii) Post for which the candidate is being considered

## ATTESTATION FORM

|   |   |  |             |
|---|---|--|-------------|
| <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>Affix signed</b><br/>passport size<br/>(5cms X 7 cms)<br/>approx copy of<br/>recent photograph</p> </div> | <p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p>   | <p style="text-align: center;"><b>“WARNING”</b></p> <p>The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.</p> <p>If detained, arrested, prosecuted, bound down, fines convicted, debarred, acquitted etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent earlier, failing which, it will be deemed to be suppression of factual information.</p> <p>If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.</p> |             |
| 1   | Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname | <b>Surname</b>   | <b>Name</b> |
| 2   | Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town):  |  |             |
| 3(a)  | Home Address in full (i.e. Village, Thana and District, or House Number, Lane/Street/ Road and Town and name of District Headquarters)              |  |             |
| (b)   | If originally a resident of Pakistan / Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.  |  |             |
| 4   | Adhaar Card No. (if available)  |  |             |
| 5   | PAN No. (if available)  |  |             |
| 6   | Nationality   |  |             |
| 7.(a)   | Date of Birth   |  |             |
| (b)   | Present Age   |  |             |
| (c)   | Age at Matriculation  |  |             |
| 8. (a)  | Place of birth, district and state in which situated  |  |             |

|          |   |   |                |   |   |                        |
|----------|---|---|----------------|---|---|------------------------|
| (b)      | District and State to which you belong  |   |                |   |   |                        |
| (c)      | District and State to which your father originally belong   |   |                |   |   |                        |
| 9.(a)    | Your Religion   |   |                |   |   |                        |
| (b)      | Are you a member of a Scheduled Caste /Scheduled Tribe/ Other Backward Classes ? (Answer Yes/No)  |   |                |   |   |                        |
| 10       | Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after the age of 21 years should be given: |   |                |   |   |                        |
| From     | To  | Residential address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town) |                | Name of the District Headquarters of the place mentioned in the preceding Column. |   |                        |
|          |   |   |                |   |   |                        |
| 11.      | Name (in full & aliases if any)   | Nationality (by birth or domicile)  | Place of birth | Occupation, if employed, give designation and official address                    | Present postal address (if dead, give last address) | Permanent Home address |
| a)Father |   |   |                |   |   |                        |
| b)Mother |   |   |                |   |   |                        |
| c)Spouse |   |   |                |   |   |                        |

|   |  |   |  |  |
|---|--|---|--|--|
| 12.                                       | Information to be furnished with regard to son(s) and/or daughter(s), in case they are studying/living in a Foreign Country:   |   |  |  |
| Name                                      | Nationality (by birth or by domicile)  | Place of birth                                      | Country in which studying/living with full address | Date from which studying/ living in the country mentioned in the previous column |
|   |  |   |  |  |
| 13.                                       | Educational Qualification showing places of education with years in Schools and Colleges since 15 <sup>th</sup> year of age.   |   |  |  |
| Name of School/ College with Full Address |  | Date of entering                                    | Date of leaving                                    | Examination passed   |
|   |  |   |  |  |
| 14. (a)                                   | Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a Public Sector Undertaking or a private firm or Institution? If so, give full particulars with date of employment up-to-date  |   |  |  |
| Period                                    |  | Designation and Emoluments and nature of Employment | Full Name and Address of Employer                  | Reasons for leaving previous service   |
| From                                      | To   |   |  |  |
|   |  |   |  |  |
| 14.(b)                                    | <p>If the previous employment was under the Government of India/State Government/ Undertaking owned or controlled by the Government of India or a State Government/an autonomous body/University/Local Body.</p> <p>If you have left service on giving a month's notice under Rule 5 of CCS (Temporary Service) Rules 1965, or any similar corresponding rules, where any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice to termination of service, or at a subsequent date(s), before your service actually terminated?</p> |   |  |  |

|   |   |  |        |
|---|---|--|--------|
| 15. (i)   | (a)   | Have you ever been kept under detention?   | Yes/No |
|   | (b)   | Have you ever been arrested?   | Yes/No |
|   | (c)   | Have you ever been prosecuted? (i.e. has a charge sheet in a criminal case been filed against you in any court of law)   | Yes/No |
|   | (d)   | Is any original case pending against you in any Court of Law at the time of filling up this Attestation Form?  | Yes/No |
|   | (e)   | Have you ever been convicted by a Court of Law for any offence?  | Yes/No |
|   | (f)   | Whether discharged/expelled/withdrawn from any training/institution under the Govt. or otherwise.  | Yes/No |
|   | (g)   | Have you ever been rusticated by any University or any other educational authority/ institution.   | Yes/No |
|   | (h)   | Have you ever been debarred / disqualified by any Public Service Commission/ Staff Selection Commission for any of its examinations/selections?  | Yes/No |
| (ii)  |   | If the answer to any of the above mentioned is 'YES', give full particulars of the case/arrest/detention/fine/conviction sentence/punishment etc., and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this attestation form |        |
|   |   |  |        |
| Notes:  | (i)   | Please also see the 'WARNING' at the top of this attestation form.   |        |
|   | (ii)  | Specific answers to each of the questions should be given by striking out 'YES' or 'NO' as the case may be.  |        |
| 16.   | Names of two responsible persons of your locality or two references to whom you are known with Designation, full Address and Mobile/Landline no.) | 1)   |        |
|   |   | 2)   |        |
| <b>DECLARATION</b>  |   |  |        |
| <p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.</p> <p>I am not aware of any circumstances which might impair my fitness for employment under Government.</p> |   |  |        |
| Place:  |   |  |        |
| Date:   |   | Signature of the candidate   |        |

**The Attestation Form should be complete in all respects. Incomplete forms will be summarily rejected.**

## CHARACTER CERTIFICATE

Certified that I have known Shri / Smt. \_\_\_\_\_  
son / wife / daughter of \_\_\_\_\_ for the last  
\_\_\_\_\_ years / months and that to the best of my knowledge and belief he / she  
bears reputable character and has no antecedent which render him / her unsuitable  
for Government employment.

Shri / Smt. \_\_\_\_\_ is not  
related to me.

**Date:**

**Signature:**

**Place:**

**Designation:**

## CHARACTER CERTIFICATE

Certified that I have known Shri / Smt. \_\_\_\_\_  
son / wife / daughter of \_\_\_\_\_ for the last  
\_\_\_\_\_ years / months and that to the best of my knowledge and belief he / she  
bears reputable character and has no antecedent which render him / her unsuitable  
for Government employment.

Shri / Smt. \_\_\_\_\_ is not  
related to me.

**Date:**

**Signature:**

**Place:**

**Designation:**