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भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / **MINISTRY OF FINANCE**  
राजस्व विभाग / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क के मुख्य आयुक्त का कार्यालय, चेन्नै अंचल  
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI ZONE  
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034  
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

सी.सं./C.No.II/31/06/2016-सं.नि.प्रा.-स्था./CCA.Estt

दिनांक/Date : 05/05/2016

नियुक्ति प्रस्ताव / OFFER OF APPOINTMENT

Sub: Sports Quota Recruitment – Appointment to the post of  
Tax Assistant – Regarding.

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The following candidate, who has been selected for appointment under Sports Quota is hereby offered appointment to the post of Tax Assistant (Group 'C', Non-Gazetted, Ministerial) purely on a temporary basis, with Entry Pay of Rs.7510/- in the pay structure PB1 (Rs.5,200–20,200) with corresponding Grade Pay Rs.2,400/- plus allowances admissible from time to time are nominated / posted to the Commissionerate in Central Excise, Chennai Cadre Control Zone as indicated below :

क्रम सं. /Sl.No.	नाम /Name सर्वश्री /श्रीमती /कुमारी S/Shri/Smt./Kum.	किस आयुक्तालय को तैनात Nominated/ Posted to Zone / Commissionerate
(1)	(2)	(3)
1	GOWJITH SUBHASH J	O/o. the Principal Chief Commissioner of Central Excise, Chennai Zone No.121, Nungambakkam High Road, Chennai – 600 034.

2. सेवा की शर्तें अनलग्नक में संलग्न हैं। यदि अभ्यर्थी इन शर्तों पर और इस "प्रस्ताव" में उल्लिखित शर्तों पर "नियुक्ति प्रस्ताव" को स्वीकार करता है तो उसे तैनात किए गए आयुक्तालय के संबंधित अपर आयुक्त ( का. व स.) को दिनांक **31.05.2016** या उससे पहले इयूटी के लिए रिपोर्ट करनी है। यदि अभ्यर्थी चूक जाता है, तो यह प्रस्ताव स्वतः रद्द हो जाएगा। तैनाती-स्थल पर कार्यग्रहण करने के लिए उन्हें यात्रा या कोई अन्य भत्ता देय नहीं होगा।

An annexure containing the conditions of service is enclosed. If the candidate accepts the "Offer of appointment" on these conditions and those mentioned in this "Offer" should report for duty to the Additional / Joint Commissioner (P&V) concerned in the Zones to where they are posted, on or before **31.05.2016**. If the candidate fails to do so, this offer of appointment will stand automatically cancelled.

No travelling or any other allowance will be admissible to him for joining at the place of posting.

3. इयूटी के लिए रिपोर्ट करते समय अभ्यर्थी को जन्म-तिथि, शैक्षणिक योग्यता, समुदाय इत्यादि से संबंधित सभी प्रमाण-पत्रों को मूल रूप में प्रस्तुत करना है। अभ्यर्थी अ.जा. / अ.ज.जा. / अ.पि.व. कोटि के हैं तो निर्धारित प्रपत्र में ही समुदाय प्रमाण-पत्र ( मूल रूप में ) प्रस्तुत करना होगा।

The candidate should produce all the certificates in original regarding the Date of Birth, Educational Qualification, Community, etc., at the time for reporting for duty. The candidates belonging to SC/ST/OBC category should produce the Community Certificate (in original) in the prescribed proforma only.

4. इस विभाग में कर सहायक के रूप में कार्यग्रहण करने की तारीख से दो वर्ष की अवधि के लिए अभ्यर्थी परिवीक्षाधीन रहेंगे। अगर अभ्यर्थी का काम और आचरण संतोषजनक नहीं पाया जाता, तो यह अवधि बढ़ाई जा सकती है।

The candidate offered appointment will be on probation for a period of two years from the date of joining as Tax Assistant in this Department. The period will be extended in case the work and conduct of any of the candidate is not found to be satisfactory.

5. आधिकारिक तौर पर न आयोजित अथवा अननुशासन माने जाने वाले किसी प्रकार के कार्यकलापों में वे नहीं भाग लेंगे।

The candidate shall not indulge in activities not officially organized or any manner considered as indiscipline.

6. उम्मीदवार को इस पद के लिए निर्धारित डेटा एंट्री स्पीड टेस्ट 8000 कुंजी प्रति घंटे के अवसाद से 6 महीने के भीतर उत्तीर्ण करना होगा। अभ्यर्थी को दो वर्षों के अंदर निर्धारित विभागीय परीक्षा उत्तीर्ण करनी होगी, ऐसा न करने पर वे आगे वेतनवृद्धियों के आहरण के लिए पात्र नहीं होंगे।

The candidate should pass a Data Entry speed test of 8000 key depression per hour prescribed for the post within 6 months. The candidate should also pass the prescribed Departmental Examination within two years, failing which he / she will not be eligible to draw further increments.

7. अभ्यर्थी को किसी भी समय संयुक्त संवर्ग नियंत्रण अधिकार - क्षेत्र के अधीन चेन्नै I / चेन्नै II / चेन्नै III / चेन्नै IV / पुदुचेरी / कोयंबतूर / मदुरै / सेलम / तिरुच्चि / तिरुनेलवेली केन्द्रीय उत्पाद शुल्क आयुक्तालय, तिरुच्चि / तूत्तुकोरिन सीमा शुल्क ( निवारक ) आयुक्तालय, चेन्नै सेवा कर आयुक्तालय या वृहद करदाता यूनिट, चेन्नै में कहीं भी स्थानांतरण किया जा सकता है।

The candidate is liable to be transferred anywhere within the combined cadre jurisdiction of Chennai-I / Chennai-II / Chennai-III / Chennai-IV / Audit-I / Audit-II /

Puducherry / Coimbatore / Madurai / Salem / Trichy / Tirunelveli Central Excise Commissionerate, Trichy / Tuticorin Customs (Prev.) Commissionerate, Chennai Service Tax Zone or Large Taxpayer Unit, Chennai at any point of time.

8. कर सहायक की ग्रेड में, अभ्यर्थी की वरीयता चेन्नै I / चेन्नै II / चेन्नै III / चेन्नै IIV/ पुदुचेरी / कोयंबत्तूर / मदुरै / सेलम / तिरुच्चि / तिरुनेलवेली केन्द्रीय उत्पाद शुल्क आयुक्तालय, तिरुच्चि / तूत्तुकोरिन सीमा शुल्क (निवारक) आयुक्तालय, चेन्नै सेवा कर आयुक्तालय या वृहद करदाता यूनिट, चेन्नै के संयुक्त संवर्ग में चालू आदेशों के अनुसार निर्धारित की जाएगी।

The seniority of the candidate in the combined cadre strength of Chennai-I / Chennai-II / Chennai-III / Chennai-IV / Audit-I / Audit-II / Puducherry / Coimbatore / Madurai / Salem / Trichy / Tirunelveli Central Excise Commissionerate, Trichy / Tuticorin Customs (Prev.) Commissionerate, Chennai Service Tax Zone and Large Taxpayer Unit in the grade of Tax Assistant will be fixed as per the orders in force.

9. यह नियुक्ति अनंतिम है तथा उचित माध्यम द्वारा जाति / जनजाति / अन्य पिछड़े वर्ग संबंधी प्रमाण-पत्रों के सत्यापन के अधीन है। अगर सत्यापन में पता चलता है कि अनुसूचित जाति / अनुसूचित जन जाति / अन्य पिछड़े वर्ग के होने अथवा अन्य पिछड़े वर्ग के मामले में 'नवोन्नत वर्ग' के न होने का दावा, यथा स्थिति, गलत पाया जाता है तो अभ्यर्थी की सेवाएं, कोई कारण दिए बिना तथा गलत प्रमाण-पत्र प्रस्तुत करने के लिए भारतीय दंड संहिता के तहत आगे की जाने वाली कार्रवाई पर प्रतिकूल प्रभाव डाले बिना, तत्काल समाप्त कर दी जाएंगी (अनुसूचित जाति / अनुसूचित जन जाति / अन्य पिछड़े वर्ग के अभ्यर्थियों के लिए लागू है।)

The appointment is provisional and is subject to the SC/ST/OBC certificates being verified through proper channel and if the verification reveals that the claim to belong to SC/ST/OBC or in the case of OBC, not to belong to 'creamy layer' as the case may be, is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates (Applicable in respect of SC/ST/OBC candidates).

10 अगर अभ्यर्थी केन्द्र / राज्य सरकार में कार्यरत हैं तो उन्हें दिनांक 4.12.1972 के वित्त मंत्रालय के का.ज्ञा. सं. एफ 3 (6) - ई V (ए) / 71 में समाविष्ट अनुदेशों के साथ पठित सी सी एस (पेंशन) नियमावली, 1972 के नियम 26 (2) में समाविष्ट औपचारिकताएं पूरा करके संबंधित नियोक्ता द्वारा जारी उचित कार्यमुक्ति रिपोर्ट प्रस्तुत करनी है।

If the candidate is employed with Central/State Government, He/She should produce proper relief report from the employer concerned after fulfilment of formalities contained in Rule 26 (2) of CCS (Pension) Rules, 1972, read with the instructions contained in M.F. OM No.F.3(6)-E, V(a)/71, dated 4.12.1972.

11. अभ्यर्थी के लिए भारत के राजपत्र, असाधारण, भाग-I - खंड 1 दिनांक 22.12.2003 में प्रकाशित भारत सरकार, वित्त मात्रालय की अधिसूचना सं 5/7/2003-ईसीबी व पीआर दिनांक 22.12.2003 के तहत अधिसूचित नई पेंशन योजना लागू होगी। सी सी एफ ( पेंशन ) नियमावली, 1972 के नियम 26 (2) के तहत तकनीकी इस्तीफा देकर उपरोक्त पद में पुनर्नियुक्ति पर कार्यभार ग्रहण करने वाले स्थायी सरकारी कर्मचारी के लिए यह लागू नहीं होगी।

The candidate will be governed by the New Pension Scheme as notified vide Government of India, Ministry of Finance, Notification No.5/7/2003-ECB & PR dated 22.12.2003 – published in Gazette of India, Extraordinary, Part I – Section 1, dated 22.12.2003. This will not apply to a permanent Government servant who joins the post on tendering Technical resignation under Rule 26(2) of CCS (Pension) Rules, 1972 on reappointment to the post.

12. यह नियुक्ति प्रस्ताव पूर्णतः अस्थायी है तथा संबंधित पुलिस अधिकारियों से पूर्ववृत्त सत्यापन रिपोर्ट की प्राप्ति पर निर्भर है। यदि संबंधित पुलिस अधिकारियों से कोई प्रतिकूल रिपोर्ट प्राप्त होती है तो, कर्मचारियों की सेवाएं कोई कारण या नेटिस दिए बिना तत्काल समाप्त कर दी जाएंगी।

This offer of appointment is purely temporary and is subject to receipt of the antecedent verification report from the concerned District/ Police Authorities. In case any adverse negative report is received from the concerned District / Police Authorities, the services will be terminated immediately without assigning any reason or notice.

  
( R. JAGANNATHAN )  
ADDITIONAL COMMISSIONER ( CCA )

संलग्न / Encl : यथोक्त / As above  
सेवा में / To

संबंधित व्यक्ति / The Individuals

प्रतिलिपि / Copy submitted to:

- The Chief Commissioner of Customs, Customs (Prev) Zone.
- The Chief Commissioner of Central Excise, Coimbatore Zone.
- The Commissioner of Central Excise, Chennai I/ Chennai II/Chennai III/  
Chennai IV/Service Tax/LTU/Puducherry/Coimbatore/Salem/Madurai/  
Tirunelveli/Trichy.

The Commissioner of Customs, Trichy Customs/ Tuticorin Customs.

The Attestation form and the Medical Certificate of fitness (in originals) in respect of the Candidate posted to your Zone /Commissionerate is enclosed. The candidate may be taken on duty only on fulfilment of the conditions stipulated in the "Offer of appointment". They may be further posted to the Commissionerates within

your Zone/Commissionerate at the earliest. Copies of the joining report/posting order may be endorsed to this office.

- The Sr. P. S. to the Principal Chief Commissioner, Chennai.
- The P. S. to the Principal Commissioner, Chennai-I.
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- The Superintendent CF (Cadre Control), Chennai-34
- The Superintendent, Computer Section, Chennai –I – for displaying in internet.
- The Hindi Cell, Chennai.

*R. Jagannathan*  
( R. JAGANNATHAN )  
ADDITIONAL COMMISSIONER ( CCA )

संलग्न / Encl : यथोक्त / As above

## **ANNEXURE SHOWING THE GENERAL CONDITIONS OF SERVICE**

1. The appointment to the post of Tax Assistant is temporary until further orders.
2. No travelling allowance will be admissible to the candidates for reporting for duty.
3. The candidate is informed that he/she will be considered to have joined this Department from the date on which he/she reports for duty before the Head of Office concerned.
4. The candidate must produce his/her original certificates in proof of his/her academic qualifications, age, community (if SC/ST/OBC) and other qualifications, if any, at the time of reporting for duty.
5. The candidate should state whether he/she is a citizen of India and if not, whether he/she is a person who has migrated from (a) Pakistan with the intention of permanently settling in India on the date of migration (b) a subject of Nepal or Sikkim or Tibet.
6. The candidate must give a statement in writing giving full information of his previous employment, if any, during the last 3 years under the Government of India or under any other State Government.
7. Retrenched Central Government servants or, those who are treated as such, are not allowed to count their past service for the purpose of seniority in this Department.
8. If a candidate claims to be a member of the SC/ST, he/she should state specifically to which of the castes/communities or tribes mentioned in the Constitution (Scheduled Castes) order 1950, or under the Constitution (Scheduled Tribes) order 1950, he/she belongs. The candidate should produce a community certificate in the prescribed form (Specimen enclosed).
9. If a candidate claims to be a member of "Other Backward Classes", he/she should state specifically to which of the Backward Classes/Communities, mentioned in the list of socially and economically Backward communities, which are common to both the reports of the Mandal Commission and the State lists published by Government of India, Ministry of Social Welfare vide Resolution No.12011/68/93-BCC © dated 10.09.93. The candidate should produce a community certificate in the prescribed form (specimen enclosed).
10. The candidate is warned that 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 the employment under the Government. If the fact that false information has been furnished or there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of the person, his/her services should be liable to be terminated forthwith.
11. The candidate should also note that he/she has to conform to the rules, discipline and conduct prevailing in this Department and those imposed by Government on all their employees from time to time.
12. The Head of the Department has full discretion to forward or withhold any of his/her applications for appointment in other Government offices or elsewhere.
13. The candidate should prior to assuming office, take an Oath of allegiance to the Indian Union in the prescribed form.

14. The candidate should note that he/she is liable to be transferred anywhere within the jurisdiction of the Chennai-I /Chennai-II /Chennai-III /Chennai-IV / Puducherry / Coimbatore / Madurai / Salem / Trichy / Tirunelveli Central Excise Commissionerates, Trichy / Tuticorin Customs (Prev.) Commissionerates, Chennai Service Tax Commissionerate, Chennai and Large Taxpayer Unit, Chennai.
15. Candidates appointed to the grade of Tax Assistant before joining duty, will have to sign a undertaking in the form given below:  
"I understand that my employment under the Government of India is temporary and that my service may be terminated at any time by a notice for a period of not less than one month but without any reason being assigned or my service can be terminated forthwith giving me an entitlement to claim a sum equivalent to the amount of pay and allowances for the period of the notice or as the case may be for the period by which such notice falls short of one month. I agree that if I wish to resign from my present Employment I shall give notice in writing for a period of not less than 2 months of my intention to resign. I further agree that without prejudice to the above provisions the appointing authority has the right to take appropriate action against me under Section 23 of the Central Excise Act, 1944, in the event of my refusal to perform or withdraw myself from the duties of my office."
16. The period of probation will be 2 years. The period of probation will be extended if his/her work and conduct are not found to be satisfactory during the probation period.
17. Candidates appointed in this Department should declare his/her native place i.e., Home Town in writing at the time of joining duty.
18. Candidates appointed in this department should give in writing a declaration whether he/she is un-married/married; if married whether he/she has only one wife/husband living etc., in the prescribed form.
19. Candidates belonging to SC community should inform the appointing authority, if and when they change their religious faith.
20. The candidate will be governed by the New Pension System as notified vide Government of India, Ministry of Finance, Notification No.5/7/2003-ECB & PR dated 22.12.2003 – published in Gazette of India, Extraordinary, Part I – Section 1, dated 22.12.2003. This will not apply to a permanent Government servant who joins the post on tendering Technical resignation under Rule 26(2) of CCS (Pension) Rules, 1972 on reappointment to the post.
21. **While reporting the candidates are required to submit the duly filled in Attestation Form ( enclosed ) in the prescribed Proforma in two sets without fail. The Identification and Character Certificate is required to be obtained from two different gazette officers who have known the candidate for a minimum period of two years ( two sets).**

**Address for Reporting :**

Office of the Chief Commissioner of Central Excise & Service Tax, Chennai Zone  
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600 034.

Note : For any query please contact on 044 – 2833 5061

ATTESTATION FORM

WARNING

**Affix a signed  
Passport size  
(5cms X 7 cms  
approximately)  
copy of recent  
photograph here  
without defacing  
the identity**

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 there has been suppression of any factual information in the attestation form comes to notice at a time during the service of a person, his/her services would be liable to be terminated.

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1. Name in full (IN BLOCK CAPITALS) with alias, if any. (Please indicate if you have added or dropped in any stage any part of your name or surname)

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2. Present address in full (i.e. Village / Thana / District or House No./ Lane / Street / Road / Town and name of District Hqrs.)

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3. (a) Home address in full (i.e. Village / Thana / District or House No./ Lane / Street / Road / Town and name of District Hqrs.)

(b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union

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4. Particulars of places (with period 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.

Sl. No.	From	To	Residential address in full (i.e. Village / Thana / District or Door No. / Lane / Street / Road and Town)	Name of the Hqrs. of the places mentioned in the preceding column

Members of family	Name (with alias, if any)	Nationality	Place of Birth	Occupation (if employed, giving designation and Office address)	Present postal address and permanent Home address
	1	2	3	4	5
Father					
Mother					
Wife / Husband					
Brother (s)					
Sister (s)					

5. Information to be furnished with regard to son(s) and daughter(s) in case they are studying / living in a foreign country.

Name	Nationality (By birth or Domicile)	Place of birth	Country in which studying/living with full address	Date from which studying in the country mentioned in previous column

6. Nationality (by birth or Domicile) :
7. (a) Date of birth :  
(b) Present age :  
(c) Age at Matriculation :
8. (a) Place of Birth/District & State in which situated :  
(b) District & State to which you presently belong :  
(c) District & State to which your father originally belonged :
9. (a) Your religion :  
(b) Are you a member of (strike out whichever not applicable) : SC / ST / OBC  
(c) Name of the Caste :  
(d) Category of candidature (strike out whichever not applicable) : PH / EX-SM / Dependents of EX-SM killed in action

10. Educational qualification showing places of education with years in School(s) and Colleges(s) since 15<sup>th</sup> year of age.

Name of School/ College with full address	Date of entrance	Date leaving	of	Examination(s) 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 undertaking or a private firm or institution. If, so, give full particulars with dates of employment, up-to-

period		Designations, Emoluments and nature of employment	Full name and address of the employer	Reasons for leaving previous service
From	To			

(b) If the previous employment was under the Government of India / a State Government / an Undertaking owned by or controlled by the Government of India or a State Government / an autonomous body / University / local body.

(state whether you had left service on giving a month's notice under Rule 5 of Central Civil Services (Temporary Service ) Rules, 1965, or any similar corresponding rules where any disciplinary proceedings framed against you, or had you been called upon to explain you conduct in any matter at the time you have been served with notice of termination of service, or at a subsequent date, before your services were 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? : 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 restricted 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 examinations / selections? : 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
- (j) Is any case pending against you in any Court of law at the time of filling up this Attestation Form? : Yes / No
- (k) Whether discharged/expelled/ withdrawn from any training institution under the Govt. or otherwise? : Yes / No

If the answer to any of the above mentioned questions is "Yes", give full particulars of the case Viz. arrest/detention/fine/conviction/sentence/punishment, etc., and the nature of the case pending in the Court/University/Educational authority, etc. at the time of filling up of this form.

**NOTE** : (i) Please also see the 'WARNING' at the top of this form.  
(ii) Specific answers to each of the questions should be given by striking out "Yes" or "No" as the case may be.

-: 6 :-

13. Name and addresses 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 THE GOVERNMENT OF INDIA.

Date :

Place :

Signature of the candidate

.....7/-

IDENTITY CERTIFICATE

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

months and to the best of my knowledge and belief, the particulars furnished by him/her are correct.

Date :

Place :

Signature:

Designation / Status and  
Address with seal

**NOTE :** THIS CERTIFICATE IS TO BE SIGNED BY ANY ONE OF THE FOLLOWING.

1. Gazetted Officers of Central or State Government.
2. Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent /guardian is Originally a resident
3. Sub-Divisional Magistrate / Officers
4. Tahsildars / Deputy Tahsildars authorized to exercise Magisterial powers
5. Principal / Head Master of the recognized School(s) / College(s) / Institution where the candidate studied last
6. Block Development Officers
7. Post Masters
8. Panchayat Inspectors

.....8/-

**I. CHARACTER CERTIFICATE**

Certified that I have known Shri / Smt. / Kum. \_\_\_\_\_  
Son / Daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_  
years \_\_\_\_\_ months and to the best of my knowledge and belief, he / she  
bears reputable character and has no antecedents which render him / her unsuitable for  
Government employment.

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

Date :  
Place :

Signature :  
Designation :  
Seal :

**II. CHARACTER CERTIFICATE**

Certified that I have known Shri / Smt. / Kum. \_\_\_\_\_  
Son / Daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_  
years \_\_\_\_\_ months and to the best of my knowledge and belief, he / she  
bears reputable character and has no antecedents which render him / her unsuitable for  
Government employment.

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

Date :  
Place :

Signature :  
Designation :  
Seal :

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