

Performa for Documents Verification TGT _____

Against Advt. No. 02/2023 or 04/2023

SN	Particulars	To be filled by candidate
1.	Name of Candidate	
2.	Father's Name	
3.	(a) Roll No.	
	(b) Merit No.	
4.	(a) Permanent Address	
	(b) Mobile Number	
5.	Category (Gen /SC/BCA /BCB/PH)	
6.	Category against which selected (Gen /SC/BCA /BCB/PH)	
7.	Date of Birth & Age	
8.	Matric/10+2/higher education with Hindi/ Sanskrit as one of the subject (Yes/ No)	
9.	a) % of marks in Graduation (B.A/B.Com/B.Sc./BFA)	
	b) % of marks in concerned teaching Subject	
	c) Name of University & Passing Year	
	a) B.Ed./D.Ed/ DEL.Ed./JBT/BTC / B.P.Ed. / D.P.Ed.	
	b) Name of institution / University (Year of passing)	
	c) Teaching subject in D.Ed/DEL.Ed./ BTC/JBT/B.Ed.	
10.	a) HTET Level-II / (Yes/ No.)	
	b) Subject & Year of passing	

Signature of Candidate

11. Remarks given by DVC:-	
<input type="checkbox"/> Yes/Eligible for appointment	<input type="checkbox"/> Not-Eligible for appointment

Chairman-

Member-1

Member-2

**STANDARD COVERING LETTER TO ENDORSE THE 'ATTESTATION FORM' FOR
VERIFICATION OF CHARACTER AND ANTECEDENTS**

**SECRET
DATE BOUND**

To

The District Magistrate,

Subject : Verification of character and antecedents of candidate for the post of

Sir,

I am directed to say that Shri _____ whose particulars are entered in the enclosed ATTESTATION FORM is a candidate for the post of _____. To enable this Department/office to determine the suitability of the candidate for Government service.

2. I am to request you kindly to certify on the basis of the information available in your records whether he has come to adverse notice or not and whether there are any facts about him on record which would render him unsuitable for employment under Government.

3. In this connection, it may be stated that the criteria to be observed for determining suitability of candidates as prescribed by the Government of India are that no person should be considered unfit for appointment solely because of his political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Persons who are actively engaged in subversive activities including members of any organisation, the avowed object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. An individual may be considered unsuitable for public employment only on the ground of his actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the public services :—

- (a) those who are, or have been members of, or associated with, anybody or association declared unlawful after it was so declared, or
- (b) those who have participated in, or associated with any activity or programme;
 - (i) aimed at the subversion of the Constitution,
 - (ii) prejudicial to the interests of the sovereignty and integrity of India or the security of the State, or

- (iii) aimed at the organised breach or defiance of the law involving violence,
- (iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

2. It is requested that it may be specifically indicated whether or not the candidate is suitable, for Government service in the light of the criteria mentioned above and if he is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The result of the scrutiny may be communicated immediately to this Department/Office and within a period of four weeks.

3. Applicable to cases covered by paragraph 2 of M.H.A. O.M. No. 3/15/S/65 Estt. (B) dated 8-3-1968 only. Steps may kindly be taken to establish the candidate's identity and after this is done a certificate may please be recorded to this effect along with your report on the suitability of the candidate.

Yours faithfully,

Sd/-

Competent authority authorized by Appointing Authority

Endst. No. _____

Dated: _____

A copy of this letter alongwith ATTESTATION FORM is forwarded to the following for further necessary action within the time limit prescribed by Government :-

1. Addl. Director General of Police (CID), Haryana, Haryana Civil Secretariat, Chandigarh.
2. Superintendent of Police, District _____.

Sd/-

Competent authority authorized by Appointing Authority

'ATTESTATION FORM'			
Affix signed passport size (5 cm. X 7 cm. Approx) copy of recent photograph	WARNING:		
	1.	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 GOVT.	
	2.	If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc., subsequent to the completion and submission of this form, the details of communicated immediately to the authorities to whom the attestation form has been sent earlier, falling which it will be deemed to be a suppression of factual information.	
	3.	If the fact that false information has been furnished in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated.	
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)	SURNAME	NAME
2.	Present address in full (i.e. Village, Thana and District or House No. Lane/Street/Road and Town.		
3.	(a) Home Address in full (i.e Village, Thana, and District or House No.Lane/Street/Road and Town andname of District Headquarters. (b) If Originally a resident of Pakistan,the address in that country and the date of migration to Indian Union.		
4.	Aadhar Card No.		
5.	PAN No.		
6	Nationality		

7	<table border="1"> <tr> <td data-bbox="327 241 427 322">(a)</td> <td data-bbox="427 241 826 322">Date of birth</td> <td colspan="4" data-bbox="826 241 1482 322"></td> </tr> <tr> <td data-bbox="327 322 427 403">(b)</td> <td data-bbox="427 322 826 403">Present Age</td> <td colspan="4" data-bbox="826 322 1482 403"></td> </tr> <tr> <td data-bbox="327 403 427 499">(c)</td> <td data-bbox="427 403 826 499">Age at Matriculation</td> <td colspan="4" data-bbox="826 403 1482 499"></td> </tr> </table>						(a)	Date of birth					(b)	Present Age					(c)	Age at Matriculation							
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10.	<p>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 attaining the age of 21 years, should be given.</p> <table border="1"> <thead> <tr> <th data-bbox="327 1350 564 1536">From</th> <th data-bbox="564 1350 794 1536">To</th> <th data-bbox="794 1350 1163 1536">Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).</th> <th data-bbox="1163 1350 1482 1536">Name of the District Headquarters of the place mentioned in the preceding column)</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1536 564 1671"></td> <td data-bbox="564 1536 794 1671"></td> <td data-bbox="794 1536 1163 1671"></td> <td data-bbox="1163 1536 1482 1671"></td> </tr> </tbody> </table>						From	To	Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column)																	
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	Wife/Husband						
	Brother(s)						
	Sister(s)						
12.	Information to be furnished with regard to sons(s) and/or daughter(s) in case they are studying /living in a foreign country:						
	Name	Nationality (by birth and/or by domicile)	Place of birth	Country in which studying/ living with full Address	Date from which studying/ living in the country mentioned in previous column		
13.	Educational Qualification showing places of education with years in Schools and Colleges since 15th years of age.						
	Name of School/College Examination passed with full address	Date of entering		Date of leaving			
14 (a)	Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? if so, give full particulars with dates of employment up-to-date.						
	Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.	Period	
	From	To					

14(b)	<p>If the previous employment was under the Government of India, a State Government/ an Undertaking owned of controlled by the Government of India of a State Government/ an Autonomous Body/University/ Local Body.</p> <p>If you had left service from Government of India on giving a month's notice under the rules 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules applicable in the State Government where you were working any disciplinary proceedings were framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before, your services actually terminated?</p>																																						
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15 (ii) If the answer to any of the abovementioned questions 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 form.

NOTE:	(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 Name of two responsible persons of your locality or two references to whom you are known alongwith the Identity Certificate given by them in the enclosed proforma.

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DECLARATION

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.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate _____

Date _____

Place _____

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.

Contd.....

IDENTITY CERTIFICATE

(Certificate to be signed by anyone of the following)

- (i) Gazetted Officers of Central or 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 Magistrates/Officers ;
- (iv) Tehsildars or Naib/Deputy Tehsildar authorised to exercise magisterial powers;
- (v) Principal/Head Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development & Panchayat Officer;

Certified that I have known Shri/Smt./Kumari _____
 son/ daughter of Sh. _____ for the last
 _____ years _____ months and that to the best of my
 knowledge and belief the particulars furnished by him/her are correct.

Date _____

Signature _____

Place _____

Designation or status and address