

**Reminder-II**

No.6/1/2018-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel and Training)

3<sup>rd</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi  
Dated 24<sup>th</sup> May, 2018

To,

The candidates as in Annexure

Subject: **Non submission of willingness and attestation form -  
Stenographers Grade 'C' & 'D' Examination, 2016.**

Sir /Madam,

I am directed to refer to this Department's OM of even number dated 28.02.2018 and subsequent reminder dated 04.04.2018 which is available on the website of this Department at dopt.gov.in → About us → Central Secretariat → CSSS → Recruitment → Steno Grade D which was also sent on the address mentioned in the dossier and to say that the candidates, as mentioned in the annexure, have not yet submitted their willingness and attestation form.

2. As informed in the aforesaid OMs, all the successful candidates recommended to the grade of Stenographer Grade 'D' of CSSS are required to submit the following documents immediately:

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

[The candidates may take print out (back to back) of the Attestation Form attached and should carefully fill in the forms. No point in the form shall be left blank. The photograph pasted on all four sets should be signed by the candidate. Specific answers to each of the questions in point 15 of the form should be given by striking out 'yes' or 'No' as the case may be and not by tick mark √. The Candidates should fill in the point 10 also even if it is same as in the points 2 or 3 of the form.]

3. The candidate who in the point number 10 of the attestation form indicates his having resided in Delhi should additionally send the self-attested copies of the following documents and the soft copies of the same by email at [chirabrata.sarkar@nic.in](mailto:chirabrata.sarkar@nic.in) & [sumit.k13@nic.in](mailto:sumit.k13@nic.in).

- (a) One passport Size photograph in JPEG format (less than 20 kb)  
(b) One copy of photo identity proof in JPEG format (less than 200 kb)  
(any one of the following)

- |                   |                      |
|-------------------|----------------------|
| (i) PAN card      | (ii) Driving License |
| (iii) Election ID | (iv) Aadhar Card     |


- (C) One copy of residential proof in JPEG format (less than 200 kb)  
(any one of the following)

- |                                 |                       |
|---------------------------------|-----------------------|
| (i) Passport                    | (ii) Electricity Bill |
| (iii) Telephone Bill (landline) | (iv) Ration Card      |
| (v) Passbook                    | (vi) Utility Bill     |
| (vii) Rent Agreement            | (viii) Others         |

4. Candidates should ensure that the requisite documents reach the undersigned at the address mentioned hereunder, latest by **11<sup>th</sup> June, 2018 failing which your candidature will be processed for cancellation without any further notice.**

“Department of Personnel & Training, CS-II Division  
(Shri Chirabrata Sarkar, Under Secretary)  
3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi - 110003”

Yours faithfully



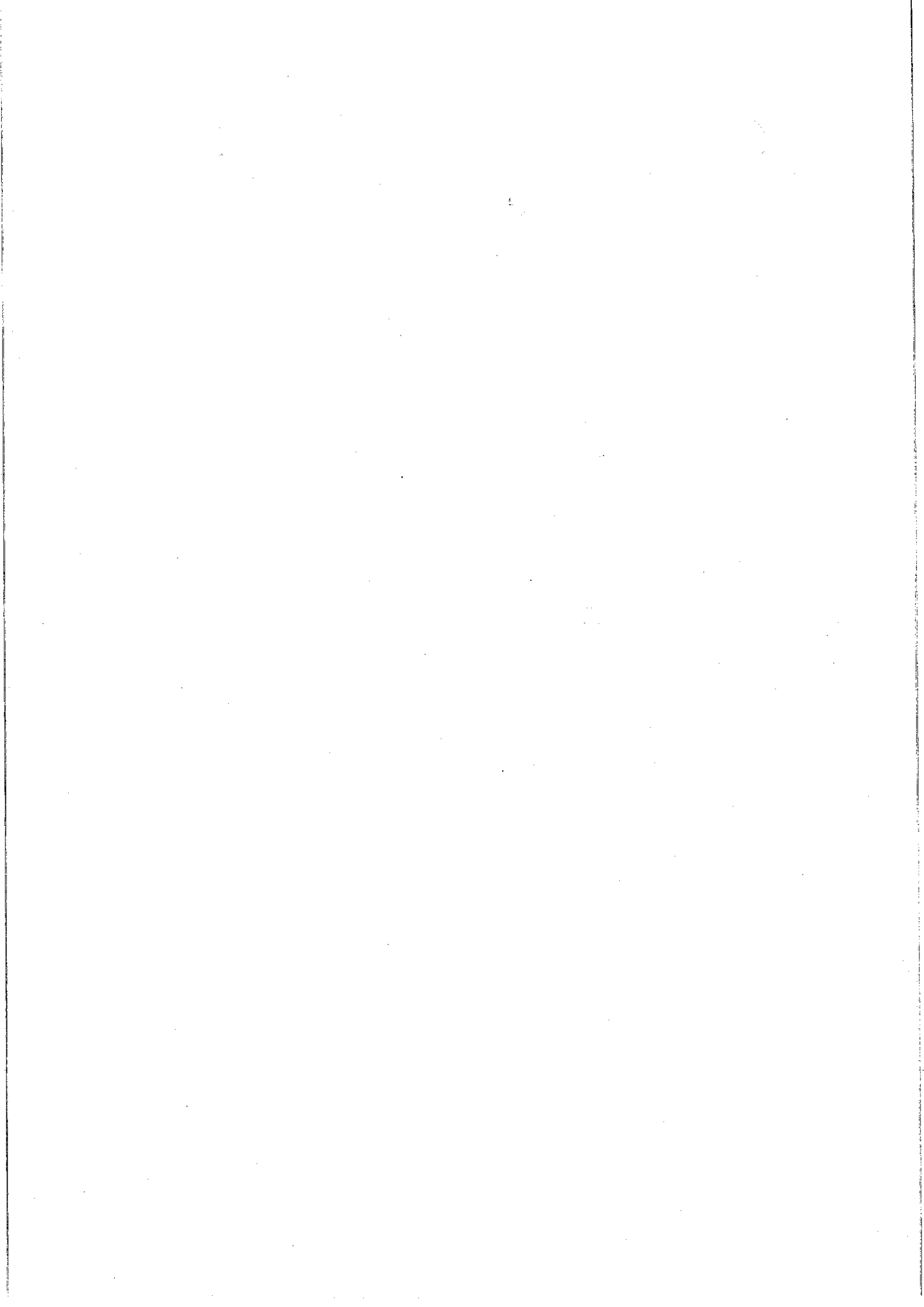
(Chirabrata Sarkar)

Under Secretary to the Government of India

Tele: 24623157

**e-mail:** [chirabrata.sarkar@nic.in](mailto:chirabrata.sarkar@nic.in)

			<b>Annexure</b>
<b>S.NO.</b>	<b>NAME (Sh./Smt./Ms.)</b>	<b>ROLL NO.</b>	<b>RANK</b>
1	Deepak Verma	3001005919	31
2	Rajat	1601000120	74
3	Surendra Kumar	2002002898	101
4	Karan Kumar Tanwar	2201017045	305
5	Rajesh Kumar Meena	2405011856	867
6	Parvendra Kumar	2201034521	1031
7	Anil Kumar Meena	2405008691	1041
8	Vipasha Dhawan	2404000021	1048
9	Hanuman Sahay Meena	2405004259	1051
10	Rakesh Kumar Meena	2405006864	1057
11	Juhi Kumari (2015)	3206029862	870
12	Shivani Kashyap (2015)	1601004114	176



ATTESTATION FORM

*Affix signed  
Passport size  
(5 cms. X 7 cms.  
Approx.) copy  
of recent  
photograph*

**"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 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".

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).
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town).
3.(a)	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District 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.	Aadhar Card No. (if available)
5.	Permanent Account Number (PAN) (if available)
6.	Nationality

Signature

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 belongs	
9.(a)	Your Religion	
(b)	Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Class? Answer 'Yes' / 'No'	

10: 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 & District or House No. Lane/Street/Road & Town	Name of the District Head Quarter or the place mentioned in preceding column.

Signature

11.	Name (in full & aliases if any)	Nationality (by birth & or by domicile)	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead give last address)	Permanent Home address
a) Father						
b) Mother						
c) Spouse						

12. Information to be furnished with regard to son(s) and/or daughters 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 the previous column

13. Educational Qualification showing places of education with years in Schools and Colleges since 15<sup>th</sup> year of age:

Name of School/College (with full address)	Date of Entering	Date of Leaving	Examination Passed

Signature

14. (a) Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to -date

Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			

14. (b) If the previous employment was under the Government of India/a State Government/undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under 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 dates(s), before your service actually terminated?

15. (i)		(Strike out 'Yes' or 'No' as the case may be)
(a)	Have you ever been kept under detention?	Yes / No
(b)	Have you ever been arrested?	Yes / No
(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)	Yes / No
(d)	Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation form?	Yes / No
(e)	Have you ever been convicted by a court of Law for any Office?	Yes / No
(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?	Yes / No
(g)	Have you ever been rusticated by any University or any other educational authority/institution?	Yes / No

Signature



(h)	Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes / No
(ii)	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

16.	Names of two responsible person of your locality or two references to whom you are known:	1)  2)
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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.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of candidate

#### TO BE FILLED BY THE OFFICE

i) Name, Designation and full address of the authority forwarding the form:

Under Secretary to the Government of India  
CS-II Division  
Department of Personnel & Training  
3rd Floor, Lok Nayak Bhavan  
New Delhi-110003

ii) Post for which the candidate is being considered.

Stenographer Grade 'D' of  
Central Secretariat Stenographers' Service (CSSS)

