

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.

\*\*\*\*\*

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)			

'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		



	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>																																						
15 (i)	<table border="1"> <tr> <td>(a)</td> <td>Have you ever been arrested?</td> <td>Yes/No</td> </tr> <tr> <td>(b)</td> <td>Have you ever been prosecuted?</td> <td>Yes/No</td> </tr> <tr> <td>(c)</td> <td>Have you ever been kept under detention?</td> <td>Yes/No</td> </tr> <tr> <td>(d)</td> <td>Have you ever been bound down?</td> <td>Yes/No</td> </tr> <tr> <td>(e)</td> <td>Have you ever been fined by a Court of Law?</td> <td>Yes/No</td> </tr> <tr> <td>(f)</td> <td>Have you ever been convicted by a Court of Law for any offence?</td> <td>Yes/No</td> </tr> <tr> <td>(g)</td> <td>Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution ?</td> <td>Yes/No</td> </tr> <tr> <td>(h)</td> <td>Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/ selection?</td> <td>Yes/No</td> </tr> <tr> <td>(i)</td> <td>Is any case pending against you in any Court of Law at the time of filling up this application form?</td> <td>Yes/No</td> </tr> <tr> <td>(j)</td> <td>Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ?</td> <td>Yes/No</td> </tr> <tr> <td>(k)</td> <td>Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?</td> <td>Yes/No</td> </tr> </table>						(a)	Have you ever been arrested?	Yes/No	(b)	Have you ever been prosecuted?	Yes/No	(c)	Have you ever been kept under detention?	Yes/No	(d)	Have you ever been bound down?	Yes/No	(e)	Have you ever been fined by a Court of Law?	Yes/No	(f)	Have you ever been convicted by a Court of Law for any offence?	Yes/No	(g)	Have you ever been debarred from any examination or 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 examination/ selection?	Yes/No	(i)	Is any case pending against you in any Court of Law at the time of filling up this application form?	Yes/No	(j)	Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ?	Yes/No	(k)	Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?	Yes/No
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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.					
	<b>NOTE:</b>	<table border="1"> <tr> <td data-bbox="569 667 695 727">(i)</td> <td data-bbox="695 667 1944 727">Please also see the 'warning' at the top of this Attestation Form.</td> </tr> <tr> <td data-bbox="569 727 695 863">(ii)</td> <td data-bbox="695 727 1944 863">Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.</td> </tr> </table>	(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.
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16	<p>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.</p> <table border="1"> <tr> <td data-bbox="405 997 541 1181">1</td> <td data-bbox="541 997 1944 1181"></td> </tr> <tr> <td data-bbox="405 1181 541 1368">2</td> <td data-bbox="541 1181 1944 1368"></td> </tr> </table>		1		2	
1						
2						
<p style="text-align: center;"><b>DECLARATION</b></p> <p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief.</p> <p>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> <p style="text-align: right;">Signature of candidate _____ Date _____ Place _____</p> <hr/> <p style="text-align: center;"><b>TO BE FILLED BY THE OFFICE</b></p> <p>(i) Name, designation and full address of the appointing authority.</p> <p>(ii) Post for which the candidate is being considered.</p> <p><b>Contd.....</b></p>						



### 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**.....

(Declaration to be taken at the time of entry into Government Service).

DECLARATION

WHEREAS the provision of Rule-13 A of the 'The Government Employees (Conduct) Rules, 1966 (reproduced on the reverse) have been specifically brought to my notice;

AND whereas on date I am unmarried;

NOW, therefore, I .....do hereby undertake that I

shall not :-

- (a) give or take or abet the giving or taking of dowry; or
- (b) demand, directly or indirectly from the parents or guardians of the

bride or bridegroom, as the case may be, any dowry.

N.B: "dowry" shall have the same meaning as in the Dowry Prohibition Act, 1961."

I aver in the full understanding that any breach of the rules or law relating to taking or abeting the taking of dowry shall render me liable for appropriate disciplinary action.

Place: Signature.....

Name in Block Letters:

Copy to:  
(Name of Parent/Guardian)

Address:

(Declaration to be given by the male Government employees after their marriage.)

WHEREAS I was married on .....(date of marriage).

NOW, therefore, in terms of the provisions of Rule 13-B of the 'The Government Employees (Conduct) Rules, 1966, I, (Name of the Government employee), do hereby declare that I have not taken or abetted in the taking of any dowry. This declaration has also been signed by my wife, father and father-in-law.

Note: To be declared only if either the father or father-in-law or both are not living on the date of declaration.

I declare and affirm that my father/ my father-in-law/ both my father and father-in-law, are not alive.

Place:

Signature.....

(Name of the Government employee in Block letters with designation).

1. Signature of Father.....
2. Signature of wife .....
3. Signature of father-in-law .....