

## APPOINTMENT ATTESTATION FORM

### ANNEXURE – I

#### ATTESTATION FORM

- WARNING :
1. The furnishing of false information or suppression of any factual information in the attestation form would be disqualification, and is likely to render the candidate unfit for employment under the Corporation.
  2. If detained, convicted, debarred etc. subsequent to the completion of submission of this form, the details should be communicated immediately to the authority to whom the attestation form has been sent earlier, failing which it will be a suppression of factual information.
  3. 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 services would be liable to be terminated.

01.	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
02.	Present Address in full (i.e., Village, Thana and District, or House Number Lane / Street / Road and Town)		
03.	(a) Home Address in full (i.e., Village, Thana and District, or House Number, Lane/Street / Road and town and name of District Head Quarters.  (b) If originally a resident of Pakistan, the address in that country and the date of migration to India Union.		

Contd...2

04. 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).

FROM	TO	Residential address in full (i.e., village, Thana and District or house No. Lane / Street / Road and Town.	Name of the District Head Quarters of the place mentioned in the preceding column.

05.	Name	Nationality by birth and / or by domicile.	Place of Birth	Occupation (If employed give designation & Official address)	Present postal address (If dead give last address)	Permanent Home Address.
I	Father (Name in full aliases, if any)					
II.	Mother					
III.	Wife / Husband					
IV.	Brothers(s)					
V.	Sister(s)					

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5(a). 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 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 Cols.

6. Nationality

7. a. Date of Birth (a)  
b. Present Age (b)  
c. Age at Matriculation (c)

8. a. Place of birth, District and State in which situated (a)  
b. District and State to which you belong (b)  
c. District and State to which your father originally belong (c)

9. (a) Your Religion	(a)
(b) Are you a member of a Scheduled Caste/ Scheduled Tribe? Answer 'YES' or 'NO'	(b)
And if the answer is 'YES' state the name there of.	

10. Educational qualifications showing places of education with years in schools and colleges since 15<sup>th</sup> of age.

Name of School / College with full address	Date of entering	Date of leaving	Examination passed

11. (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 undertakings, 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
From	To			

Contd...5

11 (B) If the previous employment was under the Government of India a state government / an undertaking owned or controlled by the Government of India or a State Government / an autonomous body university / local body. If you had left service on giving a month's notice under Rule 5 of the CCS (Temporary service) Rules, 1965, or any similar corresponding rules were 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 of termination of service, or at a subsequent date, before your services actually terminated ?

- |    |   |        |
|----|---|--------|
| 12 | (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 for any offence ?  | Yes/No |
|    | (f) Have you ever been debarred from any examination or rusticated by any university or any other educational authority / institution ? | Yes/No |

contd...6

- (g) Have you ever been debarred/disqualified by any Public Service Commission from appearing at its Examination / selection ? Yes/No
- (h) Is any case pending against you in any court of Law at the time of filling up this attestation form? Yes/No
- (i) Is any case pending against you in any University Or any other educational authority / institution at the time of filling up this attestation form ? Yes/No
- (ii) If the answer to any of the above mentioned questions is 'YES' give full particulars of the case / arrest detention / fine / confiscation / 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: 1. Please see the "WARNING" at the top of this attestation form.

2. Specific answers to each of the questions should be given by striking out 'YES' or 'NO' as the case may be.

13. Name of two responsible persons of your locality or two references to whom you are known.

1.
2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of  
Candidate :

Date :

Place :

**IDENTIFY CERTIFICATE**

(Certificate to be signed by any one 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. Tahsildars or Naib/Deputy Tahsildars authorized to exercise magisterial powers.
- V. Principal / Head Master of the recognized school / college / Institution where the candidate studied last.

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VI Block Development officer.

VII Post – Master.

VII Panchayat Inspectors.

Certified that I have known Shri /Smt/Kumari \_\_\_\_\_  
\_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ for the last \_\_\_\_\_ years  
\_\_\_\_\_ 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 and  
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. :



**ANNEXURE-II**

**FORM OF MEDICAL CERTIFICATE FOR APPOINTMENTS OF  
CATEGORIES III AND IV POSTS.**

I hereby certify that I have examined Shri / Smt / Kum.  
\_\_\_\_\_ a candidate  
for employment in the Regional / District Office of the Food Corporation of India  
and cannot discover that he / she has any disease (communicable or otherwise)  
constitutional weakness or bodily infirmity, except.(\*)

I consider him / her fit / unfit/temporarily unfit for employment in the  
post of \_\_\_\_\_.

Signature of the Candidate  
for appointment

Signature of Examining  
Medical Authority

(Name (\*)) Here, mention minor bodily defects or temporary ailments, curable completely within 6 months, if any).

To

The Senior Regional Manager,  
Food Corporation of India,  
Regional Office,  
Hyderabad.

Sir,

Sub:-

Ref:-

The terms and conditions contained in your offer of appointment cited are acceptable to me. I am reporting for duty today (i.e.,) \_\_\_\_\_ FN/AN.

The certificates and other documents mentioned in the offer of appointment are enclosed.

Yours faithfully,

Place :

Date :

**ANNEXURE – III**

**CERTIFICATE OF CHARACTER**  
**(for Category – III and IV services)**

Certified that I have known Shri / Smt / Kum. \_\_\_\_\_  
Son/Daughter/Wife of Shri \_\_\_\_\_  
for the last \_\_\_\_\_ years \_\_\_\_\_ months and that to the best of  
my knowledge and belief he bears reputable character and has not antecedents  
which render him unsuitable for employment in the Food Corporation of India.

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

Place :  
Date :

Signature :

Designation :

## ANNEXURE-IV

### DECLARATION :

I, Shri \_\_\_\_\_ declare as under :-

- (\*) a) That I am unmarried / a widower / a widow.
- (\*) b) That I am married and have only one wife living.
- (\*) c) That I am married and my husband has no other living wife, to the best of my knowledge.
- (\*) (d) That I am married and have more than one wife living. Application for Grant of exemption is enclosed.
- (\*) (e) That I am married to a person who has already one wife or more living. Application for grant of exemption is enclosed.

02. (\*\*) 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

(\*) Delete clauses not applicable.

(@) Applicable in the case of Clause (a) (b) & (c) only.

@ \* e) that I am married to a person who has already one wife or more living.  
Application for grant of exemption is enclosed.

