



सत्यमेव जयते

No. A.11013/12/2016-AT

3rd February, 2017

Sir/Madam,

Applications are invited from eligible candidates for filling up eleven (11) vacancies of Judicial Members in the Central Administrative Tribunal (CAT) arising during the calendar year 2017. However, the vacancies are likely to vary due to various exigencies like acceptance of resignation, if any, tendered by any Member (s) and also consideration and decision of competent authority regarding proposal for extension of one more term of appointment as per Rule 8 (2) of Administrative Tribunal (AT) Act, 1985.

2. The AT Act, 1985 was amended by the Administrative Tribunals (Amendment) Act, 2006 (No. 1 of 2007). As per sub-sections (2) and (3) of Section 8 of the Act:

"8(2) A Member shall hold office as such for a term of five years from the date on which he enters upon his office extendable by one more term of five years:

Provided that no Member shall hold office as such after he has attained the age of sixty-five years.

8(3) The conditions of service of Chairman and Members shall be the same as applicable to Judges of the High Court."

3. Regarding the eligibility conditions, Sub-Section 2 (b) of Section 6 of the Administrative Tribunals Act, 1985 as amended by the Administrative Tribunals (Amendment) Act, 2006 provides that-

"6(2) A person shall not be qualified for appointment,-

(b) as a Judicial Member unless he is or qualified to be a Judge of a High Court or he has for at least two years held the post of a Secretary to the Government of India in the Department of Legal Affairs or the Legislative Department including Member-Secretary, Law Commission of India or held a post of Additional Secretary to the Government of India in the Department of Legal Affairs and Legislative Department at least for a period of five years."

4. It is requested that this circular be given wide publicity. Names of eligible officers who have unimpeachable integrity and having enough judicial experience with

special knowledge and experience of service laws and are willing to be considered for the post of Judicial Member in the Central Administrative Tribunal may be sent along with their application / bio-data in the enclosed Pro-forma (**attached**). While forwarding the application (s), it may be certified that the applicant fulfils the eligibility criteria as prescribed under the Act. The candidates may indicate their availability to join the Tribunal vide para 17 of the **Annexure-I**. It is requested that while forwarding the applications of candidates, the following points may be kept in mind:

- (i) It should be ensured and stated that the applicant(s) is/are clear from vigilance angle. In case any penalty had been imposed in the past against any applicant under the relevant Service Rules, the details of the same may also be furnished.
- (ii) Original ACR/APAR dossiers, failing which certified copies of ACR/APAR for the last ten years as applicable in respect of applicants, may also be sent positively along with the applications.
- (iii) The Cadre Controlling Authority / Registrar of the High Court / Supreme Court while forwarding the applications may clearly indicate (with dates) that the officer / applicant fulfills the eligibility criterion i.e. held the post of Secretary for two years / Additional Secretary for five years as mentioned in para 3 above or that the applicant is qualified for appointment as a High Court Judge as per Article 217(2) of the Constitution of India.
- (iv) Interested applicants may also send advance copies of their applications by Speed Post or by hand. Advance copies of the applications would be considered only if the actual applications (to be sent by speed post or by hand) are later received with all the above necessary requirements from the cadre controlling authorities.

5. Retired Judges of the High Court and Members of the Bar may send their applications directly.

6. In the case of the Members of Bar, para 10 (f) of **Annexure-I** regarding details of income in the last three Assessment years (2013-14, 2014-15 & 2015-16), it should invariably be filled up, failing which their candidature is liable to be rejected summarily (Copies of the Income Tax Returns shall also be attached). Such applicants should attach documentary proof of fulfillment of the qualification to become High Court Judge as per Article 217 (2) of the Constitution of India. Attestation form, duly filled in with 3 photographs, along with identity certificate, should be sent by Members of Bar. Prescribed attestation form is enclosed as **Annexure-II**.

7. The duly-filled in (neatly typed) original applications should reach the Secretary, Department of Personnel and Training, North Block, New Delhi – 110001 by 05.30 P.M. on or before 27th March, 2017 (by hand or by Speed Post). Applications received after closing date of receipt of application will not be considered. This Department will

not be responsible, for the postal delay / loss of application, for the reasons whatsoever. It is therefore, in the interest of applicants to ensure that their applications reach well within the closing date & time as stipulated.

8. The appointment of Members in the Central Administrative Tribunal shall carry All India transfer liability. The selected persons are liable to be posted to any place having a Bench of the Central Administrative Tribunal depending on the availability of the vacancies / exigencies of work and as decided by the Competent Authority.

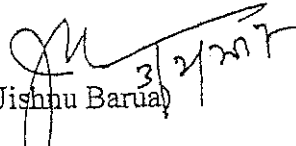
9. The designated Committee may prepare a list of waitlisted panel to meet any exigencies like the selected candidate not joining, vacancies arising in 2017 due to resignation, vacancies carried forward from previous years etc. The waitlisted panel will remain valid upto six months from the date the panel is prepared by the designated Committee. However, the Government of India reserves the right to extend the validity of the panel.

10. It is also clarified that persons selected for appointment will have to join within thirty (30) days from the date of issue of appointment order failing the which appointment will be cancelled and the candidate will be liable to be debarred for a period of three years in terms of extant guidelines of the Department.

11. It is in their own interest that the candidates should go through the Administrative Tribunal Act, 1985 and it's amendment from time to time regarding eligibility, service conditions etc. before applying. It may also be noted that subsequent amendment, if any, to this notice , will be posted in DoPT website (persmin.gov.in / persmin.nic.in) only.

With regards,

Yours sincerely,


(Jishnu Barua) 3/2/2017

Shri Hitesh Kumar Sarma
Registrar General,
Guwahati High Court,
Guwahati

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**PARTICULARS/BIO-DATA FOR THE POST OF JUDICIAL MEMBER IN
CENTRAL ADMINISTRATIVE TRIBUNAL**

1. Name:
2. Date of Birth:
3. Current/Past Service
 - (i) High Court Judge
 - (ii) Indian Legal Service
 - (iii) Judicial Service
 - (iv) Member of Bar
4. In the case of High Court Judge
 - (i) Date of appointment as High Court Judge:
 - (ii) Place of posting:
5. In the case of others
 - (i) Name of Service:
 - (ii) Year of joining service:
 - (iii) Since when in Grade I of ILS/Judicial Service:
 - (iv) Present scale of pay.
6. Educational Qualifications

(Mention award of prize, scholarship, fellowship or any other distinction)
7. Date of Superannuation (If applicable):
8. Designation of Present / Last Post held:
9. (a) Office Address & Telephone Number:
- (b) Residential Address & Telephone Number:
- (c) Correspondence Address (along with Mobile Number and Email ID):
10. Practice (for Members of Bar)
 - (a) Date of enrolment
 - (b) Actual number of years of practice
 - (c) Places and / or the courts before whom practised and the period
 - (d) Nature of practice-
Civil, Criminal, Constitutional, Taxation,
Labour, Company, Service etc.

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- (e) The field of specialization, if any
- (f) (i) Professional Income for the last three Assessment Years (2013- 14, 2014-15 & 2015-16) - gross and taxable
- (ii) Year in which first assessed to Income Tax-gross professional income in that year be furnished.
- (g) Reported judgments of Supreme Court and High Courts, for the last five years, in which argued independently (give citations)
- (h) Unreported judgments of Supreme Court and High Courts, for the last five years, in which argued independently (annex certified / attested copies)

11. Association, if any, with any political party

- (a) Name of the party
- (b) Period of association
- (c) Whether held any organizational office and if so, period
- (d) Whether held elective office in any legislative or local authority and, if so, the period.

12. Whether held any office as Advocate General, Government Advocate or Standing Counsel for the State or Union or any statutory authority or public undertakings (give particulars).

13. In the case of a Judicial Officer, details of the posts held during the last ten years with dates. Details of any departmental inquiry held or contemplated, with particulars as to the nature of charges and period or periods involved and the outcome thereof, should be indicated.

14. Whether employed at any time either on part-time or full-time basis. If so, give status and period and the reasons for leaving.

15. Special knowledge and experience in dealing with service matters and laws (Please elaborate):

- 16. Indicate special achievement during last 10 years (separate sheet may be attached for indicating special achievement – in not more than 150 words)
- 17. Indicate the month of year 2017 in which the officer will be available for joining the Tribunal, if selected :

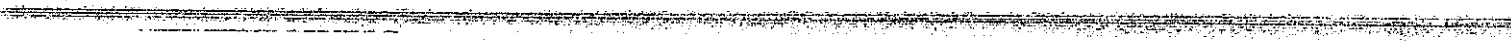
The information furnished above is correct to the best of my knowledge and belief and nothing has been suppressed. I understand that in case of my selection, if any information furnished above is found to be false or mis-represented at a later stage, my selection is liable to be cancelled with the approval of the Competent Authority.

(SIGNATURE)

(NAME IN CAPITAL.....)

Place:

Date:



To be filled in by the candidate in his own handwriting

सं. लो. से. आ. 21क/U.P.S.C.-21A

No. F/1 /9 -R Roll No.

हाल ही के पासपोर्ट आकार
(5 से.मी. × 7 से.मी.) के
हस्ताक्षरित फोटो को प्रति चिपकाइए
Affix signed Passport size
(5cm × 7cm approx.)
copy of recent photograph

साक्ष्यांकन फार्म/ATTESTATION FORM

चेतावनी/WARNING

साक्ष्यांकन फार्म में झूठी सूचना देना या किसी तथ्य को छिपाना अनर्हता समझी जाएगी तथा उसके कारण उम्मीदवार को सरकारी नौकरी के लिए अयोग्य समझे जाने की संभावना है।

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. इस फार्म को भरने और भेजने के बाद यदि उम्मीदवार को नजरबन्द, गिरफ्तार किया जाता है, उस पर मुकदमा चलाया जाता है, बन्दी, जुर्माना, दण्डित, विवर्जित, दोषमुक्त आदि किया जाता है तो उसकी सूचना तत्काल सब लोक सेवा आयोग को अथवा उस अधिकारी को यथास्थिति भेजी जानी चाहिये, जिसकी पहले साक्ष्यांकन फार्म भेजा गया है। ऐसा न करने पर यह समझा जायेगा कि वास्तविक सूचना छिपाई गई है।

If detained, arrested, prosecuted, bond down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form the details should be communicated immediately to the Union Public Service Commission or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.

~~यदि किसी व्यक्ति को नजरबन्द, गिरफ्तार, मुकदमा चलाया जाता है, बन्दी, जुर्माना, दण्डित, विवर्जित, दोषमुक्त आदि किया जाता है तो उसकी सूचना तत्काल सब लोक सेवा आयोग को अथवा उस अधिकारी को यथास्थिति भेजी जानी चाहिये, जिसकी पहले साक्ष्यांकन फार्म भेजा गया है। ऐसा न करने पर यह समझा जायेगा कि वास्तविक सूचना छिपाई गई है।~~

सेवाएं समाप्त की जा सकेंगी।

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.

	उपनाम Surname	नाम Name
1. पूरा नाम (साफ अक्षरों में) उपनामों सहित (यदि आपने अपने नाम या उपनाम में किसी समय कुछ बढ़ाया या घटाया है तो कृपया बताएं) Name in full (in Block, Capitals), with aliases, if any (Please indicate if you have added or dropped at any stage, any part of your name or surname).		
2. वर्तमान पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/सड़क/मार्ग और नगर) Present address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)		
3. (क) घर का पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/सड़क/मार्ग और नगर और जिले के मुख्यालय का नाम)। (a) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of District Headquarter).	(क) (a)	
(ख) यदि पाकिस्तान का मूल निवासी है तो उस देश में पता और भारत संघ में प्रजनन की तारीख। (b) If originally a resident of Pakistan the address in that country and the date of migration to Indian Union.	(ख) (b)	

4. उन स्थानों का ब्यौरा (रहने की अवधियों सहित) जहां आप पिछले पांच वर्षों में एक वर्ष से अधिक समय तक रहे हों। यदि विदेशी (पाकिस्तान सहित) रहे हों तो उन स्थानों का ब्यौरा देना चाहिए जहां आप एक वर्ष से अधिक समय तक 21 वर्ष की आयु होने के बाद रहे हों।

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.

कब से From	कब तक To	निवास स्थानों के पूरे पते (अर्थात् ग्राम, थाना और जिले या मकान नम्बर, गली/सड़क/मार्ग और नगर) Residential address in full (i.e. village, Thana and District or House Number, Lane/Street/Road and Town)	पिछले खाने में दिये गये स्थान के जिले के मुख्यालय का नाम Name of the District Headquarters of the place mentioned in the preceding column

5. (क)

(a)

रिश्ता नाम Relation Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म स्थान Place of birth	व्यवसाय (यदि सेवा में हो तो पूरा पदनाम और कार्यालय का पूरा पता दिया जाये) Occupation (if employed give full designation & Official address)	वर्तमान डाक का पता (यदि मृतक हो तो पिछला पता) Present Postal address (if dead give last address)	घर का स्थाई पता Permanent Home address
(i) पिता (पूरा नाम, उपनामों सहित यदि कोई हो) Father (Name in Full aliases, if any)					
(ii) माता Mother					
(iii) पत्नी/पति Wife/Husband					
(iv) भाई Brother(s)					
(v) बहनें Sister(s)					

(ख) विदेश में पढ़ रहे/रह रहे पुत्र/(पुत्रों) और/या पुत्री/(पुत्रियों) के मामले में प्रस्तुत की जाने वाली सूचना।

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

नाम Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म का स्थान Place of birth	देश का नाम जहां पढ़ रहे/ रह रहे हैं पूरा पता Country in which studying/living with full address	पिछले कालम में दिये गये देश में जिस तारीख से पढ़/रहे हैं Date from which studying/living in the country mention in previous column

6. राष्ट्रीयता
Nationality

7. (क) जन्म की तारीख (ईस्वी संवत् में) (क)
(a) Date of birth (in Christian era) (a)
(ख) वर्तमान आयु (ख)
(b) Present Age (b)
(ग) मैट्रिक के समय आयु (ग)
(c) Age at matriculation (c)
8. (क) जन्म स्थान, जिला और राज्य जिसमें यह स्थित है (क)
(a) Place of birth, District and State in which situated (a)
(ख) आप किस जिले और राज्य के हैं (ख)
(b) District and State to which you belong (b)
(ग) आपके पिता मूल रूप से किस जिले और राज्य के हैं (ग)
(c) District and State to which your father originally belongs (c)
9. (क) आपका धर्म (क)
(a) Your religion (a)
(ख) क्या आप अनुसूचित जाति/जनजाति/अन्य पिछड़ी जाति के हैं? (ख)
उत्तर हाँ या नहीं के रूप में दें।
(b) Are you a member of a Scheduled Caste/Scheduled Tribe/OBC? (b)
Answer 'Yes or No'

10. 15 वर्ष की आयु से किन-किन स्कूलों और कालेजों में और किन-किन वर्षों में शिक्षा प्राप्त की उसके स्थानों को वर्षों के साथ दिखाते हुए शिक्षा संबंधी योग्यताएं।

Educational qualification showing places of education with years in Schools and Colleges since 15th year of age :

स्कूल/कालेज का नाम और पूरा पता Name of School/College with full address	प्रवेश की तारीख Date of entering	छोड़ने की तारीख Date of leaving	परीक्षा Examination

11. (क) क्या आप इस समय केन्द्रीय या राज्य सरकार या अर्ध-सरकारी या स्थायीवत् सरकारी निकाय या स्वशासी निकाय या सार्वजनिक उपक्रम या किसी गैर सरकारी उपक्रम या संस्था के अन्तर्गत कार्य कर रहे हैं या पहले कभी कार्य किया है? यदि हाँ, तो नियोजन की तारीख सहित पूर्ण विवरण दें।
- (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 employments up-to-dates :

अवधि Period	पद, परिलब्धियाँ तथा रोजगार का स्वरूप Designation, emoluments and nature of employment	नियोजन का पूरा नाम व पता Full name and address of employer	पहली नौकरी छोड़ने का कारण Reasons of leaving previous service
से From	तक To		

11. (ख) क्या पिछली सेवा भारत सरकार/राज्य सरकार/भारत सरकार या किसी राज्य सरकार के स्वामित्व या संचालित किसी उपक्रम, किसी स्वायत्त निकाय, विश्वविद्यालय/स्थानीय निकाय के अधीन थी, यदि आपने केन्द्रीय सिविल सेवाओं (अस्थायी सेवा) नियम, 1965 के नियम 5 के अधीन या किन्हीं इसी प्रकार के नियमों के अधीन एक महीने का नोटिस देकर सेवा छोड़ी थी तो क्या आपके विरुद्ध कोई अनुशासनिक कार्यवाही की गई थी या जब आपकी सेवा को समाप्त करने के लिए नोटिस दिया गया था या बाद में आपकी सेवा के वास्तव में समाप्त होने से पहले तक आपसे किसी मामले में आपके आचरण के लिए स्पष्टीकरण मांगा गया था?
- (b) If the previous employment was under the Government of India/State Government/an Undertaking owned or controlled by the Govt. of India or a State Government/Autonomous body/University/local body. If you had left service on giving a month 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 date before your services actually terminated?

12. (क) क्या आप कभी गिरफ्तार किये गये? (a) Have you ever been arrested? हाँ/नहीं Yes/No
 (ख) क्या आप पर कभी मुकदमा चला है? (b) Have you ever been prosecuted? हाँ/नहीं Yes/No
 (ग) क्या आप कभी नजरबंद रखे गये? (c) Have you ever been kept under detention? हाँ/नहीं Yes/No
 (घ) क्या आप कभी बंदी बनाये गये? (d) Have you ever been bound down? हाँ/नहीं Yes/No
 (ङ) क्या आप पर किसी विधि न्यायालय द्वारा जुर्माना किया गया है? (a) Have you ever been fined by a Court of Law? हाँ/नहीं Yes/No
 (च) क्या आप कभी किसी अपराध के लिये न्यायालय द्वारा दोषी ठहराए गए हैं? हाँ/नहीं Yes/No
 (f) Have you ever been convicted by a Court of Law for any offence? हाँ/नहीं Yes/No
 (छ) क्या आप कभी किसी परीक्षा के लिए विवर्जित ठहराए गए या किसी विश्वविद्यालय या किसी अन्य जिलाधिकरण/संस्था द्वारा निकाले गये? हाँ/नहीं Yes/No
 (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? हाँ/नहीं Yes/No
 (ज) क्या आप कभी किसी से लोक सेवा आयोग/कर्मचारी चयन आयोग द्वारा उसकी किसी परीक्षा में बैठने/चयन के लिए विवर्जित/अयोग्य ठहराए गए हैं? हाँ/नहीं Yes/No
 (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of their examination/selection? हाँ/नहीं Yes/No
 (झ) इस साक्ष्यांकन फार्म को भरते समय क्या किसी न्यायालय में आपके विरुद्ध मुकदमा चल रहा है? हाँ/नहीं Yes/No
 (i) If any case pending against you in any court of law at the time of filling up this attestation Form? हाँ/नहीं Yes/No
 (ञ) इस साक्ष्यांकन फार्म को भरते समय क्या किसी शैक्षिक प्राधिकरण/संस्था में आपके विरुद्ध कोई मामला चल रहा है? हाँ/नहीं 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 Attestation Form? हाँ/नहीं Yes/No
 (ट) क्या सरकार के अधीन किसी प्रशिक्षण संस्थान से कार्यमुक्त/निष्कासित/प्रत्याहृत किया गया अथवा अन्यथा है? हाँ/नहीं Yes/No
 (k) Whether discharged/expelled/withdrawn from any training institution under the Govt. or otherwise? हाँ/नहीं Yes/No

- (द) उपरोक्त किसी भी प्रश्न का उत्तर यदि हाँ में हो तो मामले गिरफ्तार/नजरबंद/जुर्माना/अपराधी/कारावास/सजा आदि के होने और/या इस फार्म को भरते समय न्यायालय/विश्वविद्यालय/शैक्षिक प्राधिकरण/संस्था में चल रहे मुकदमे के मामले के संबंध में ब्यौरा दीजिए।
 (e) 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 name of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form.

टिप्पणी : (1) कृपया इसका साक्ष्यांकन फार्म के ऊपर दी गई 'चेतावनी' को भी देखिए।

Note : Please also see the "Warning" at the top of this Attestation Form.

- (2) यथास्थिति "हाँ" या "नहीं" को काट कर प्रत्येक प्रश्न का उत्तर अलग-अलग दिया जाना चाहिए।
 Specific answer to each of the question should be given by striking out "Yes or "No" as the case may be.

13. अपने इलाके के दो जिम्मेदार व्यक्तियों के नाम या ऐसे दो व्यक्तियों के नाम दीजिए जो आपको जानते हैं। 1.
 Name of two responsible persons of your locality or two referees to whom you are known. 2.

मैं प्रमाणित करता/करती हूँ कि ऊपर दी गई सूचना जहाँ तक मुझे पता है तथा विश्वास है सही तथा पूर्ण है। मैं ऐसी किसी स्थिति से परिचित नहीं हूँ जिसके कारण मैं सरकार के अधीन नौकरी के लिए योग्य न हो सकूँ।

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.

तारीख.....
 Date

स्थान.....
 Place

उम्मीदवार के हस्ताक्षर.....
 Signature of Candidate

पहचान प्रमाण-पत्र
IDENTITY CERTIFICATE

प्रमाण-पत्र निम्नलिखित किसी एक के द्वारा हस्ताक्षरित किए जाने के लिए:—

Certificate to be signed by any one of the following:—

- (1) केन्द्रीय या राज्य सरकार के राजपत्रित अधिकारी;
Gazetted officers of Central or State Government;
- (2) साधारण तथा जहाँ का उम्मीदवार तथा उसके माता-पिता/रक्षक निवासी हैं उस निर्वाचन क्षेत्र के संसद सदस्य या राज्य विधान मण्डल के सदस्य;
Members of Parliament or State legislature belonging to the constituency where the candidate or his parent/guardian ordinarily reside;
- (3) सब डिविजनल मैजिस्ट्रेट/अधिकारी;
Sub-Divisional Magistrate/Officers;
- (4) मैजिस्ट्रेट की शक्तियों का प्रयोग करने के लिए प्राधिकृत तहसीलदार या नायब उप-तहसीलदार;
Tehsildar or Naib/Dy. Tehsildar authorised to exercise magisterial powers;
- (5) जहाँ उम्मीदवार पहले पढ़ता रहा हो वहाँ के मान्यताप्राप्त स्कूल/कालेज/संस्था का प्रिंसिपल/मुख्याध्यापक;
Principal/Headmaster of the recognised School/College/Institution where the candidate studied last;
- (6) ब्लॉक विकास अधिकारी;
Block Development Officers;
- (7) पोस्टमास्टर; और
Postmaster; and
- (8) पंचायत निरीक्षक;
Panchayat Inspectors;

पुष्टि किया जाता है मैं श्री/श्रीमती/कुमारी..... पुत्र/पुत्री श्री.....
 Certified that I have known Shri/Shrimati/Kumari..... son/daughtger of
 Shri.....

.....को पिछले..... वर्षों.....
for the last..... years..... months

महीनों से जानता हूँ और जहाँ तक मुझे पता है और विश्वास है कि उसने जो ब्यौरे दिये हैं वह सही हैं।

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

हस्ताक्षर.....

.....

Signature

पदनाम या हैसियत और पता.....

Designation or Status and address

स्थान.....

Place

तारीख.....

Date

(कार्यालय द्वारा भरा जाने के लिए)
 (To be filled by the Office)

- (1) नियुक्ति प्राधिकारी का नाम, पदनाम तथा पूरा पता
 Name, designation and full address of the appointing authority
- (2) पद जिसके लिए उम्मीदवार के संबंध में विचार किया जा रहा है।
 Post for which the candidate is being considered.