

Candidates are requested to bring following documents pertaining to your case/claim for appointment to the post of Clerk & duly filled forms (*attached herewith*).

Documents required.

- a. Original academic certificates & other relevant documents.
- b. A set of self-attested photocopies of all academic certificates & other relevant documents.
- c. Admit Card issued by HSSC
- d. Character Certificate
- e. Document Verification Proforma
- f. Attestation Form
- g. Self-Declaration cum Undertaking Proforma

## CHARACTER CERTIFICATE

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

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

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp

\*At least 6 months at the time of signing the certificate.

\*\*\*\*\*

**Office of Director Secondary Education Haryana, Panchkula**  
**Document Verification Proforma for the post of Clerk**

Advt. No. \_\_\_\_\_ Category No. \_\_\_\_\_

Merit No.		Roll No.	
Name of candidate			
Father's Name			
Mobile No.			
Category (Gen/SC/BC etc.)			
Male / Female			
Date of Birth			
Age of candidate as on date of Advt. (Year, Month and Days)			
10 <sup>th</sup> (Yes / No) Name of Board, Passing Year & Percentage of Marks/Grade			
Hindi/ Sanskrit up to Metric (Yes / No)			
12 <sup>th</sup> (yes/No) Name of Board, Passing Year & Percentage of Marks/Grade			
ESP Certificate (Yes/No)			
EWS /ESM/ PwD certificate if applicable (Yes/No)			

Observation of DVC whether the candidate is eligible for appointment or not

Remarks (if any)

**(Member)**

**(Member)**

**(Chairman)**

'ATTESTATION FORM'			
Affix signed passport size (5 cm. X 7 cm. Approx) copy of recent photograph	<b>WARNING:</b>		
	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 thedate of migration to Indian Union.		
4.	Aadhar Card No.		
5.	PAN No.		
6	Nationality		

7	<table border="1"> <tr> <td data-bbox="328 237 427 322">(a)</td> <td data-bbox="427 237 826 322">Date of birth</td> <td colspan="4" data-bbox="826 237 1477 322"></td> </tr> <tr> <td data-bbox="328 322 427 407">(b)</td> <td data-bbox="427 322 826 407">Present Age</td> <td colspan="4" data-bbox="826 322 1477 407"></td> </tr> <tr> <td data-bbox="328 407 427 499">(c)</td> <td data-bbox="427 407 826 499">Age at Matriculation</td> <td colspan="4" data-bbox="826 407 1477 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="328 1346 564 1536">From</th> <th data-bbox="564 1346 794 1536">To</th> <th data-bbox="794 1346 1161 1536">Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).</th> <th data-bbox="1161 1346 1477 1536">Name of the District Headquarters of the place mentioned in the preceding column)</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 1536 564 1671"></td> <td data-bbox="564 1536 794 1671"></td> <td data-bbox="794 1536 1161 1671"></td> <td data-bbox="1161 1536 1477 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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Mother																											

	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.

1	
2	

**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 \_\_\_\_\_

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**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**

**UNDERTAKING**

I, ..... S/o, D/o, W/o ..... R/o  
..... Roll No..... had been  
selected for the post of CLERK against Advertisement No. .... .

I hereby undertake that:

i. The documents/ information provided/ submitted by me in the Secondary Education Department, Haryana are true and correct to the best of my knowledge, information and belief.

ii. I am presently not in any Government/ Semi-Government service.

Or

I am presently working in a Government/ Semi-Government service and shall produce a "No Objection Certificate" from my present employer to the effect that he has no objection to my joining this department.

iii. I am presently unmarried.

Or

I am presently married and do not have more than one living spouse.

iv. I was not on any previous occasion dismissed from service under any department of Government.

v. I was not convicted by a competent court of law and no criminal case is pending against me in any court of law.

Or

The following cases are pending against me:

.....  
.....  
.....

vi. I understand that if at any stage it is found that the above or any other information/ documents provided/ submitted by me are found to be false or forged, I shall be fully responsible for that and my services shall be terminated and I shall be liable for criminal action under the criminal laws.

(.....)  
**Signature**

**Name and Father Name** .....

**Address:** .....

.....

**Mobile No.** .....

**HSSC Roll No.** .....

**Category**.....

**Merit No**.....