

F.No.7/9/2013-CS.I(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, the 9th April, 2015.

Office Memorandum

Subject: Appointment to the Assistants' Grade of Central Secretariat Service on the basis of Combined Graduate Level Examination, 2013- completion of pre-appointment formalities- thereof.

Staff Selection Commission has declared the results of Combined Graduate Level Examination, 2013 and recommended candidates to Assistants' Grade of Central Secretariat Service (CSS). Dossiers of successful candidates are being received in this Department from SSC.

2. All the successful candidates recommended to Assistants' Grade of CSS are required to submit the following documents (formats attached):

- (i) Willingness to join the post
- (ii) Four sets of Attestation Form, duly filled in

3. Candidates should ensure that the requisite documents reach the undersigned at the address mentioned hereunder, latest by 24th April, 2015.

The Under Secretary (CS.I-A)
CS.I Division,
Department of Personnel & Training,
2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi -110003.

4. All the candidates are also being informed by post. Mere submission of willingness and forms will not entitle any claim to appointment which will be subject to fulfillment of stipulated terms and conditions.


(Parminder Singh)

Under Secretary to the Government of India
Tel: 24642705

To,
Candidates concerned.

To,

The Under Secretary (CS.I-A)
CS.I Division,
Department of Personnel & Training,
2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi -110003.

Subject: Appointment to Assistants' Grade of CSS- Submission of documents

Sir,

I am to refer to Office Memorandum No.7/9/2013-CS.I(A) dated 9th April, 2015 of Department of Personnel & Training on the subject mentioned above and hereby convey my willingness to join the Assistants' Grade of Central Secretariat Service.

2. Four sets of Attestation Forms duly filled in are also attached.

Yours faithfully,

Dated _____ April, 2015

Signature: _____

Name: _____

Roll No. _____

Date of Birth: _____

e-mail: _____

Contact No: _____

SSC Regional Office: _____

ATTESTATION FORM

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 Government.
2. If detained, arrested, prosecuted, bound down, fined, 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 early, failing which it will be deemed to 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.

Affix signed
passport size
(5cms. × 7 cms.)
approx. copy of
recent photograph

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 and name of Distt. 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. Particulars of places (with periods of residence) 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. Headquarter the place mentioned in the preceding column.
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5.	Name (in full & aliases, if any)	Nationality (by birth & or by domicile)	Place of Birth	Occupation (if employed designation & official address	Present postal address (if dead give last address)	Perma- nent Home add- ress
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i) Father

ii) Mother

iii) Spouse

iv) Brother(s)

v) Sister(s)

6 (a) Information to be furnished with regard 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 address mentioned in previous col.
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6. (b) 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? (Answer 'YES or NO'.) :

10. Educational Qualification showing places of Education with years in Schools and Colleges since 15th year of age.

Name of School/ College with full Address	Date of entering	Date of leaving	Examination Passed.
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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-Govt. body, or an autonomous body, or a Public Sector Undertaking, or a private firm or institution? If so, give full particulars with dates of employment up-to-date.

Period		Designation emoluments & nature of employment.	Full name & Address of Employer	Reason for leaving previous service
From	To			

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 Autonomous body/ University/ Local Body.

If you had left service on giving a month's notice under the rule 5 of the Central Civil Services (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(s), before your service actually terminated ?

12. 1) 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 your 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 Attestation Form? Yes / No
- j) Is any case pending against you in any University or any other educational authority/Institution at the time of filling up this Attestion Form? Yes / No
- k) Whether discharged/expelled/ withdrawn from any training institution under the Government or otherwise? Yes / No

2. If the answer to any of the above mentioned question 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.

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.

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

i)

ii)

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

I D E N T I T Y C E R T I F I C A T E

(Certificate to be signed by any one of the following)

- i) Gazetted officer 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 Tehsildars authorised to exercise Magisterial powers.
- v) Principal/Head Master of the recognized School/College/Institution where the candidate studied last.
- vi) Block Development officer
- vii) Post Master
- viii) Panchayat Inspectors.

Certified that I have known Shri./Smt./Kum. _____

Son/daughter of Sh. _____

for last _____ years _____ months and that to the best of my knowledge and belief and particulars furnished by him/her are correct.

Signature _____

Date:

Designation or
status & Address _____

Place:

